ASSESSMENT DAY

College of Business, Engineering and Technology School of Business – BAS February 12, 2020 Strengths

Challenges

Recommendations

Academic Assessment

	LEVEL	FOCUS	CONDUCTED BY	FREQUENCY
Academic Success Committee	Program	Quality of assessment practices	Committee of peers	Years 1 & 2
Instructional Program Review	Program / Cluster	 Enrollment, retention, completion Industry certifications and job placement Program budget and staffing Advisory committees Curriculum changes 	Committee of peers	Year 3
Assessment Day	Course/ Program	 Enrollment by demographics Graduation and retention Average class size Course success rate Placement rate SLOs, PLOs and ILOs 	Program Chair and Faculty	Years 1, 2, 3

Programs - BAS

6000 - Bachelor of Applied Science in Supervision and Management 3005 - Project Management

Action Items from Last Assessment Day

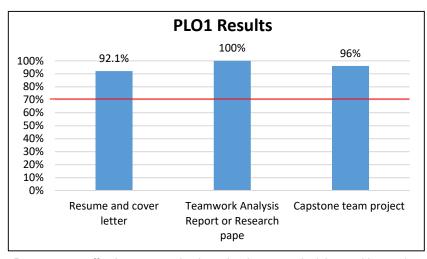
<u>Assessment Day (2/27/2019) – BAS</u>

- Add math pre requisite for Accounting;
- Improve the retention rates for Black/African Americans;
- Required exit survey for graduates;
- Micro lectures for specific topics where students are more challenged;
- Ensure at least one hybrid class for all sections;
- Continue working on BAS concentrations;
- Explore option of having Grady going to GEB3212, MAN3353, and MAN3240 to recruit and let them know about PM as option for 18 hours.
- PM to look into Service Learning Committee PD training

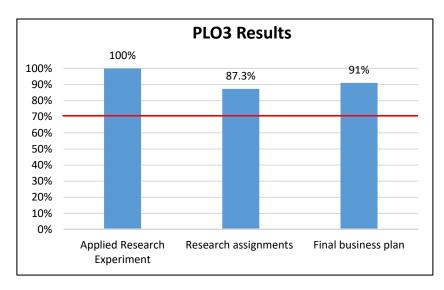
Program Learning Outcomes

BAS – Bachelor of Applied Science in Supervision and Management #6000

- Demonstrate effective communications that integrate decision-making and analytical thinking skills.
- 2. Identify and apply management decision-making to include an appreciation for diversity, cultural awareness, and organizational behavior.
- 3. Apply human resource methods and concepts that are consistent with community, industry, and organizational standards, policies, and procedures.
- 4. Integrate effective and efficient management and behavioral principles for leading and managing resources.
- Demonstrate the ability to apply legal and ethical decision-making in management situations.
- 6. Formulate and apply effective customer relations techniques and applications.
- 7. Demonstrate skill in managerial accounting concepts, analysis, and applications.
- 8. Integrate operational processes and information systems into a managerial-specific context.
- 9. Identify the strategic planning process to include development of an organizational mission statement with measurable goals, objectives, and activities.
- 10. Apply team processes, practices, and collaboration in a management-related context.
- 11. Manage a project from inception to successful conclusion using critical thinking, communications, problem solving, and decision-making.

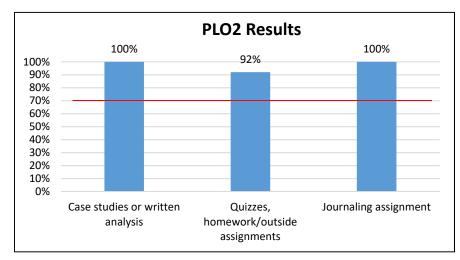


Demonstrate effective communications that integrate decision-making and analytical thinking skills. *Target: 70% of students achieving 70% or higher*

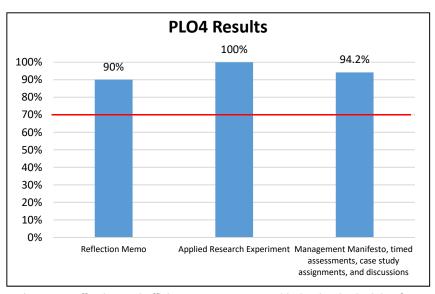


Apply human resource methods and concepts that are consistent with community, industry, and organizational standards, policies, and procedures.

