

# 1. Assessment Plan - Four Column



## PIE - Business: Accounting Management Unit

### Narrative Reporting Year

**2018-19**

**Contact Person:** Brenda Domico and Tom McFarland

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**Program Planning Dialog:** Monthly department meetings are held where dialogue occurs on curriculum development needs. Two main areas of focus are the introduction of the Supply Chain Management Certificate and development of new Accounting Certificates and degrees. Discussions were held on the need for more computerized classrooms to accommodate newly revised accounting courses and certificates

**External Conditions, Trends, or Impacts:** 1. Distance Learning Demand and Student Enrollment Trends: During this period of flat enrollment on-line courses continue to fill first. CTE education caters to working adults who prefer and seek out the flexibility of on-line course offerings. Current higher education infrastructure cannot accommodate growing college population and enrollments, making distance education necessary. Accounting and Management on-line classes continue to fill first.

2. Mobile Technology and Social Media: Increase in student use of mobile technology and social media for learning results in higher demand for faculty with training and skills in use of current technology in the classroom and ability to teach distance learning courses utilizing current trends and technology

3. Human Resource and Management job Outlook: Bureau of Labor Statistics reports a 14.1% increase in jobs from 2012 to 2022, which is equal to the average for all jobs. Administrative Management jobs are predicted to rise 8% per year, which is equal to average. Marketing and Promotional Manager jobs are predicted to rise at 9%

4. Unemployment Rate: California's unemployment rate remains low at 4.3%, as of March 2019. Whereas, the US unemployment rate is also down to 3.8 %, from a high of 9.3% in 2010

5. Accounting Profession Job Outlook: Accounting profession continues to report a demand for skilled accountants. Bureau of Labor Statistics reports 15.7% job increase from 2010 to 2020, which is above average. Universities continue to report positive recruiting and job placement of accounting graduates.

6. Universities report an increase in demand for accounting degrees. Universities are expanding their masters programs in accounting to meet the constantly changing demands of the accounting profession, and professional certifications.

7. Industry reports reveal deficiencies in critical thinking skills, and interpersonal and communication skills in the young emerging workforce. Other deficiencies noted include writing skills and research abilities.

8. The California State Employment Development Department reports that accounting is one of the occupations with the most job opportunities. They list that there will be over 70,600 top level accounting jobs available in California through 2022.

9. According to the California Employment Development Department Labor Market Information Division, Retail salespersons (Retail Management) - SOC - 41-2031, is the number 1 highest projected occupation for 3-year replacement need, with a projected 3-year openings needed, in our region, of 18,723 jobs. This provides evidence of the increasingly importance and potential for our Management, Marketing (sales), and Retail Management certificates and degrees.

10. New CPA laws, Enrolled Agent, CFM and CMA demands and CTEC (California Tax Education Council) certifications, have created a demand for accounting courses at the community college level to fulfill the educational requirements, as well as development of new programs to meet the needs of the growing and changing Accounting industry. This requires new course development and the appropriate resources and training to assist in maintaining a quality Accounting Program.

**Internal Conditions, Trends, or Impacts :** 1. Staffing: The Management discipline is currently in the process of hiring a new full time faculty member. Two additional full time faculty are needed to address growth in new course offering and certificates in both the accounting and management disciplines. The Management discipline includes management, business communications, and marketing courses. Currently there are 45 classes scheduled for Fall 2019, with only 3 full time faculty. This discipline has experienced 2 retirements, and the infusion of the entire marketing discipline, while not receiving any additional full-time faculty hire.

2. Changes in technology in Accounting and Management Courses: increasing technology in distance learning courses and use of technology in the classroom requires well-trained adjunct and full time faculty to accommodate these trends. Certification requirements in Course Management systems (i.e. Canvas) and distance learning requirements to teach on-line and hybrid requires additional training and resources before hiring adjunct faculty.

3. Facilities: Accounting and Management classes continue to fill. Student demand for our courses is high, especially the higher unit courses requiring more hours in the classroom. Additionally, accounting curriculum changes require more classrooms equipped with computers.

