

YEARLY PLANNING DISCUSSION TEMPLATE

General Questions

Program Name **Accounting** Academic Year **2022-2023**

1. Has your program mission or primary function changed in the last year?

No, our primary function and mission remains the same.

2. Were there any noteworthy changes to the program over the past year? (eg, new courses, degrees, certificates, articulation agreements)

An informal agreement was reached with James M Kaney, Accounting Chair at Orfalea College of Business, Cal Poly, San Luis Obispo regarding classroom visitation of AHC accounting courses. Mr. Kaney along with Cal Poly accounting students visited some AHC accounting course during the Spring semester.

Their visit provided insights to accounting course topics at Cal Poly and included an invitation to the Cal Poly Accounting Club Day in the Park which took place on May 13, 2023.

This contact with Cal Poly students, some of whom had transferred from AHC, stimulated the students thinking about life after Hancock and the interesting options that lay ahead.

Learning Outcomes Assessment

- a. Please summarize key results from this year's assessment.

During a SPOL training session with Liz West, Chair of the LOAC Committee, it was incorrect accounting courses were discovered along with Program Learning Outcomes that are not well suited for assessment.

After a discussion with Ms. West, it was suggested to re-write the PLO's while getting the correct accounting courses listed. Program Modifications will be submitted for updated PLO's.

- b. Please summarize your reflections, analysis, and interpretation of the learning outcome assessment and data.

To Be Determined.

- c. Please summarize recommendations and/or accolades that were made within the program/department.

To Be Determined.

- d. Please review and attach any changes to planning documentation, including PLO rubrics, associations, and cycles planning.

To Be Determined.

3. Is your two-year program map in place and were there any challenges maintaining the planned schedule?

The two-year program map is in place and on the website. There are no problems maintaining that schedule.

4. Were there any staffing changes?

Yes. There one part time instructor who will not be available to each in coming semesters. We hired two part-time instructors during the year. One started in Spring and the second will start in the Summer session.

5. What were your program successes in your area of focus last year?

The Business and Finance Success Team focused on Student Orientations and worked with the Counseling department to promote, plan and facilitate PD 700 College Connect. It was a success and there were 2 courses completed in Fall 2022. There was a day course and a night course. The Business orientation had guest speakers from the department faculty (3 instructors spoke) and from the Career Center. The PD 700 is recommended to continue in the fall 2023.

CTE two-year review of labor market data and pre-requisite review

2022-2024 Occupational Employment Projections								
California			Statewide					
SOC Level ^[1]	SOC Code ^[2]	Occupational Title ^[3]	Second Quarter Estimated Employment 2022 ^[4]	Second Quarter Projected Employment 2024	Percent age Change 2022-2024	Total Job Openings ^[9]	Median Hourly Wages ^[10]	Median Annual Wages ^[10]
4	13-1051	Cost Estimators	28,000	28,400	1.4%	5,400	\$38.22	\$79,500
3	13-2000	Financial Specialists	365,900	372,800	1.9%	67,310	\$0.00	\$0
4	13-2011	Accountants and Auditors	170,500	174,400	2.3%	33,940	\$39.87	\$82,940
4	13-2031	Budget Analysts	4,800	4,900	2.1%	830	\$44.34	\$92,239
4	13-2041	Credit Analysts	7,100	7,000	-1.4%	1,090	\$39.06	\$81,241
4	13-2052	Personal Financial Advisors	42,500	43,700	2.8%	7,400	\$49.64	\$103,248
4	13-2061	Financial Examiners	3,700	3,800	2.7%	650	\$49.03	\$101,981
4	13-2072	Loan Officers	38,200	38,400	0.5%	6,020	\$31.88	\$66,309
4	13-2082	Tax Preparers	12,200	12,500	2.5%	3,010	\$25.45	\$52,932

6. Does the program meet documented labor market demand?

Yes, Accounting & Finance careers are growing throughout California and the nation. Eight of the nice above occupational titles are growing at an average of more than 2.0%. This growth in job is taking place while process automation is increasing in all industries.

7. How does the program address needs that are not met by similar programs?

The program addresses the needs not met by similar programs and does not represent an unnecessary duplication of other vocational or occupational training programs in the area. The Accounting programs at Hancock at are designed to meet the needs of students seeking transfer for a Bachelor's degree as well as students seeking proficiency for immediate jobs in our local area.

8. Does the employment, completion, and success data of students indicate program effectiveness and vitality? Please, explain.

