What are the strengths of your area?:

6 of the 11 full-time faculty members teach general business courses in the Business Division.

Our instructors are highly diverse and professional with "real world" business experience.

Each faculty member keeps current with curriculum and technology in business and industry.

The program offers a variety of business class offerings that will prepare students with job readiness skills, certificates, degrees, and/or to transfer to a 4-year institution in Business Administration.

General Business efficiency rate is aligned with state average 523.

General Business FTES and WSCH continue to remain stable.

The program has consolidated and revised certificates and degrees to make them current with course offerings.

The Division is revising the TMC Business Degree to enable students to efficiently transfer to a CSU institution.

Courses in key areas of business including accounting, computers, economics, law, and statistics or quantitative methods are required.

Courses in key areas of business technology including computer information systems, basic computer use, and hands-on computer applications used in today's economic world are required.

Ten percent of all College of the Sequoias' Transfer Studies Degrees were awarded from the Business Division.

The Business Division experienced consistent growth in awarding Business degrees including an annual growth of 46.8% from 2013-2014.

In 2014, the program awarded 91 degrees as compared to 62 in 2013.

Business Internship Program has placed approximately 25 students, with general business emphasis, in various community businesses in the program annually.

What improvements are needed?:

Finalize outstanding curriculum in CNet.

Continue updating assessments and outcomes.

Fill the void left from three retired full-time general business instructors.

Address increasing course demand at the Tulare and Hanford campuses by offering degree and transfer options.

Data for fall 2014 shows overloads of 1.1 FTEs to make up for the retirements and lack of qualified adjuncts.

Continue to improve success/efficiency rates so they remain above the current state average.

Describe any external opportunities or challenges.: 

Continue to stay abreast with current technology through continual software updates.

Continue to place business students into the Division's Internship Program.

Maintain or surpass our current 2012-2013 success rate of 58.4% (statewide completion rates for 2009-2013 is 58%).
Overall Outcome Achievement: The Business Program SLOs are being met or exceeded in all general business courses. At minimum, there are three SLOS written for each course.

Continue to update courses per the adopted 5 year course cycle. All general business instructors are assigned courses that must be updated every 5 years.

All syllabi contain correct SLOs.

Changes based on outcome: No changes to assessment cycle. Annual review of assessments is ongoing and if changes are needed they will be implemented.

Outcome cycle evaluation: The cycle for outcome assessment is every year for general business courses and the business division program as a whole. Continue to hold workshops/division meetings to collaborate with fellow instructors and update and keep assessments current.

Action: Business Program Student Success Rates

Continue to have a student success rate higher than the state average of 58%. The Business Program current success rate is 60%.

Increase available tutorial lab hours for business students and provide qualified aides/tutors.

**Implementation Timeline:** 2014 - 2015

**Start Date:** 08/14/2014

**Completion Date:** 05/31/2015

**Status:** New Action

Identify related: At the end of the general business program, students will be able to demonstrate, evaluate, and/or explain in the following areas:

**course/program outcomes:** Business Administration-Demonstrate competency in word processing, spreadsheets, and/or databases.

Business, General-evaluate an existing business and identify the business organization, key business procedures relevant to a specific problem using appropriate technology. Explain the functions of business financial operations and apply them to business situations.

Person(s) Responsible (Name and Position):

Brian Bettencourt-Division Chair, Renee Marinelli-Bus Faculty, Andy Hinojosa-Bus Faculty, Kevin Picciuto-Bus Faculty

Priority: High

Safety Issue: No

External Mandate: No

Action: Offer more business courses at the Tulare and Hanford campuses.

Offer more business courses at the Tulare and Hanford campuses.

**Implementation Timeline:** 2015 - 2016

**Start Date:** 08/10/2015

**Completion Date:** 05/27/2016

**Status:** New Action

Identify related: Business 20, 119, 295

**course/program outcomes:** Computer 5, 130, 135, 220

Person(s) Responsible (Name and Position):

Brian Bettencourt-Division Chair, Division Faculty, Cindy DeLain-Dean of Business

Rationale (With supporting data): Within the last 9 years, the Business Division has had three full-time business instructors retire. Those positions were not replaced. Because of the retirements, many

time instructors are teaching large overloads to ensure courses are being offered. Moreover, many of the courses require a strong background in statistics, quantitative methods, and computer information systems.

With the hiring of a new faculty member, the Division envisions Business 20-Statistics and Business 119-Quantitative Methods courses to also be taught at Tulare and Hanford campuses. Currently, we do not offer these courses at the other two campuses.

Because of the limited adjunct pool to teach various Business Statistics and Business Quantitative Methods, we currently have one adjunct teaching math courses at night.
The division has a higher than average state success rate of 60% for all general business classes. The statewide success rate is 58%. In addition, Business 20 has a success rate of 59% and Business 119 has a success rate of 71%.

**Priority:** High
**Safety Issue:** No
**External Mandate:** No

### Add Resource Request for Action

<table>
<thead>
<tr>
<th>Resource Description</th>
<th>Why is this resource required for this action?</th>
<th>Notes (optional)</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Business Division is in need of a full-time general business/computer instructor.</td>
<td>To increase offerings at Hanford and Tulare.</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Resource Type:</strong> Faculty- New/Replacement</td>
<td>All General Business Instructors are teaching an overload. Combined there is an FTE of 1.1 and we need to decrease overload.</td>
<td></td>
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</tr>
</tbody>
</table>

**Action: Apply for VTEA Funding**

To maintain high student success in vocational courses, the division will complete an application for VTEA funding to hire student computer lab aides.

**Implementation Timeline:** 2015 - 2016
**Start Date:** 08/10/2015
**Completion Date:** 05/26/2016
**Status:** Continued Action

**Identify related course/program outcomes:**
- Business, General-evaluate an existing business and identify the business organization, key business procedures relevant to a specific problem using appropriate technology. Explain the functions of business financial operations and apply them to business situations.

**Person(s) Responsible (Name and Position):** Brian Bettencourt, Business Division Chair

**Rationale (With supporting data):** Our division does not have sufficient budget to employ student computer lab aides. Business students need access to computers outside of instructional time and lab aides will allow student access to the computer lab.

**Priority:** High
**Safety Issue:** No
**External Mandate:** No

### Add Resource Request for Action

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</tr>
</thead>
<tbody>
<tr>
<td>We do not have an adequate budget to employ necessary student workers in our computer lab. VTEA funds would fulfill this budgetary needs.</td>
<td>Business students need access to computers outside of instructional time and lab aides will allow student access to the computer lab.</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>