**Critical Decisions Made by Unit:** 1. Improvements made to accounting courses and certificates have resulted in additional units and increased demand for more computerized classrooms.

**Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement:** Ralph Jagodka received the "NASBITE International 2019 Advancing International Trade State Award" for California.

Regina Martinez has continued to utilize various methods of technology in the classroom in addition to Canvas. This includes several different student response systems, interactive DVD games, and Classroom Jeopardy along with the corresponding software. They are efficient and effective educational delivery tools that have a positive impact on student learning outcomes, skill building, and career application. The student response systems can be found at Socrative.com, Free Mobile Polls.com, Kahoot.com, Answer Pad.com, and Factile.com. These interactive systems enable the use of multiple choice, short answers, discussions, interactive games, surveying, and true or false assessments.

Tom McFarland continues as department chair. During his time as chair the management discipline has added a new supply chain certificate. He has continued to help in the transition of the AFM/Business club to new advisers. Additional training sessions to adjunct instructors have been offered. Tom continues to pursue the flipped classroom concept with canvas components added to traditional on campus classes. He continues to refine online and hybrid offerings. Tom continues active memberships with several industry associations.

All faculty in the Accounting and Management department continue to use digital resources and technology in all three modes of education delivery. Canvas is incorporated into traditional, hybrid, and fully online courses, as well as adaptive learning digital solutions software.

Steven Valdes certified and renewed the following professional licenses Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Personal Financial Specialist (PFS) { AICPA designated Financial Planner }, and Chartered Global Management Accountant (CGMA).

Mt. San Antonio College has awarded over 50 certificates of completions to students who have successfully passed BUSA 58 Federal Income Tax Law. The students have now obtained the qualifying education necessary to become legally licensed tax preparers under the California Tax Education Council.

Steven Valdes and Professor Erika Bower are successfully managing the 4th Year of the Volunteer Income Tax Assistance (VITA) Program. The program has had 55 volunteers certified and has currently prepared 250 returns generating over \$201,765 in total refunds with an average refund of \$1,282, resulting in the tax prep fees savings of over \$30,000 for students and the community.

The VITA program has partnered with California State University, Northridge and now is now a major contributing member to the CSU5 VITA Clinic a consortium of schools including Cal Poly Pomona, Santa Monica College and California State University, Northridge.

Dan McGeough continues to maintain his CPA license and is a registered participating member in good standing, of the CSCPA (California Society of Certified Public Accountants). He represents Mt. SAC at the California Society of CPA's industry meetings and events throughout the year.

Brenda Domico continues to maintain her CMA certification and is a registered participating member of the IMA (Institute of managerial Accountants) and the California Society of CPA's. She represents Mt. SAC at the CalCPA and IMA's meetings and networking events throughout the year. Through networking activities, students have access to CalCPA and IMA networking events with keynote speakers, CalCPA and IMA scholarship opportunities, and IMA conferences.

Additionally, Accounting and Management advisory members include professionals who have been recruited through CalCPA and IMA events.

All department members continue professional development through conferences, pod training and industry network associations.

**Notable Achievements for Theme B: To Support Student Access and Success:** Regina Martinez is a current member of several professional associations which include the Society for Human Resource Management, Business Professionals of American, and the National Latina Business Women's Association-Inland Empire. The Society for Human Resource Management is the world's largest HR membership organization devoted to human resource management. The Business Professionals of America Association is a co-curricular organization that supports business and information technology educators by offering co-curricular exercises based on national standards. Their mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills. The National Latina Business Women's Association-Inland Empire's vision is to meet the needs of the growing ranks of Latina Entrepreneurs, Executives, Professionals and the Youth from the Inland Empire and to Create Unity in Diversity and Prosperity.