All the student statistics were greatly affected by the Covid-19 Pandemic. The disruption in students' lives were seen in the all areas during the shutdown and shift of academics to the online environment at home.

We are only now returned to normalcy in terms of enrollment, completion, and success statistics prior to the pandemic. Many students are only now arriving at Hancock with a better understanding that classes will be difficult and demand a

commitment to learning. This is where efforts like our Business student's orientation of last fall are helping to prepare our students for success.

9. Have recommendations from the previous report been addressed?

Recommendations and analysis from previous years and the current year are addressed every semester. Many times, modifications and improvements happen during or in between the semesters.

ACCOUNTING Program Review - Spring 2023

ACADEMIC SERVICES AND SUPPORT (Area of Focus/Core Topic)

Academic Services and Support – assess and improve relationship with tutorial services, library, counseling, learning assistance program (LAP), etc. and evaluate co-curricular support courses.

Possible topics:

- Collaborate with student success team members to ensure institutional barriers are mitigated.
- Review and summarize student support options.
- Implement student surveys and evaluate results.
- Assess co-curricular support programs and services.

1. What data were analyzed and what were the main conclusions?

The Business and Finance Success Team conducted a focus group with the following goals identified:

- Understand the Business and Finance Student Experience
- Identify Student Obstacles and ways to avoid them
- Help students identify and confirm their career choice and stay on that path

A focus group was conducted with the following five themes identified.

- Business Student Internships
- Business Student Orientations
- Business Student Networking
- Event Week for Business and Finance Students
- Scheduling Business Classes

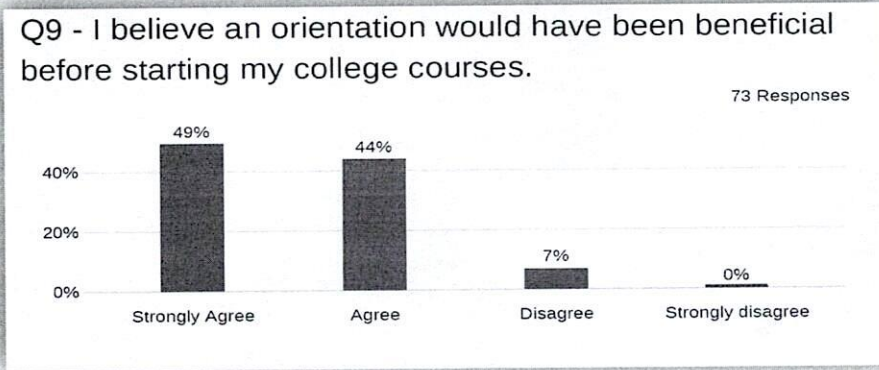
The team decided to create a survey for all Business Students receiving feedback on one of the five themes and it was decided that Orientations would be the topic. There were 73 students who responded to the survey. The complete survey is attached as a pdf document.

ACCOUNTING Program Review - Spring 2023

ACADEMIC SERVICES AND SUPPORT (Area of Focus/Core Topic)

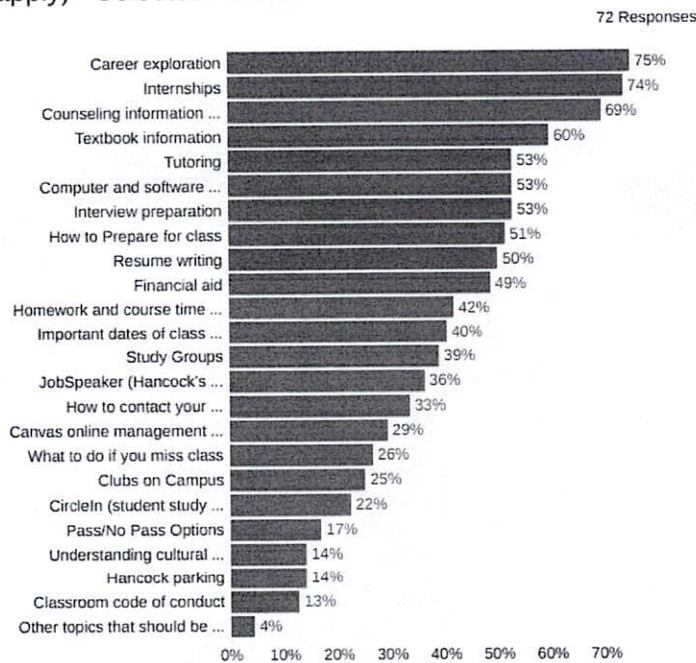
Survey Results:

When asked if students believed an orientation would be beneficial before starting college courses, there were 93% of the students that either agreed or strongly agreed. See below.