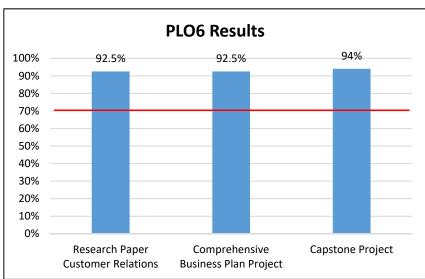
Target: 70% of students achieving 70% or higher



Identify and apply management decision-making to include an appreciation for diversity, cultural awareness, and organizational behavior. Target: 70% of students achieving 70% or higher

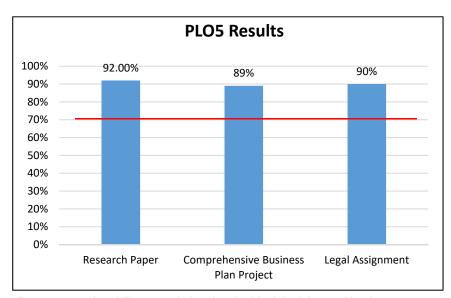


Integrate effective and efficient management and behavioral principles for leading and managing resources. *Target:* 70% of students achieving 70% or higher

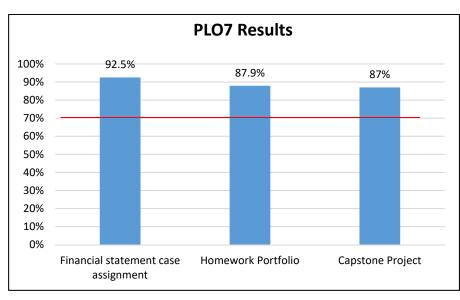


Formulate and apply effective customer relations techniques and applications.

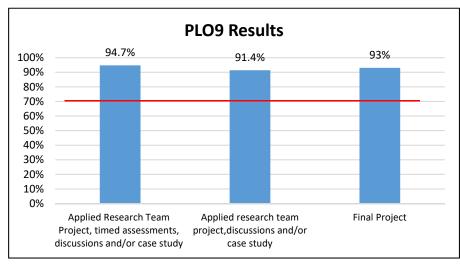
Target: 70% of students achieving 70% or higher



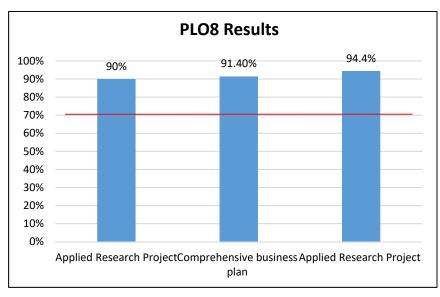
Demonstrate the ability to apply legal and ethical decision-making in management situations. *Target: 70% of students achieving 70% or higher*



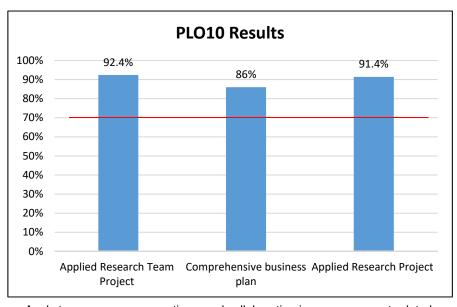
Demonstrate skill in managerial accounting concepts, analysis, and applications. *Target: 70% of students achieving 70% or higher*



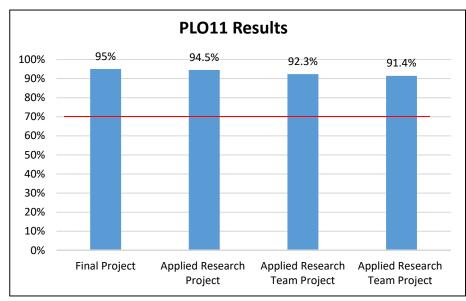
Identify the strategic planning process to include development of an organizational mission statement with measurable goals, objectives, and activities. *Target: 70% of students achieving 70% or higher*



Integrate operational processes and information systems into a managerial-specific context. *Target: 70% of students achieving 70% or higher*



Apply team processes, practices, and collaboration in a management-related context. *Target: 70% of students achieving 70% or higher*

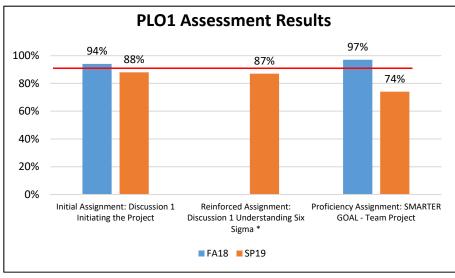


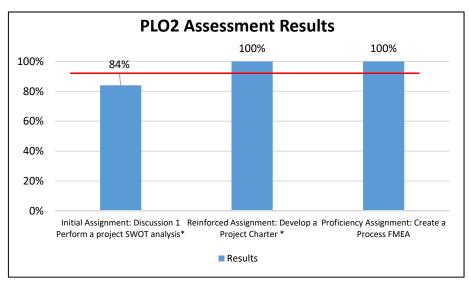
Manage a project from inception to successful conclusion using critical thinking, communications, problem solving, and decision-making. *Target: 70% of students achieving 70% or higher*

Program Learning Outcomes

300500 - Project Management

- 1. Demonstrate understanding of the fundamental knowledge, terminology and processes of effective project management.
- 2. Perform in the role of a project manager, leading and directing projects and teams.
- 3. Use industry recognized project management software.
- 4. Apply agile principles and practices on projects.
- 5. Integrate stakeholder business requirements to shape the output of projects and drive successful business outcomes.
- 6. Assess and analyze projects risks along with plans to mitigate threats and capitalize on opportunities.
- 7. Apply principles of quality management throughout the Project Life Cycle.
- 8. Demonstrate knowledge and advanced experience in the specialized area of developing and maintaining project schedules.