Ralph Jagodka, continued to update web resources with results from his Small Business Management (entrepreneurship) course, where students interviewed entrepreneurs regarding the economy and business success factors. The archive now has over 1,000 entrepreneur interviews. This provides enormous insights into current business opportunities and facilitates the initial stages for student networking within the local business community. Expanded/Updated Entrepreneurship Resources for student use: [http://www.businsight.com/ent\\_int\\_archive/ent\\_int\\_archive\\_stat\\_view.php](http://www.businsight.com/ent_int_archive/ent_int_archive_stat_view.php)

Ralph Jagodka developed an archive of student research across multiple countries in the International Business class project and made them available for student use: [http://instruction2.mtsac.edu/rjagodka/BUSM\\_51\\_Project/Country\\_View\\_51\\_Archive.asp](http://instruction2.mtsac.edu/rjagodka/BUSM_51_Project/Country_View_51_Archive.asp)

Ralph Jagodka has initiated the creation of the new BUSM 53 Supply Chain Management course, and the new Supply Chain Management Certificate program which has now received approval. First course offerings to appear in Spring of 2019

Bobby, Steve and Regina participated in the annual BCT Open House event held in January, 2019. They organized 2 workshops per day covering accounting and management topics.

**Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources:** Tom McFarland, Brenda Domico, and Dan McGeough continue to serve on the probationary committee for two new professors of accounting, Bobby Bates and Steven Valdes.

Tom, Ralph, Regina and Brenda serve on The management hiring committee during the spring semester.

During spring semester, Bobby and Steve serve on a hiring committee for 2 positions in fiscal services.

Brenda Domico hired 1 new adjunct instructor to begin teaching in fall 2019. Future plans include interviewing and hiring 3-4 more adjunct faculty for the 2019/2020 academic year.

Tom McFarland continues to use a variety of tactics to recruit and screen qualified adjunct professors.

**Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration:** Regina Martinez and Bobby Bates have co-advised the AFM/Business Club starting for the 2018/2019 school year. The club provides numerous opportunities for students to enhance their educational experience by getting involved outside the classroom. The AFM / Business Club's average "active" student memberships range between 20-40 per semester, including 5 executive board positions. The club membership is very diverse, with several majors represented, including business and non-business related majors. Although club membership provides an opportunity for students to develop important career skills by joining the club, most club events are open to all Mt. SAC students, regardless of major. A faculty advisor must attend all events and activities that are club related and use campus resources and facilities. Also, all off campus events must be accompanied by one of the club faculty advisors. Activities/accomplishments during the 2018/2019 school year include: Weekly meetings: a General meeting open to all Mt. SAC students and an Executive Board meeting for club administration and planning club events. General meetings include keynote speakers, interview and transfer workshops, and mock interviews. AFM / Business Club Career Development: As part of the AFM / Business Club career development activities, mock interviews were held during the fall and spring semesters and an interview/resume workshop was organized in partnership with Dawn Finley, Career Services Specialist.

Brenda Domico is in partnership with Enactus, a global nonprofit organization curated for college students to cultivate, motivate and take initiative for sustainable business projects, and Mt. SAC Business students to organize an event for Business students. The project is an investment conference that teaches community college students financial literacy as well as basic of investing and building and fixing credit.

Regina Martinez is the senate representative for the Accounting & Management Department. She distributes information and obtains feedback from the department regarding various campus wide issues at all department meetings. This helps to improve effectiveness and consistency of dialogue between and among departments, committees, teams, and employee groups across the campus.

In partnership with Tech Prep (Marie Tyra) and local high school's administration and teaching staff, the accounting program at Mt. SAC continues to develop and maintain articulation agreements with local high schools. Currently, there are approximately 10 articulation agreements.

During 2018-2019, Bobby Bates, Steve Valdes and Marie Tyra organized a High School field trip for some of the local high schools. The format of this event included a presentation about "Accounting and Finance Careers", Bobby Bates and Steven Valdes gave a live streaming accounting lecture class presentation to the students. Also included was lunch.

Brenda Domico continues to work with Dawn Finley, Career Services Specialist, to find employment for students. During the year, 13 students found jobs through our Work Experience in Accounting Program and enrolled in the BUSA 81 course.

Brenda Domico and Tom McFarland organized and led an advisory committee meeting in May, 2019. All department members contributed to planning of advisory meeting activities.