When students were asked what topics should be offered at an orientation the following answers were received with the number 1 and number 2 answers being Career Exploration and Internships.

Q11 - What topics should be offered at an orientation for new and continued business students? (Check all that apply) - Selected Choice



ACCOUNTING Program Review - Spring 2023
ACADEMIC SERVICES AND SUPPORT (Area of Focus/Core Topic)

- 2. Based on the data analysis and looking through a lens of equity, what do you perceive as *challenges* with student success or access in your area of focus?**

Students want more information on Career Exploration, and it may be a challenge to ensure the students engage with other resource departments on campus such as the Career Center for assistance with Career Exploration and Internships.

If a Business Student Orientation continues, which is strongly recommended, a challenge may be getting the advertising out to students. The Business Department was successful in promoting the course and having students sign up for 2 classes but in other departments enrollment for the PD 700 was so low that the courses were cancelled.

- 3. What are your plans for change or *innovation*?**

One of the ways to change or innovate is through the Business Orientation (PD 700 course). Plans for change and innovation for the Orientation are below:

- Assist the counseling department in advertising the new PD 700 College Connect Student orientation with the focus on Business topics
- Make suggestions on some of the topics to be covered at the Business Student Orientation (it was suggested that the career center be part of the orientation and have students enroll in JobSpeaker at the orientation)
- Present and team up with the counselor at the orientation to ensure student success (this can be done by attending the orientation in person or creating personalized videos by the instructors to welcome students and give them insight on how to be successful in the course).

Instructors can also make additions to the class to assist with student success

- Add assignments and information regarding topics identified in the business survey
- Create videos and links to help students be successful and to interact with other departments which facilitate their success, retention and completion of the program

- 4. How will you *measure* the results of your plans to determine if they are successful?**

PD 700 College Connect Business Orientation

The Business and Finance success team will be a collaborator for the PD 700 College Connect course for Business Students.

ACCOUNTING Program Review - Spring 2023

ACADEMIC SERVICES AND SUPPORT (Area of Focus/Core Topic)

The PD 700 course did take place during the 2022/2023 school year. The business department created and sent out flyers to all Business students and advertised the course at a booth at Hancock Hello. There were 2 sections, one for day and one for night held in August 2022.

The topics below were covered by Business Instructors and by the counselor and Career Center Staff.

- *Career Exploration*
- *Certificates and requirements*
- *Textbooks*
- *Computer and Software needed*
- *How to Prepare for Class*
- *Homework and course time*
- *Important Dates of Class*
- *How to Contact your Instructor*
- *What to do if you miss class*
- *What do I do if I fall behind on assignments*
- *Canvas*

Career Center topics were done with a hands-on portion led by Career Center staff

- *Career Exploration – covering the Uexplore software*
- *Interview Preparation*
- *Resume Writing*
- *Job Speaker – Hands-on enrollment in the software (**Counselor focused topics are below:**)*
- *Time Management*
- *Tutoring*
- *Financial Aid*
- *Pass/No Pass Option*
- *Understanding Cultural differences*
- *Hancock Parking*
- *Classroom Code of Conduct*

100% of those surveyed who attended the Business Student Orientation, PD 700 found the course useful. Recommendations to continue the course with one night section the week before school starts at night was given. Also, to continue with the hands-on JobSpeaker portion and have Business instructors help advertise and be guest speakers through attendance or videos.

ACCOUNTING Program Review - Spring 2023
ACADEMIC SERVICES AND SUPPORT (Area of Focus/Core Topic)

Additional Measurements of Success

Another way to measure success is through the creation of videos and assignments in the course to facilitate student success.

There are no new program initiative requests for Accounting at this time.

Program Review Signature Page:

Burt W. Darwin
Program Review Lead

6-6-2023
Date

Rick Fank
Program Dean

Jun 7, 2023
Date

[Signature]
Vice President, Student Services

Jul 20, 2023
Date

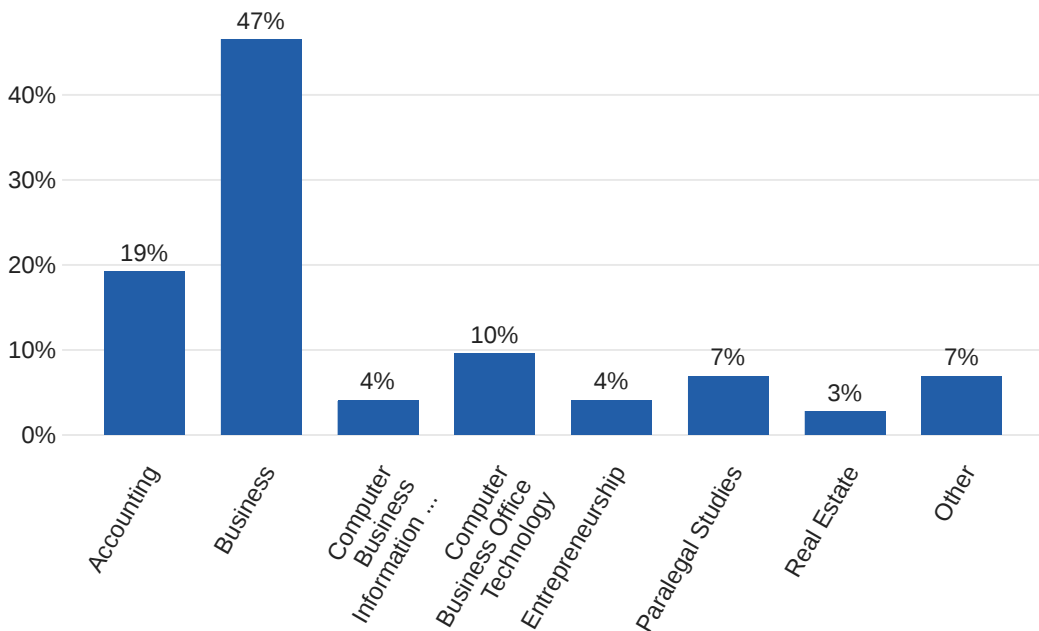
Business and Finance Success Team Survey

Spring 2022

Total N = 73

Q3 - What is your major? - Selected Choice

73 Responses



Q3_8_TEXT - Other - Text

Other - Text

Finance

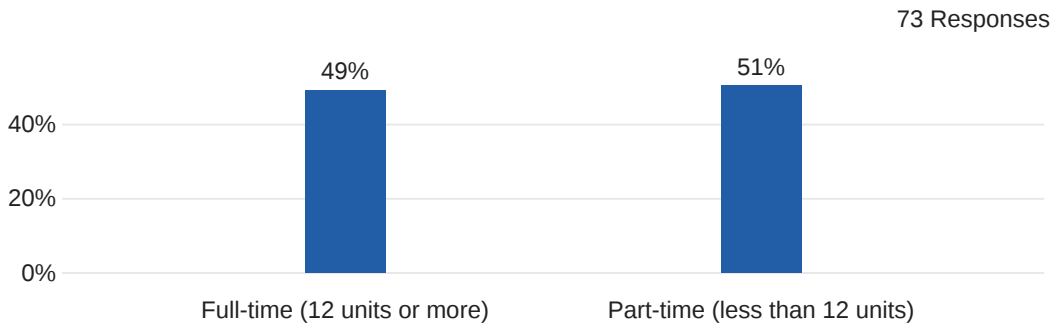
Finance

I don't have any major yet but I am in my way to get it.

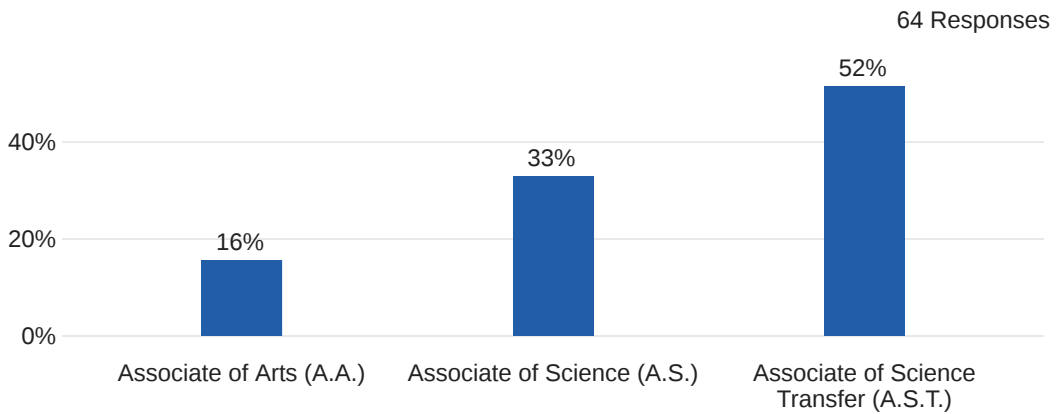
Business administration

Certificate computer business administration

Q4 - Are you currently a full-time student or part-time student?