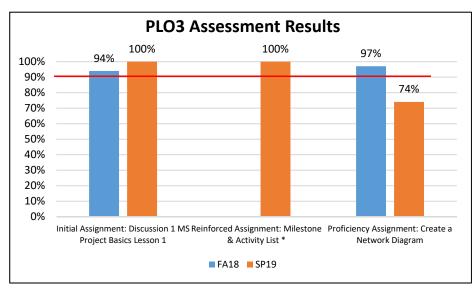


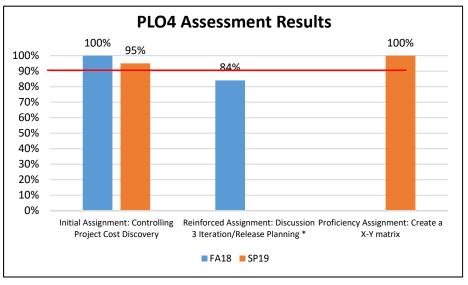


PLO1.Demonstrate understanding of the fundamental knowledge, terminology and processes of effective project management. *Target: 90% of students achieving 70% or higher*

PLO2.Perform in the role of a project manager, leading and directing projects and teams. *Target: 90% of students achieving 70% or higher*

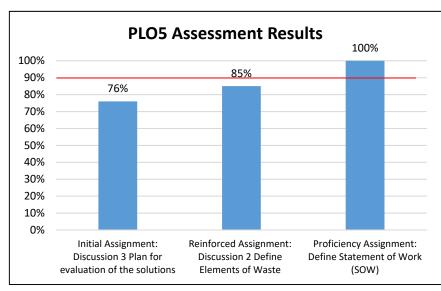
* course was offered only in one semester



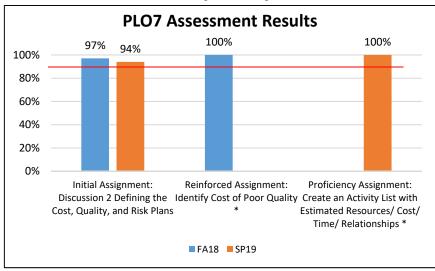


PLO3.Use industry recognized project management software. *Target: 90% of students achieving 70% or higher*

PLO4.Apply agile principles and practices on projects. *Target: 90% of students achieving 70% or higher*

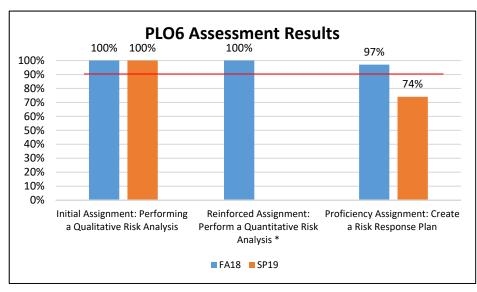


PLO5.Integrate stakeholder business requirements to shape the output of projects and drive successful business outcomes. *Target: 90% of students achieving 70% or higher*

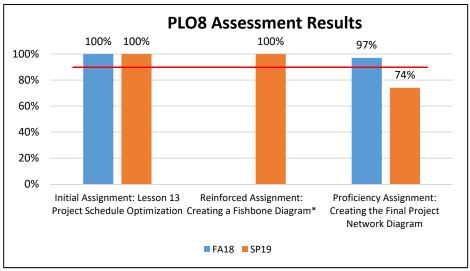


PLO7.Apply principles of quality management throughout the Project Life Cycle.

Target: 90% of students achieving 70% or higher



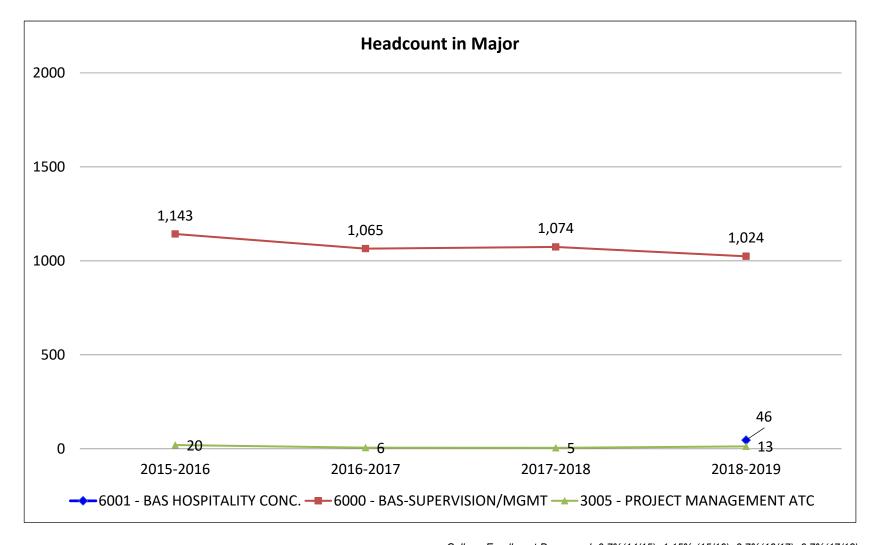
PLO6.Assess and analyze projects risks along with plans to mitigate threats and capitalize on opportunities. *Target:* 90% of students achieving 70% or higher