Brenda Domico continues to serve on the advisory board of Cal Poly Pomona, which meets once per semester.

**Contributors to the Report:** Tom McFarland - Accounting/Management

Brenda Domico - Accounting/Management

Ralph Jagodka - Accounting/Management

Regina Martinez - Accounting/Management

*Unit Goals*

*Resources Needed*

*Where We Make an Impact: Closing the Loop on Goals and Plans*

**Program Review** - Continuously update Accounting, Management and Marketing courses/programs to prepare students for transfer or career opportunities in their chosen fields. Faculty will strive to provide the most up to date teaching methodology and instructional technologies for students.  
**Status:** Active  
**Goal Year(s):** 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21

**Request - No Funding Requested** - Programming time with IT to restart automatic issuance of certificate  
**Lead:** Brenda Domico and Regina Martinez  
**Type of Request:** IT SUPPORT: Requests for projects related to the implementation, integration, application, delivery, and support of information and instructional technologies.  
**Planning Unit Priority:** High

**Reporting Year:** 2018-19  
**% Completed:** 25  
 Progress has been made related to automatic issuance of certificates. This request has been a goal of the department for several years, however, other goals took precedence. (04/17/2019)

**Request - No Funding Requested** - Development and Implementation of a Financial Literacy program  
**Describe Plans & Activities Supported (Justification of Need):** Travel costs to meet with various schools and accounting organizations for data gathering on exemplary programs in California. Resources, both electronically and paper copies, of financial planning resources. faculty to teach additional courses professional development for new certifications and skills update in subject matter  
 Marketing new program, including brochures, flyers, posters.  
**Lead:** Brenda Domico  
**What would success look like and how would you measure it?:** Modification of Financial Planning Certificate leading to an increase in student enrollment and completion

**Reporting Year:** 2018-19  
**% Completed:** 25  
 Progress has been made to advance efforts in development of a financial literacy program. one adjunct has been hired with a CFP license and background in financial planning. Partnerships have been created with local CPA professionals who have expertise in financial literacy program development at the high school and college level. Resulting activities include an investment seminar with financial literacy focus, advisory board membership includes new members from the final planning disciplines. (05/01/2019)

**Reporting Year:** 2017-18  
**% Completed:** 0  
 This program was put on hold due to lack of faculty and resources. We will begin data research and planning activities in the upcoming year. Currently in the process of hiring adjunct faculty who specialize in this discipline. (04/17/2018)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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of %5 or more in this program.  
**Type of Request:** OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.

**Planning Unit Priority:** Medium  
**One-Time Funding Requested (if applicable):** 0

**Request - No Funding Requested -** Development and implementation of a CTEC Tax Certification Program

**Describe Plans & Activities**

**Supported (Justification of Need):** Computer equipment/software Faculty research and development of curriculum Qualified faculty to teach the courses Marketing Program

**Lead:** Steve Valdes

**What would success look like and how would you measure it?:** Courses and certificate submitted and approved to curriculum office. Successful enrollment of 36+ students by fall and spring semesters of this year.

**Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees.

**Planning Unit Priority:** High  
**One-Time Funding Requested (if applicable):** 0

**On-Going Funding Requested (if applicable):** 0

**Request - No Funding Requested -**

**Reporting Year:** 2018-19

**% Completed:** 75

BUSA 58-Federal income tax law was modified, effective fall 2018, to grant student completers a CTEC certificate awarded by the state. For the first semester, Mt. San Antonio College awarded over 50 certificates of completions to students who have successfully passed BUSA 58 Federal Income Tax Law. The students have now obtained the qualifying education necessary to become legally licensed tax preparers under the California Tax Education Council. (05/01/2019)

**Reporting Year:** 2017-18

**% Completed:** 50

2 course additions, 1 course modification, and a New tax Certificate were submitted through Webcms. As of May 15, these curriculum updates were approved and will be in the fall schedule. (05/15/2018)

: Courses and new tax certificate are on schedule to begin fall of 2018. within one full academic year, students will have ability to earn credit towards a Mt. SAC tax certificate and become Ctech certified by the IRS, which will enable them to prepare taxes for individuals. (06/26/2017)