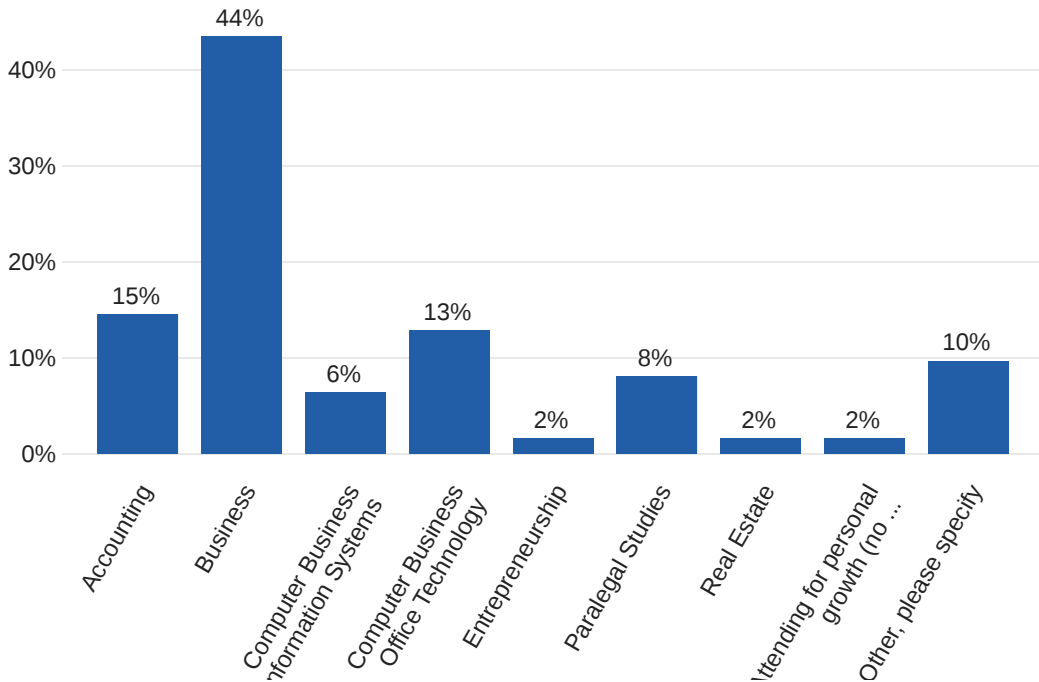


Q5 - What degree are you working towards?



Q6 - What certificates are you working towards? (Choose all that apply) - Selected Choice

62 Responses



Q6_9_TEXT - Other, please specify - Text

Other, please specify - Text

If I qualify for Hancock Certs. I am sure I'll be notified upon completion of my program

Bookkeeper

Business administration

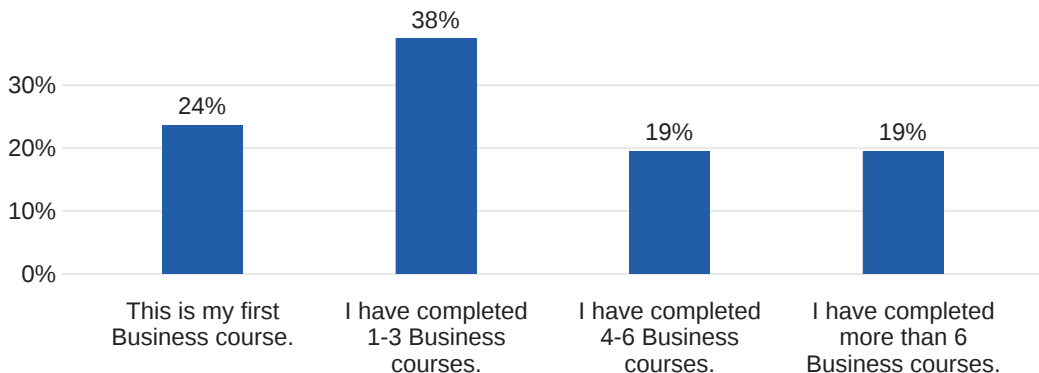
Already got my certificate for CBOT

Along with my degree I am trying to earn the business certificates by taking classes offered on Saturdays.