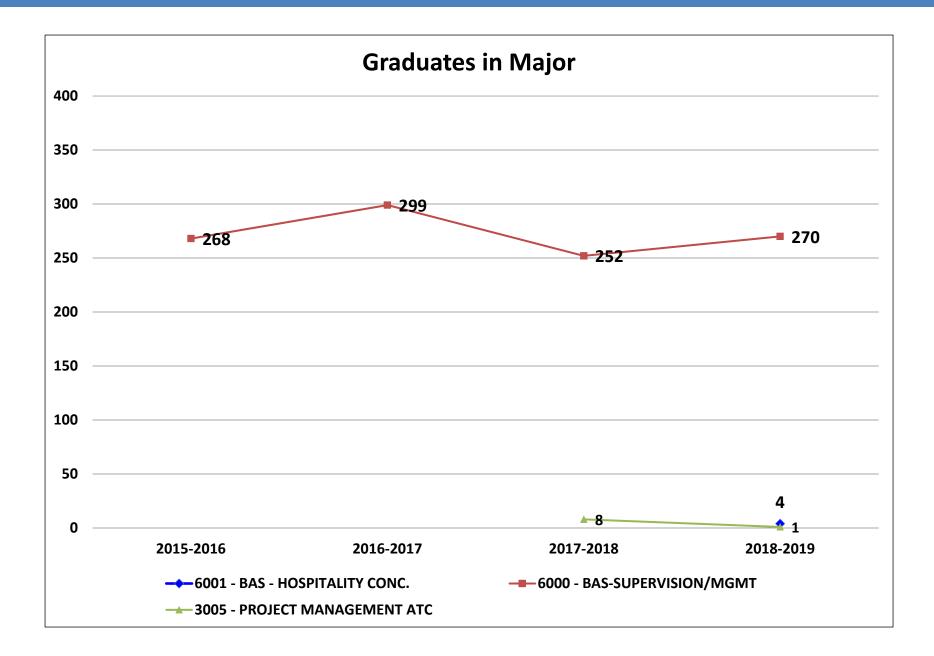
PLO8.Demonstrate knowledge and advanced experience in the specialized area of developing and maintaining project schedules. *Target:* 90% of students achieving 70% or higher

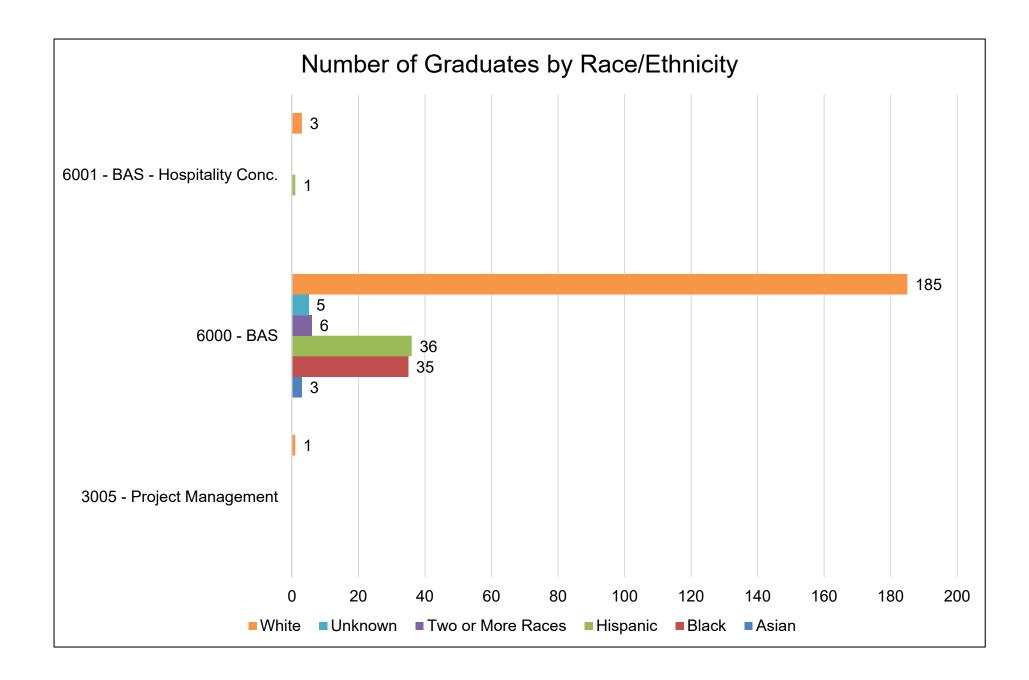
Assessment Data 2017-2018 and 2018-2019: Programs and Institutional Learning Outcomes