**Reporting Year:** 2018-19

: The use of mobile devices

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
	<p>Provide Accounting and Management faculty with the equipment and resources needed to create a teaching environment conducive to current trends and student population. Mobile computing equipment (tablets), software, and training for all full-time faculty should be provided and updated on a continuous basis.</p> <p><b>Describe Plans &amp; Activities Supported (Justification of Need):</b>  classroom/office supplies:  Paper/print cartridges/pens/etc.  new and updated software:  Camtasia, Microsoft office, etc.  printers/scanner: Need 1 colored printers/scanners for department.  Laptop replacements/mobile devices-tablets</p> <p><b>Lead:</b> Brenda Domico and Regina Martinez</p> <p><b>Type of Request:</b> INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT):  Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.</p> <p><b>Planning Unit Priority:</b> High</p> <p><b>One-Time Funding Requested (if applicable):</b> 0</p> <p><b>Request - No Funding Requested -</b>  Implementation of the Tax Research and Practice program (VITA)</p> <p><b>Describe Plans &amp; Activities Supported (Justification of Need):</b></p>	<p><b>% Completed:</b> 50</p> <p>Received 4 windows surface 4 for 4 faculty during 2016/2017. All current software was loaded for faculty use. This an ongoing process of updating equipment and software to meet the need of program needs. As trends change we will strive to keep pace and update educational delivery modes. (04/17/2019)</p> <p><b>Reporting Year:</b> 2018-19</p> <p><b>% Completed:</b> 75</p> <p>The VITA (Volunteer Income Tax Assistance) Program has been developed and implemented and is completing it's 4th year at Mt. SAC . The program has had 55 volunteers</p>	<p>increases student exposure and gives faculty the ability to demonstrate the use of current technology in and outside of the classroom.</p> <p>The use of mobile devices provide faculty with the tools needed to keep up with current trends in the industry and enhance quality of instruction. (06/26/2017)</p>



Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans	
	<p>stipend for VITA faculty Computers and software for tax preparation activities Computer labs with tax software accessibility <b>Lead:</b> Steve Valdes <b>Planning Unit Priority:</b> High</p>	<p>certified and has currently prepared 250 returns generating over \$201,765 in total refunds with an average refund of \$1,282, resulting in the tax prep fees savings of over \$30,000 for students and the community. The VITA program has partnered with California State University, Northridge and now is now a major contributing member to the CSU5 VITA Clinic a consortium of schools including Cal Poly Pomona, Santa Monica College and California State University, Northridge. (05/01/2019)</p>	
	<p><b>Request - No Funding Requested -</b> Conference attendance for AFM/ Business Club students, and faculty advisors <b>Describe Plans &amp; Activities Supported (Justification of Need):</b> Business conference registration fees travel costs including, lodging and transportation. <b>Lead:</b> Regina Martinez and Bobby Bates</p>	<p><b>Reporting Year:</b> 2017-18 <b>% Completed:</b> 50 The VITA Program was implemented in spring 2016, with no funding available. Funding was requested through the Strong Workforce Initiative grant in fall 2016 for the VITA Program and the Tax Certification program. Funding was approved for 3 years. Stipends for two faculty, laptops for two faculty and a student coordinator, and supplies were received for the current year. 2 new courses for the VITA program were submitted to curriculum and are currently in stage 5. VITA courses and the Tax Certification are scheduled to begin fall of 2018. (04/17/2018)</p> <p><b>Reporting Year:</b> 2018-19 <b>% Completed:</b> 50 Each year, the AFM/Business Club attends a business conference sponsored by various professional organizations, such as Institute of managerial Accountants, San Francisco State Financial and Management Conference, and others. Continuous funding will be needed for future conferences and events. (04/17/2019)</p>	<p>: Through participation in the VITA program, students will will be better prepared for transfer or career opportunities in their chosen field. (06/26/2017)</p>
	<p><b>Type of Request:</b> PROFESSIONAL &amp; ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.</p>		<p>: Business Conferences provide exposure to the Business industry, provide networking opportunities for students and create contacts that will assist in career placement. Additionally, skills and knowledge gained will increase student success in the business industry. Topics covered in these conferences/workshops include leadership, global business, current technology used in business, hot topics/future advances in business, accounting and finance issues, business law, ethics/fraud, and much more. By participating in these annual</p>



Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans	
	<p><b>Planning Unit Priority:</b> Medium  <b>One-Time Funding Requested (if applicable):</b> 0  <b>On-Going Funding Requested (if applicable):</b> 0</p>		<p>conferences, students are better prepared for transfer and advancing their careers in business disciplines. they also share knowledge and skills learned with all Business Club students upon their return. (06/26/2017)</p>
<p><b>Partnerships</b> - Continue to strengthen our business partnerships by recruiting advisory board members who will add value to our programs. Use AFM/Business club, alumni and relevant professional organizations as a resource and develop partnerships that will be mutually beneficial to the students, college and local businesses  <b>Status:</b> Active  <b>Goal Year(s):</b> 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>Request - No Funding Requested -</b> Annual AFM Alumni Meeting  <b>Describe Plans &amp; Activities Supported (Justification of Need):</b> Facilities, food and supplies for the alumni event.  <b>Lead:</b> Regina Martinez and Bobby Bates  <b>Type of Request:</b> MARKETING: Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media.  <b>Planning Unit Priority:</b> High  <b>One-Time Funding Requested (if applicable):</b> 0</p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 0  There has not been an alumni dinner for the past 2 years. We hope to schedule an Alumni AFM/Business Club dinner for the next academic year. (04/17/2018)</p>	<p>: An alumni dinner is planned for spring 2018. (06/26/2017)</p>
	<p><b>Request - No Funding Requested -</b> Participation in professional organizations, such as CALCPA, IMA (Institute of Managerial Accountants), DMA (Distribution Management Association), and IMC (Industry Manufacturers Council). This includes attendance at monthly networking events, company tours, professional mixers and business conferences.  <b>Describe Plans &amp; Activities Supported (Justification of Need):</b> membership dues</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 0  Full-time faculty in our department represent our professions through memberships in various professional organizations. On average, annual membership dues are \$100 per educator. Each year memberships are renewed and paid for by faculty personal income. Our goal is to bring awareness to the campus of the importance of faculty membership in professional organizations and allow membership dues to be funded by the college through department, division or pod funds. (04/17/2019)</p>	<p>: Faculty are encouraged to participate in professional organizations, elevating the level of content expertise. Benefits shared with students include networking opportunities, keeping up with current trends in industry, scholarship and internship opportunities, access to subscriptions and online resources, discounts to business conferences. Students also have an opportunity to join these organizations and attend various</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p><b>Lead:</b> Brenda Domico  <b>Type of Request:</b> PROFESSIONAL &amp; ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.  <b>Planning Unit Priority:</b> High  <b>One-Time Funding Requested (if applicable):</b> 0  <b>Request - No Funding Requested -</b> Participation in advisory boards of other education institutions.  <b>Lead:</b> Brenda Domico  <b>Planning Unit Priority:</b> Medium</p>	<p>events. (06/26/2017)</p> <p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 50  Each semester, an accounting faculty has attended the Cal Poly Accounting Advisory Board meeting. (04/17/2019)</p> <p>: Partnerships with local 4-year colleges continue to support our programs through articulation agreements and collaboration which is beneficial for student success. (06/27/2017)</p>
	<p><b>Request - No Funding Requested -</b> Articulation with local high schools, including developing and maintaining new articulation agreements, participating in annual articulation meetings, organizing events and field trips for high school students, and various outreach activities throughout the year.  <b>Describe Plans &amp; Activities Supported (Justification of Need):</b> Equipment for live feed setups. One of the elements of the field trip is a live feed classroom lecture in front of several high school students who will be in a large auditorium. Transportation costs and supplies for outreach activities. This may include auto costs, bus costs for HS students, supplies for events on campus, including marketing materials and activities.</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 50  Faculty attended the annual articulation meeting and renewed 10 articulation agreements with local high schools. An annual field trip was organized during fall, 2018 semester which included several activities for students throughout the day. This is an ongoing event. (05/01/2019)</p>
	<p><b>Lead:</b> Bobby Bates  <b>Type of Request:</b> IT SUPPORT:</p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 50  Faculty attended the annual articulation meeting and renewed 10 articulation agreements with local high schools. An annual field trip was organized during fall, 2017 semester which included several activities for students throughout the day. This is an ongoing event. (04/17/2018)</p> <p>: Participation in articulation activities and events will continue to exist without funding. However, funding some of these costs will help increase field trip attendance and enhance the quality of the articulation program. (06/27/2017)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
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Requests for projects related to the implementation, integration, application, delivery, and support of information and instructional technologies.  
**Planning Unit Priority:** High  
**One-Time Funding Requested (if applicable):** 0