I am not sure

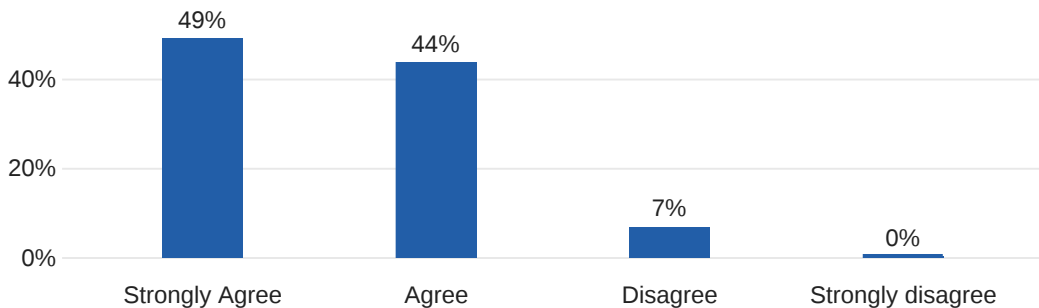
Q7 - How many total courses have you completed in the Business Department (Accounting, Business, Computer Business Information Systems, Computer Business Office Technology, Entrepreneurship, Paralegal Studies or Real Estate)?

72 Responses



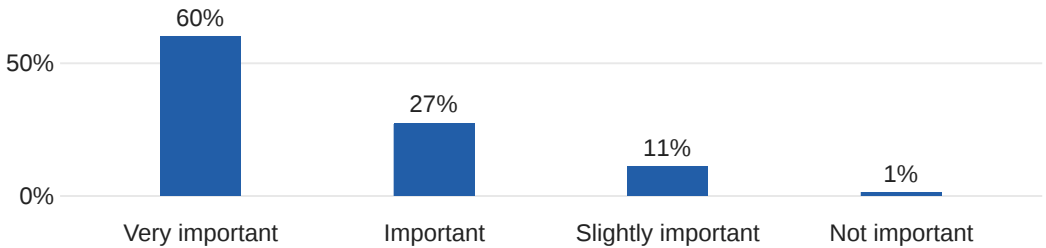
Q9 - I believe an orientation would have been beneficial before starting my college courses.

73 Responses



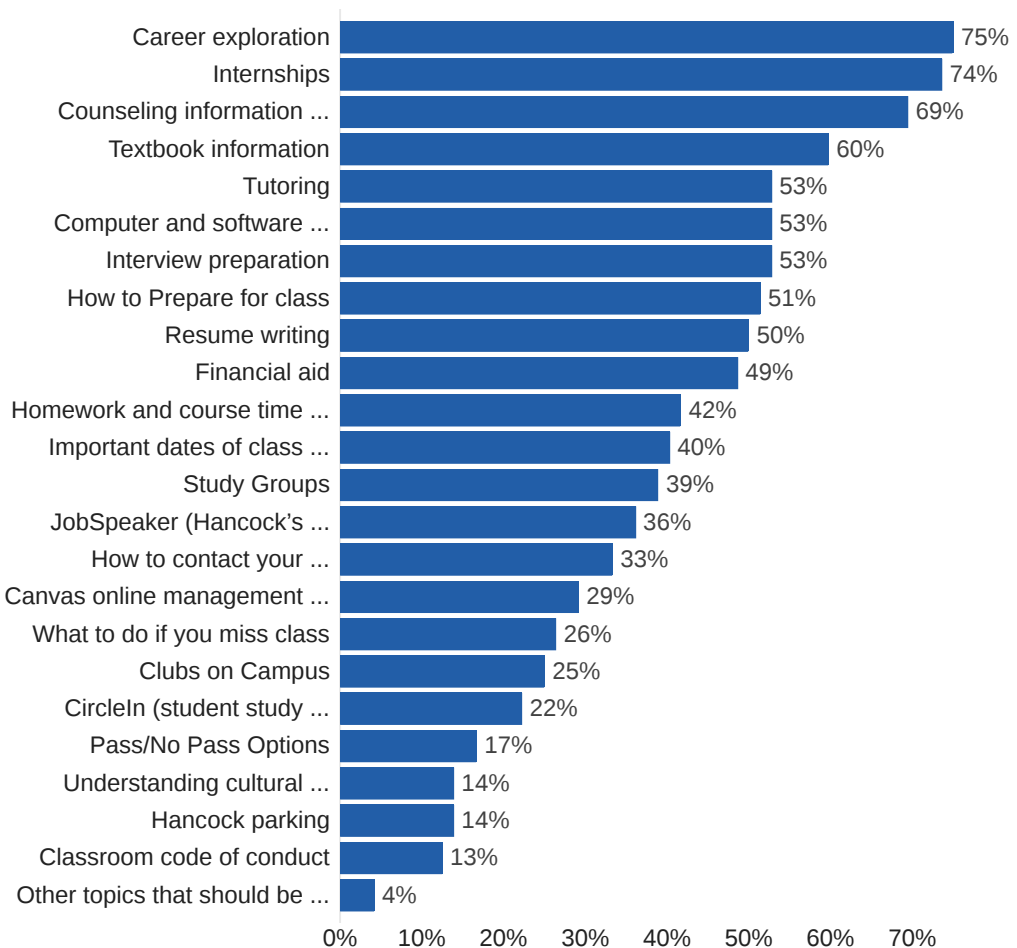
Q10 - How important is it for the AHC Business Department to offer business students a business focused orientation?

