

Comprehensive Program Review Report



Program Review - Accounting

Program Summary

2021-2022

Prepared by: Andy Hinojosa, Mike Skaff, Janell Spencer

What are the strengths of your area?: High quality instructors. The Accounting Department currently has three full time instructors including two Certified Public Accountants. All three have extensive real-world experience, have owned and operated their own businesses and share these real life business experiences with students. Academic instruction is enhanced with the sharing of personal business experiences, making the text material more relatable. All three are on-line certified with extensive on-line experience.

Internship Program: The Accounting Department has been very active in the past placing students in accounting/bookkeeping internships with participating local businesses. The number of accounting students placed fluctuate with the needs of the accounting community. However, due to the COVID pandemic we have been unable to place students in accounting positions.

Full -Time Professors: The full-time faculty of the Accounting Department currently teach 83% of the courses in the Accounting Department. The remaining 17% are taught by adjunct faculty with a CPA license.

In the past our part-time classified employee enhanced student and employer access to the program , however, with the current pandemic, placing students in the internship program has temporarily ceased.

Outcomes by Gender and Ethnicity show improvement (2020-2021 over 3 year Average) in nearly every category.

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What improvements are needed?: Student success rates, based on completion of courses, was 70% for 2019-2020 and 75% for 2020-2021. The 2020-2021 success rate represents a 5% increase over the 2019-2020 academic year. The department will continue to strive to maintain and/or improve over the prior year's rate. The plan is to maintain an ongoing pool of highly qualified tutors identified by accounting faculty to enhance student success.

Internship Tracking: As mentioned above, the Covid pandemic has temporarily halted the internship program. The accounting program looks forward to continuing accounting internships in the foreseeable future.

Technology updates: While the MS Office programs and Tax programs are updated regularly to meet industry standards, the QuickBooks program should be updated approximately every three years. The Computer Accounting Course, ACCT 210 materials were updated beginning Fall 2021; the course currently uses QuickBooks 2021.

Describe any external opportunities or challenges.: Preparing students for the challenging careers in Accounting and Bookkeeping in a changing business environment. The demands of technology are increasing as more employees are working remotely. We continue to see this as a fundamental change rather than a response to the current environment. The department must be prepared to provide our students with the necessary tools to adapt to this change.

Employers seek qualified bookkeepers and accountants. The Accounting Department is faced with preparing not only the vocational students but also those students pursuing four year degrees. Our classes are comprised of students with both goals and we need to be able to address the needs of both during the same class period.

Overall SLO Achievement: Student Learning Outcomes for Accounting 1 & 2 were scheduled for assessment in Spring 2021, however, due to the Pandemic, most activities were on hold. Accounting 1 and 2 will be assessed during the Spring of 2022.

Changes Based on SLO Achievement: Assessments will be extended to Spring 2022. The accounting department will continue to provide tutors to assist students.

Overall PLO Achievement: Program outcomes will be up for assessment for the 2021 - 2022 cycle (every 3 years). For the 2019 - 2020 assessment cycle, a summary of results are:

- Technology and software were updated to ensure instruction included the latest bookkeeping and tax accounting software
- Overall success rates increased from 70% for the 2019-2020 year to 75% for academic year 2020-2021. The goal for 2020-2021 was set for 70% or higher. Within one year the success rate increased by 5%.

Changes Based on PLO Achievement: There are no changes based on the PLO Achievements. Success rates are increasing. The department will continue to deliver material supplemented by the latest technology possible.

Outcome cycle evaluation: The cycle for outcome assessment is every two or three years. The Accounting Faculty meet to discuss the Trac Dat assessments and recommend changes according to student needs and changing environment.

Action: Provide students with the latest technology and software updates, including bookkeeping and tax accounting software

Update technology - the latest versions of Quickbooks and Microsoft Office and Professional Tax Preparation Software

Leave Blank:

Implementation Timeline: 2019 - 2020, 2020 - 2021, 2021 - 2022

Leave Blank:

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Identify related course/program outcomes: Given specific data of a business entity, students will be able to create a fictitious company using computerized accounting software with 70% accuracy or better.

Person(s) Responsible (Name and Position): Andy Hinojosa

Rationale (With supporting data): Provide students with the latest industry technology. Tax laws, payroll laws, and industry preferred software change annually. It is imperative that COS teaches from the latest available software.

Priority: High

Safety Issue: No

External Mandate: No

Safety/Mandate Explanation:

Update on Action

Updates

Update Year: 2021-2022

09/24/2020

Status: Action Completed

Update technology - the most relevant versions of Quickbooks and Intuit's on line version of it's professional tax preparation software. Continue every year with updates to Intuit On-Line and updates to Quickbooks as required by industry usage. While this action is completed each year, it must be renewed every year. The department must learn the new software and develop methods to deliver the updated technology to students. Due to the fact that this is an ongoing action, we will discontinue this action.

Impact on District Objectives/Unit Outcomes (Not Required):

Link Actions to District Objectives

District Objectives: 2018-2021

District Objective 2.4 - By 2021, Increase the percentage of CTE students who achieve their employment objectives by 5 percentage points

District Objectives: 2013-2015

2013-2015: District Objective #1 - District Objective #1 for 2013-2015: Provide effective academic support services as measured by an increase in the rate at which students successfully complete courses.

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District Objectives: 2015-2018

District Objectives - 2.2 - Increase the number of students who earn an associate degree or certificate annually.

District Objectives - 2.4 - Increase Career Technical Education course success rates and program completion annually.

Action: Track Accounting Student Success

Implement a system to track accounting students' career success and job placements after completion of the program.