Program	Critical/ Creative Thinking		Communication		Cultural L	iteracy	Information and Technical Literacy		
	17/18	18/19	17/18	18/19	17/18	18/19	17/18	18/19	
6000 - BAS	94.4%-97%	91.4%-95%	92.1%-100%	92.1%-100%	87%-94%	89.9%-92%	53%-98%	92.5%-95%	
3005 – Project Management Cert	<mark>72</mark> %-91%	<mark>69</mark> %-100%	<mark>67%</mark> -100%	<mark>76</mark> %-93%	50% -100%	76 %-96%	100%	<mark>74</mark> %-100%	



College Enrollment Decreased: 0.7%(14/15); 1.15% (15/16); 3.7%(16/17); 0.7%(17/18)





Graduation Rates

Major	Fall Cohort Year	# in Cohort	150% Graduates	150% Graduation Rate	200% Graduates	200% Graduation Rate
	2013	234	123	52.6%	137	58.5%
COOO BAS	2014	254	125	49.2%	142	55.9%
6000 - BAS	2015 – 200% In progress	282	151	53.5%	173	61.3%
	2016 – In progress	289	153	52.9%	153	52.9%
	2016	6	3	50%	3	50%
3005 - PM 2	2017- 200% in progress	3	3	100%	3	100%
	2018- In progress	6	0	0%	3	0%

Graduation Rates by Race/Ethnicity (1 of 2)

Major	Fall Cohort Year	Race/Ethnicity	# in Cohort	150% Graduates	150% Graduation Rate	200% Graduates	200% Graduation Rate
	2016	Black	2	1	50%	1	50%
	2016	White	4	2	50%	2	50%
3005 -	2017 – 200% in	Hispanic	1	1	100%	1	100%
9005 - PM	progress	White	2	2	100%	2	100%
L IAI	2018 – In progress	Black	1	0	0%	0	0%
		Hispanic	2	0	0%	0	0%
		White	3	0	0%	0	0%

Graduation Rates by Race/Ethnicity (2 of 2)

Major	Fall Cohort Year	Race/Ethnicity	# in Cohort	150% Graduates	150% Graduation Rate	200% Graduates	200% Graduation Rate
		Asian	4	3	75.0%	3	75.0%
		Black	39	18	46.2%	19	48.7%
		Hawaii/Pac	2	1	50.0%	1	50.0%
	2014	Hispanic	21	7	33.3%	11	52.4%
		Two or More Races	7	1	14.3%	1	14.3%
		Unknown	1	1	100%	1	100%
		White	180	94	52.2%	106	58.9%
		Am. Ind	1	0	0.0%	0	0.0%
		Asian	6	2	33.3%	3	50%
C000	2015 2000/ lm	Black	48	28	58.3%	31	64.6%
6000 -	2015 – 200% In	Hawaii/Pac	2	1	50.0%	1	50.0%
BAS	progress	Hispanic	28	16	57.1%	21	75%
		Unknown	3	2	66.7%	3	100%
		White	194	102	52.6%	114	58.8%
		Am. Ind	1	1	100.0%	1	100.0%
		Asian	5	2	40.0%	2	40.0%
	2016 – In progress	Black	41	15	36.6%	15	36.6%
		Hispanic	44	18	40.9%	18	40.9%
		Two or More Races	4	2	50.0%	2	50.0%
		Unknown	3	1	33.3%	1	33.3%
		White	191	114	59.7%	114	59.7%

Graduation Rates by Gender

Major	Fall Cohort Year	Gender	# in Cohort	1250% Graduates	1510% Graduation Rate	200% Graduates	200% Graduation Rate
	2016	Female	4	2	50%	2	50%
	2016	Male	2	1	50%	1	50%
3005 - PM	2017 – 200% in progress	Female	3	3	100%	3	100%
	2010 In magaza	Female	2	0	0%	0	0%
	2018 – In progress	Male	4	0	0%	0	0%
		Female	161	81	50.3%	91	56.5%
	2014	Male	89	42	47.2%	49	55.1%
		Unknown	4	2	50%	2	50%
		Female	165	90	54.5%	103	62.4%
6000	2015 – 200% in	Male	114	60	52.6%	69	60.5%
6000 -	progress	PrefNoAns	1	0	0%	0	0%
BAS		Unknown	2	1	50%	1	50%
		Female	177	101	57.1%	101	57.1%
	2016 In myograss	Male	109	51	46.8%	51	46.8%
	2016 – In progress	PrefNoAns	1	0	0%	0	0%
		Unknown	2	1	50%	1	50%

Persistence Rates

Program and Fall Cohort Year		Registered	Exclusions	Adjusted Cohort		ned by SC %		ned by gram %	DSC Total Retained
	FA16 to SP17	4	0	4	0	0%	3	75%	75%
3005 – Project Management	FA17 to SP18	5	2	3	0	0%	1	33%	33%
	FA18 to SP19	6	1	5	0	0%	5	100%	100%