73 Responses



Q11 - What topics should be offered at an orientation for new and continued business students? (Check all that apply) - Selected Choice

72 Responses



Q11_24_TEXT - Other topics that should be included? - Text

Other topics that should be included? - Text

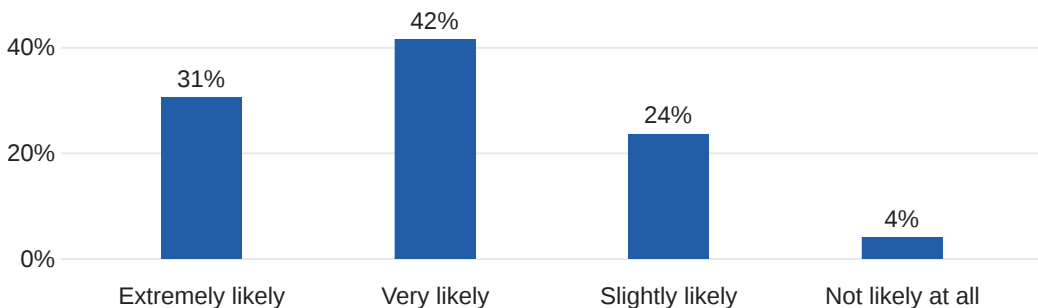
Tutoring!!! Especially for tough ACCOUNTING Classes. Preparation of My lab/Pearson website.

Different certificates available... I knew my degree works plan and had no idea a qualified for multiple CBOT and CBIS certificates of completion and/or accomplishment

Dress for success. personal appearance, grooming of hands and nails, com the hair.

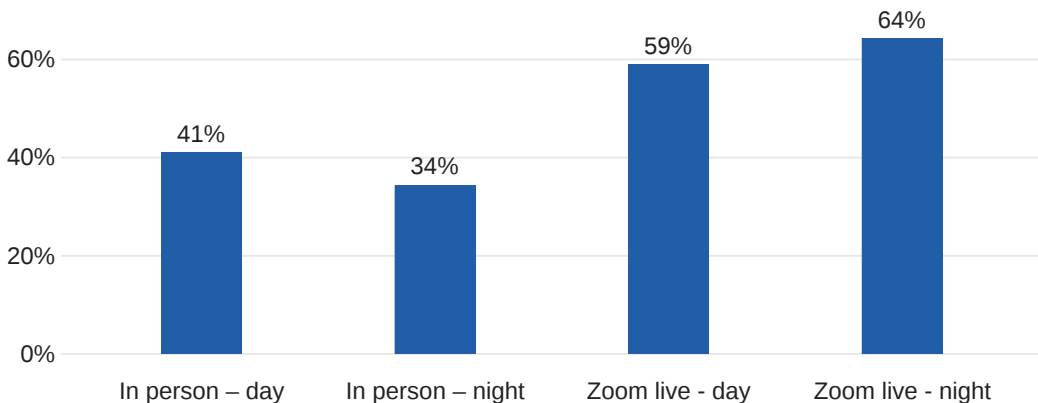
Q12 - How likely are you to attend a business-focused orientation for continuing students?