Leave Blank:

Implementation Timeline: 2019 - 2020, 2020 - 2021, 2021 - 2022

Leave Blank:

Leave Blank:

Identify related course/program outcomes: At the end of this program, students will be able to actively assist in the bookkeeping, general accounting functions, and financial statement preparation of an employer. This will be assessed by testing/assessments requiring the above functions.

Person(s) Responsible (Name and Position): Janell Spencer; Andy Hinojosa; Mike Skaff

Rationale (With supporting data): Additional hours are needed for staff to implement the tracking of permanent placements. By having this process in place, internship placement success can be validated as well as data analyzed toward continuous job placement improvement. Additional analysis will be required to determine the skill level and hours required to conduct the data gathering and analysis.

Incorporate the use of technology to coordinate and implement the tracking system during the Pandemic.

Priority: Medium

Safety Issue: No

External Mandate: No

Safety/Mandate Explanation:

Update on Action

Updates

Update Year: 2021-2022

09/13/2021

Status: Continue Action Next Year

Unfortunately, due to the Pandemic, we were unable to complete and/or accomplish this action. Therefore, we will carry this action forward with the hopes of accomplishing our goal.

Impact on District Objectives/Unit Outcomes (Not Required):

Update Year: 2020 - 2021

09/09/2020

Status: Continue Action Next Year

Direct staff to assist with data gathering and tracking of accounting and business alumni by reallocated the number of hours for staff to this task.

Impact on District Objectives/Unit Outcomes (Not Required):

Link Actions to District Objectives

District Objectives: 2018-2021

District Objective 2.1 - Increase the percentage of students who earn an associate degree or certificate (CTE and Non-CTE) by 5 percentage points over three years

District Objective 2.2 - Increase the number of students who transfer to a four-year institution by 10 percent over three years

District Objective 2.4 - By 2021, Increase the percentage of CTE students who achieve their employment objectives by 5 percentage points

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District Objectives: 2015-2018

District Objectives - 2.4 - Increase Career Technical Education course success rates and program completion annually.

District Objectives: 2021-2025

District Objective 2.2 - Increase the number of students who are transfer-ready by 15% and students who transfer to four-year institutions by 10% from 2021-2025.

District Objective 2.4 - Increase the percentage of CTE students who achieve their employment objectives by five percentage points (job closely related to field of study and attainment of a livable wage) and the number of CTE students who successfully complete 9+ CTE units in a single year by 10% from 2021-2025.

District Objective 4.2 - Improve communication practices needed to support organizational effectiveness and continuous improvement across all District units and constituents from 2021-2025.

Action: Maintain Accounting Department Student Success Rates

Maintain student success at 72% or better.

Leave Blank:

Implementation Timeline: 2019 - 2020, 2020 - 2021, 2021 - 2022

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Identify related course/program outcomes: At the end of this program, students will be able to actively assist in the bookkeeping, general accounting functions, and financial statement preparation of an employer. This will be assessed by testing/assessments requiring the above functions.

Person(s) Responsible (Name and Position): Janell Spencer, Mike Skaff, Andy Hinojosa

Rationale (With supporting data): Student success rates for 2017-2018 academic year improved to 64%. Within one year, the goal is to improve the rate to 65% or higher.

The student success rate improved to 65% for the 2018-19 academic year. Over the 2019-2020 academic year, the goal is to improve this rate to 66% or higher.

The student success rate improved to 70% for the 2019-20 academic year. Over the 2020-2020 academic year, the goal is to maintain the success rate to 72% or higher.

The student success rate improved to 75% for the 2020-2021 academic year. The accounting department will continue to strive to increased success rates to 76-77%

Priority: High

Safety Issue: No

External Mandate: No

Safety/Mandate Explanation:

Update on Action

Updates

Update Year: 2021-2022

09/13/2021

Status: Continue Action Next Year

Overall accounting student success rates increased to 75%. Previous goal was 70%. We have achieved 75% in 2020-2021.

Impact on District Objectives/Unit Outcomes (Not Required):

Related Documents:

[ACCT 2021 Program Review Data.pdf](#)

[Accounting Program Review - 2021 Data Analysis.xlsx](#)

Program Review - Accounting

Update Year: 2020 - 2021

09/24/2020

Status: Continue Action Next Year

Overall accounting student success rates increased to 72%. Previous goal was 65%. We have achieved 70% in 2019-2020

Impact on District Objectives/Unit Outcomes (Not Required):

Related Documents:

[Accounting Program Review - 2020 Data Analysis.xlsx](#)

Link Actions to District Objectives

District Objectives: 2018-2021

District Objective 2.1 - Increase the percentage of students who earn an associate degree or certificate (CTE and Non-CTE) by 5 percentage points over three years

District Objective 2.2 - Increase the number of students who transfer to a four-year institution by 10 percent over three years

District Objective 2.4 - By 2021, Increase the percentage of CTE students who achieve their employment objectives by 5 percentage points

District Objectives: 2015-2018

District Objectives - 2.2 - Increase the number of students who earn an associate degree or certificate annually.

District Objectives - 2.4 - Increase Career Technical Education course success rates and program completion annually.

District Objectives: 2021-2025

District Objective 2.1 - Increase the number of students who earn an associate degree or certificate (CTE and non-CTE) by 5% from 2021-2025.

District Objective 2.4 - Increase the percentage of CTE students who achieve their employment objectives by five percentage points (job closely related to field of study and attainment of a livable wage) and the number of CTE students who successfully complete 9+ CTE units in a single year by 10% from 2021-2025.

District Objective 3.1 - Reduce equity gaps in course success rates across all departments by 40% from 2021-2025.

District Objective 3.2 - Increase the course success rate by 10% for each disproportionately impacted student group in their transfer level Quantitative Reasoning and English courses by the end of their first year from 2021-2025.

District Objective 4.2 - Improve communication practices needed to support organizational effectiveness and continuous improvement across all District units and constituents from 2021-2025.