Persistence Rates by Race/Ethnicity

Program	Cohort	Race/Ethnicity	Registered	Exclusions	Adjusted	Retained by Program		
rrogram	Conort	Race/ Etimicity	Registered	LACIUSIOIIS	Cohort	N	%	
		Black	2	0	2	1	50%	
	FA16 to SP17	White	2	0	2	2	100%	
	FA17 to SP18	Black	1	0	1	0	0%	
		Hispanic	1	1	0			
Project Management		White	3	1	2	1	50%	
		Black	1	0	1	1	100%	
	FA18 to SP19	Hispanic	2	0	2	2	100%	
		White	3	1	2	2	100%	

Registered - Includes all students enrolled in the fall term of the specified year, with the specified program as their primary major.

Exclusions - Includes students who are deceased or graduated fall of the specified year or the following spring or summer.

Adjusted Cohort - Registered students less exclusions.

Not retained - Students who were not registered the following fall term.

Retained by DSC - Students who were still registered at DSC the following fall but with a different primary major.

Retained by Program - Students who were registered the following fall with the same primary major.

Source: IR Program Assessment Data

Persistence Rates by Gender

Program	Cohort	Race/Ethnicity	Registered	Exclusions	Adjusted	Retained by Program		
	Conorc	Ruce, Etimicity	Registered	LACIUSIONS	Cohort	N	%	
F246 to 6		Female	3	0	3	2	67%	
	FA16 to SP17	Male	1	0	1	1	100%	
3005 –	FA17 to SP18	Female	4	2	2	1	50%	
Project Management		Male	1	0	1	0	0%	
Ī		Female	2	1	1	1	100%	
	FA18 to SP19	Male	4	0	4	4	100%	

 $Registered - Includes \ all \ students \ enrolled \ in \ the \ fall \ term \ of \ the \ specified \ year, \ with \ the \ specified \ program \ as \ their \ primary \ major.$

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Source: IR Program Assessment Data

Retention Rates

Program and		Registered Exclusions		Adjusted	Retained by DSC		Retained by Program		DSC Total
Fall Cohort Yea	r 			Cohort	N	%	N	%	Retained
	2012	818	261	557	5	1%	391	70%	71%
	2013	871	271	600	9	2%	407	68%	69%
COOO DAS	2014	860	306	554	6	1%	366	66%	67%
6000 - BAS	2015	455	129	326	17	5.2%	203	62.3%	67.5%
	2016	726	253	473	8	2%	310	66%	67%
	2017	727	239	488	9	1.8%	314	64.3%	66.2%
6001 – BAS Hospitality Conc.	2017	8	0	8	0	0%	7	87.5%	87.5%

College average (67.1%)

Registered - Includes all students enrolled in the fall term of the specified year, with the specified program as their primary major. Exclusions - Includes students who are deceased or graduated fall of the specified year or the following spring or summer.

Not retained - Students who were not registered the following fall term.

Retained by DSC - Students who were still registered at DSC the following fall but with a different primary major. Retained by Program - Students who were registered the following fall with the same primary major.

Fall 2017 to Fall 2018 Retention Rates by Race/Ethnicity

Program	Race/Ethnicity	Registered	Exclusions	Adjusted	Retained by Program		
riogram	Race/Etimicity	negistered	LACIUSIONS	Cohort	N	%	
	American Indian	2	1	2	0	0.0%	
	Asian	11	1	10	4	40.0%	
	Black	95	25	70*	45	64.3%	
6000 - BAS	Hispanic	98	30	68*	44	64.7%	
	Two or More Races	18	8	10*	7	70.0%	
	Unknown	10	4	6	3	50.0%	
	White	493	170	323**	211	65.3%	
6001 – BAS	Hispanic	3	0	3	3	100%	
Hospitality Conc.	White	4	0	4	4	100%	

*one student retained by DSC, **six students retained by DSC

College average (African American: 49.9%, Hispanic: 66.3%)

Registered - Includes all students enrolled in the fall term of the specified year, with the specified program as their primary major.

Exclusions - Includes students who are deceased or graduated fall of the specified year or the following spring or summer.

Adjusted Cohort - Registered students less exclusions.

Not retained - Students who were not registered the following fall term.

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Retained by Program - Students who were registered the following fall with the same primary major.