<p><b>Information Systems</b> - Continue to distribute information regarding Business Division and campus wide issues at all department meetings and through shared computer information systems  <b>Status:</b> Active  <b>Goal Year(s):</b> 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>Request - No Funding Requested -</b>  The Accounting &amp; Management Department will continue to disseminate and discuss division and campus wide issues at our department meetings.  <b>Lead:</b> Brenda Domico and Regina Martinez  <b>Type of Request:</b> MARKETING:  Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media.  <b>Planning Unit Priority:</b> Medium</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 50  Department faculty share and discuss division and campus wide issues and new developments at monthly department meetings. Additional meetings are scheduled when needed. (04/17/2019)</p>	<p>: Department faculty stay current with division and campus wide issues. (06/27/2017)</p>
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<p><b>Educational Delivery</b> - Continue to provide educational delivery modes that meet the needs of our student population. Refine mix of day, night, weekend and online offerings based on student demand  <b>Status:</b> Active  <b>Goal Year(s):</b> 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>Request - No Funding Requested -</b>  Increase faculty access to current journals, book abstracts, and professional periodicals for injecting relevant and current information into classroom instruction (e.g. "Get Abstract", "Journal of Accountancy," HR Magazine," International Journal of Applied Management," International Journal of Retail &amp; Distribution," and others). These resources need to be available to both faculty and students  <b>Describe Plans &amp; Activities Supported (Justification of Need):</b>  Subscriptions to relevant business</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 50  Continue to increase faculty access to current publications related to instructional deliveries. (04/19/2019)</p>	<p>: Need more access to business periodicals to bring relevancy to the classroom and increase student access to industry resources. (06/27/2017)</p>
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<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
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professional websites and magazines.  
**Lead:** Brenda Domico and Regina Martinez  
**Type of Request:** SUPPLIES AND MATERIALS: Instructional supplies and materials are items to be used by students, faculty and other personnel in connection with an instructional program, less than \$500.  
**Planning Unit Priority:** Medium  
**Request - No Funding Requested -** The Scheduling of more distance learning classes are needed, which will require additional training for new adjunct and full-time faculty to obtain distance learning certification. Additional training and skills development in online teaching techniques and pedagogy is necessary for maintenance of quality online programs.  
**Describe Plans & Activities Supported (Justification of Need):** Distance Learning training

**Lead:** Brenda Domico and Regina Martinez  
**Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.  
**Planning Unit Priority:** High

**Reporting Year:** 2018-19  
**% Completed:** 50  
 Department plans on increasing distance learning courses offered in the future. All faculty are encouraged to take distance learning certification courses to be ready for growth in this area. (04/17/2019)

: Discussions continue in the department on the importance of preparing for additional distance learning courses and increasing course offerings to provide more flexibility in days and times to meet student demand. (06/27/2017)