72 Responses



Q13 - What would be the best days and times for you to attend an orientation? (Check all that apply)

73 Responses



Q14_1 - In-person orientation

In-person orientation

Friday only

After 6pm

Friday

Wednesday, friday

afternoon

monday mornings

Tuesday 9am

50

Monday 6pm

N/A

2:00

Wednesday

M-R after 3

Tuesday 8:30 am

In the evening

6 pm -9pm

Friday

Sat 9am

M-Th 9am-3pm

Weekdays after 6 pm

Friday at 11am-2pm

Tuesday 10:00am

Thursday

Day

6pm or 7pm

Tuesday 3:00

M. To S. At 5 to 7 pm.

Weekends- any time

Friday noon

Saturday mornings

Fridays-Day

Wednesday @1

Saturday

Wednesday 1-4pm

Thursday

May 17th at 1:30pm

Is there a possibility that the orientation can be offered a couple of times in one week? Or maybe a Saturday session? depending on the length of the orientation.

saturday

8am to 11am everyday

Friday

Towards the end of the week. Thursday or Friday

Friday

2 PM

Tuesday morning

M W

Q14_2 - Online Zoom orientation

Online Zoom orientation

Monday-Friday

After 6pm

Friday

Friday

afternoon

evenings after 530pm

Any day 6pm or 7pm

Wednesday 12pm

Night

50

Weekdays after 6pm or Saturday all day

Mon-Thurs

2:00

Any day

Monday or Friday 10-1pm

M-Sa after 5

Tuesday 8:30 am

anytime

6pm-9pm

Mondays or Tuesdays anytime

Friday

M-F 6pm

M-F any time

Weekdays after 5 pm

Tuesday 10:00am

Friday

Every night

Day or Night

6pm or 7pm

Any day Any time

M. To S. At 5 to 7 pm.i

any

m-f after 6pm

After 6PM

Thursday morning

any day in the evening

Thursday-night

Tuesday @1

Saturday

Wednesday 6:30

Wednesday 1-4pm

6pm

Fridays or the weekends during the day and night and any day for night

May 18th at 1:30pm

Same as above. Question, will the student need to miss class to attend orientation?

12:00 P.M

10am to 6pm

Monday

Afternoon to evening times.

any day of week

10 AM

Tuesday morning

Friday at 12:00pm

M-F any time

6 pm

Q15 - Is there anything you would like the Business Department to know about ways to enhance your success while taking business courses at Allan Hancock College? Please give us some suggestions:

Is there anything you would like the Business Department to know about ways to enhance your success while taking business courses at Allan Hancock College? Please give us some suggestions:

More information. About entrepreneurship program

I am appreciative and need all the help I can get so thank you!

Tutoring, best way to study in groups,

I would like to know of where to look for new connections within the surrounding community to be able to have a mentor or at least some advice and practical knowledge of entering real estate and also maybe have the possibility to be able to talk to recent graduates who went into real estate and see what they would do and not do

No

More clear efficient examples(such as video explanations, a step by step example of any chapter related to the course) in courses for those of us who are slow thinkers

Accounting classes are VERY difficult. Instructors solely rely/work through pearson website and it is difficult to use and navigate.

More information about the entrepreneurship major.

I agree with all.

I should have looked better at the classes I signed up for. I could have planned them better. I am 47 and trying to get office skills for the workplace. I didn't look into certificates I could attain. Thankfully Jody Derry let us know about the CBOT certificate that our classes pertained to so I am now earning my certificate this month!

Professor Derry is the only instructor who I have seen send out random emails about different certificates that are available. I spent time going over a degreeworks plan with a counselor and spent 5 semesters taking different BUS, CBOT and CBIS courses while I waited for other courses I needed for my degree to open and qualified for multiple certificates of completion/achievement and would have never known had my interest not been sparked by one of these emails from Professor Derry about the different certificates offered. I want to express my extreme and most sincere gratitude to Professor Derry for taking this above and beyond step for her students.

I believe orientation will help students understand what type of business interest them. It is very easy to feel overwhelmed when picking what you want to major in. A business focused orientation will give the students a better understanding what majoring in business is all about.

An orientation focusing on business will help greatly. Help with updating resume after completing business certificates and business requirements. You are already doing a great job. Thank you.

ACCT 150 should be an in-person class because we need to use QuickBooks and it is a program that most students probably do not have at home.

More information on what business courses you should take.

Having an embedded tutor is important for the tutor to remember topics and be more efficient at the time of tutoring students.

What colleges are the best to go to for business degree for transfer?

Since financial aid is based off of amount of credits taken; is there a way to help an entering student understand how classes overlap each other and similar or alike courses of instruction can allow a student to obtain more than one Associates and/or Certificate? Double Degrees and multiple certificates can be obtained; the student just has to have the available time and proper scheduling.

Please make courses more accessible with different semester options


2022-23 ACCT Yearly Planning Update and Acad Services and Support_6.07.23

Final Audit Report


2023-07-20


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By:	Maryfrances Marecic (mmarecic@hancockcollege.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAR-UISuILY_NPAkKQ8s9MQiif5bWD_e1K


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