Source: IR Program Assessment Data

Fall 2017 to Fall 2018 Retention Rates by Gender

Major	Fall Term	Registered	Exclusions	Adjusted	Retained	by Program
IVIAJOI	Tall Term	Negistered	LACIUSIOIIS	Cohort	N	%
ŀ	Female	471	152	319*	207	64.9%
	Male	252	87	165*	106	64.2%
6000 - BAS	PrefNoAns	1	0	1	0	0%
	Unknown	3	0	3	1	33.3%
6001 – BAS	Female	5	0	5	4	80%
Hospitality Conc.	Male	3	0	3	3	100%

*some students retained by DSC

Placement Rates

(College average: 95.5%)

Program Title	Cohort Year Grads	Continuing	Employed		Estimated Average Annual Full-Time Wage		
Program Title	Conort Tear	Reported	Education	DSC	FCS	DSC	FCS
	2016/17	288	28	71%	78%	\$42,652	\$46,212
	2015/16	272	9%	76%	78%	\$44,488	\$44,672
BAS -	2014/15	326	9%	69%	77%	\$43,456	\$46,564
Supervision Management	2013/14	304	6%	72%	77%	\$ 41,312	\$ 42,300
	2012/13	267	6%	75%	76%	\$ 39,492	\$ 42,168
	2011/12	281	12%	75%	75%	\$ 35,712	\$ 40,564
ATC - Project Management	2016/17			50%	80%	\$ **,***	

Source: Florida Education Training Placement Information Program (FETPIP)

Indicates the College average above the State Averages
Indicates the College average same as the State Averages
Indicates the College average below the State Averages

Course Success Rates (1 of 2)

Naion	Course	2015	5-2016	2010	6-2017	201	7-2018	2018	-2019	
Major	Course	Attempted	% Successful							
	ACG3024	396	83%	385	77%	387	72%	416	74%	
	BUL3130	401	86%	398	84%	360	83%	405	82%	
	GEB3213	605	91%	538	92%	554	93%	576	91%	
	GEB4891	314	96%	437	90%	336	90%	306	92%	1
	GEB4905	1	100%	1	100%					
	ISM4011	348	93%	352	91%	341	90%	337	89%	
COOO DAG	ISM4905									
6000 - BAS	MAN3240	442	86%	359	87%	372	84%	388	84%	
	MAN3353	423	95%	333	94%	318	90%	359	91%	1
	MAN3593			12	100%	6	100%	17	100%	
	MAN4120	381	89%	366	92%	324	93%	325	92%	
	MAN4162	414	89%	353	88%	329	89%	350	89%	
	MAN4301	365	87%	284	86%	281	83%	339	84%	1
	MAN4504	384	91%	321	91%	309	92%	316	90%	

Source: IR Program Assessment Data

Course Success Rates (2 of 2)

Major Course		2015-2016 2016-2017		5-2017	2017-2018		2018-2019		
iviajoi		Attempted	% Successful	Attempted	% Successful	Attempted	% Successful	Attempted	% Successful
	MAN4520			11	91%	7	86%	22	95%
3005 -	MAN4535			13	92%	9	78%	15	87%
Project	MAN4583			50	84%	11	100%	34	82%
Management	MAN4584			11	100%	7	86%	21	100%
	MAN4741			13	85%	9	67%	15	87%
6000 - BAS/3005 -	GEB4930	358	90%	504	92%	354	91%	365	90%
Project Management	MAN4900	312	98%	410	97%	284	97%	293	97%

Course Success Rates by Race/Ethnicity (1 of 3)

Program, Course, and Race/	2018-2019			
Ethnicity	Enrolled	Success Rate		
3005 - Project Management	107	90%		
MAN4520	22	95%		
Black	1	0%		
Hispanic/Latino	4	100%		
Native Hawaiian/Paci	1	100%		
Two or More Races	1	100%		
White	15	100%		
MAN4535	15	87%		
Black	1	0%		
Hispanic/Latino	5	80%		
Native Hawaiian/Paci	1	100%		
Two or More Races	1	100%		
White	7	100%		
MAN4583	34	82%		
Black	3	0%		
Hispanic/Latino	5	60%		
Native Hawaiian/Paci	1	100%		
Two or More Races	1	100%		
White	24	96%		
MAN4584	21	100%		
Hispanic/Latino	6	100%		
Two or More Races	1	100%		
White	14	100%		
MAN4741	15	87%		
Black	1	0%		
Hispanic/Latino	4	75%		
Native Hawaiian/Paci	1	100%		
Two or More Races	1	100%		
White	8	100%		

Program, Course, and Race/	2018-2019			
Ethnicity	Enrolled	Success Rate		
6000 - BAS	4134	87%		
ACG3024	416	74%		
American Indian/Alas	1	100%		
Asian	7	100%		
Black	57	49%		
Hispanic/Latino	57	74%		
Two or More Races	10	60%		
Unknown	6	83%		
White	278	79%		
BUL3130	405	82%		
Asian	10	100%		
Black	58	78%		
Hispanic/Latino	65	69%		
Native Hawaiian/Paci	1	100%		
Two or More Races	10	100%		
Unknown	5	100%		
White	256	84%		
GEB3213	576	91%		
Asian	9	100%		
Black	72	89%		
Hispanic/Latino	93	84%		
Two or More Races	19	100%		
Unknown	10	100%		
White	373	93%		
GEB4891	306	92%		
Asian	9	100%		
Black	39	85%		
Hispanic/Latino	45	82%		
Native Hawaiian/Paci	1	0%		
Two or More Races	6	100%		
Unknown	3	100%		
White	203	95%		

Course Success Rates by Race/Ethnicity (2 of 3)