<p><b>Professional Development. -</b> Continue to attend conferences, workshops, and other professional development activities to stay current with the industry and our specific</p>	<p><b>Request - No Funding Requested -</b> Increase departmental faculty access to on campus and off campus training (instructional and technology), and professional</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 50            Some faculty have attended out of state conferences. All faculty have attended on campus professional development courses throughout the year. increased funding will assist</p>	<p>: Faculty awareness and ability to attend business conferences has increased as a result of POD funding. Additional funding is requested due to department</p>
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<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
<p>professions, providing students with relevant and practical information.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p>development opportunities (workshops and conferences), including travel in state and abroad, where knowledge gained can be shared with students and department members.  <b>Lead:</b> Brenda Domico and Regina Martinez  <b>Type of Request:</b> PROFESSIONAL &amp; ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.  <b>Planning Unit Priority:</b> High</p>	<p>faculty access to extremely valuable conferences resulting in an increase in student awareness and access to current trends and technology as well as create future business contacts in the field. (04/17/2019)</p>	<p>growth and the need for ongoing learning opportunities for faculty. This increases relevancy and technical expertise through classroom instruction. Students have access to current trends and new technology used in business, preparing students for success in their discipline of choice. (06/27/2017)</p>
<p><b>Full-Time Faculty</b> - Hire Full-time faculty to meet current needs and growing demands of the Accounting, Management and Marketing programs.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18, 2018-19, 2019-20, 2020-21  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>Request - No Funding Requested</b> - Hire one new full-time management and accounting faculty member.  <b>Describe Plans &amp; Activities Supported (Justification of Need):</b> Additional full time faculty needed to meet the needs of students and program requirements.  <b>Lead:</b> Regina Martinez and Brenda Domico  <b>Type of Request:</b> STAFFING: Requests for permanent employee positions or temporary/hourly employees.  <b>Planning Unit Priority:</b> High  <b>One-Time Funding Requested (if applicable):</b> 0</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 50  In the process of hiring one full time management faculty. (04/17/2019)</p>	<p>: Request for hiring management faculty last year was not approved. (06/27/2017)</p>
<p><b>Student Support/ Resources</b> - All full time and adjunct faculty will have a web presence that includes the ability for students to download syllabus, study guides and course materials and to check grades via the web.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18, 2018-19,</p>	<p><b>Request - No Funding Requested</b> - All department faculty will be encouraged to have a course website utilizing Canvas Course Management system. Open communication, training, and assistance will be provided on a continuous basis to ensure faculty</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 75  90% of our faculty have incorporated a course management system into classroom instruction. continuous reminders and announcements of the wide variety of professional development courses is shared with all faculty encouraging them to continue to add new technology to their instructional methods. (04/17/2019)</p>	<p>: Training opportunities have increased campus wide and have been shared with all department faculty on a continuous basis. (06/27/2017)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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<p>2019-20, 2020-21  <b>Date Goal Entered (Optional):</b>            09/01/2016</p>	<p>have the resources they need to incorporate websites and online tools for student access.  <b>Describe Plans &amp; Activities Supported (Justification of Need):</b>            on campus professional development workshops            Equipment/Software/facilities  <b>Lead:</b> Brenda Domico and Regina Martinez  <b>Type of Request:</b> PROFESSIONAL &amp; ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.  <b>Planning Unit Priority:</b> High</p>	
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<p><b>Adjunct Faculty</b> - Continue to add highly skilled and qualified adjunct faculty to our Accounting and Management pool to maintain consistency in courses offerings and deliver a wide variety of specialized subjects to business students.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18, 2018-19, 2019-20, 2020-21  <b>Date Goal Entered (Optional):</b>            09/01/2016</p>	<p><b>Request - No Funding Requested -</b> Hire additional adjunct faculty to be added to the adjunct faculty pool.  <b>Lead:</b> Brenda Domico and Regina Martinez  <b>Type of Request:</b> STAFFING: Requests for permanent employee positions or temporary/hourly employees.  <b>Planning Unit Priority:</b> High</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 75            Additional adjunct faculty were added to the adjunct pool last year. More will be recruited to meet program needs. (04/17/2019)</p>	<p>: Hiring adjunct faculty is an ongoing process. By retaining a large pool of instructors, accounting and management programs have access to a wide range of talent which provides ability to offer additional sections for growth and new courses. Student access and success in their chosen discipline is enhanced. (06/27/2017)</p>
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