Program, Course, and Race/	2018-2019			
Ethnicity	Enrolled	Success Rate		
6000 - BAS	4134	87%		
ISM4011	337	89%		
Asian	6	100%		
Black	40	85%		
Hispanic/Latino	48	85%		
Native Hawaiian/Paci	1	100%		
Two or More Races	10	100%		
Unknown	4	50%		
White	228	91%		
MAN3240	388	84%		
Asian	4	100%		
Black	56	75%		
Hispanic/Latino	69	78%		
Two or More Races	13	100%		
Unknown	4	100%		
White	242	86%		
MAN3353	359	91%		
Asian	8	100%		
Black	55	93%		
Hispanic/Latino	57	89%		
Native Hawaiian/Paci	1	100%		
Two or More Races	12	100%		
Unknown	4	100%		
White	222	90%		
MAN3593	17	100%		
Black	1	100%		
Hispanic/Latino	3	100%		
Two or More Races	1	100%		
White	12	100%		

Program, Course, and Race/	2018-2019			
Ethnicity	Enrolled	Success Rate		
6000 - BAS	4134	87%		
MAN4120	325	92%		
Asian	9	78%		
Black	47	89%		
Hispanic/Latino	50	90%		
Native Hawaiian/Paci	1	100%		
Two or More Races	8	100%		
Unknown	3	100%		
White	207	93%		
MAN4162	350	89%		
Asian	7	100%		
Black	46	85%		
Hispanic/Latino	64	81%		
Two or More Races	8	75%		
Unknown	3	100%		
White	222	92%		
MAN4301	339	84%		
Asian	7	86%		
Black	56	77%		
Hispanic/Latino	50	76%		
Native Hawaiian/Paci	1	100%		
Two or More Races	8	100%		
Unknown	2	100%		
White	215	87%		
MAN4504	316	90%		
Asian	4	100%		
Black	50	82%		
Hispanic/Latino	51	78%		
Native Hawaiian/Paci	1	100%		
Two or More Races	9	100%		
Unknown	3	100%		
White	198	94%		

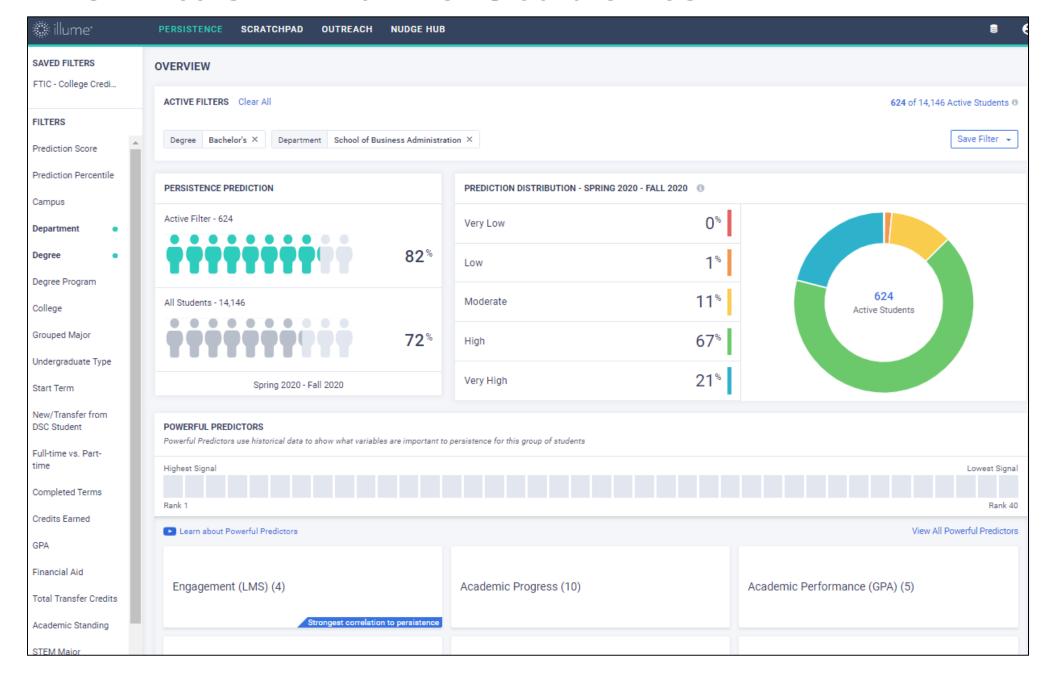
Course Success Rates by Race/Ethnicity (3 of 3)

Program, Course, and Race/	2018	3-2019
Ethnicity	Enrolled	Success Rate
6000 – BAS / 3005	658	93%
GEB4930	365	90%
Asian	8	75%
Black	52	90%
Hispanic/Latino	56	82%
Two or More Races	13	92%
Unknown	5	100%
White	231	92%
MAN4900	293	97%
Asian	7	100%
Black	40	100%
Hispanic/Latino	36	97%
Native Hawaiian/Paci	1	0%
Two or More Races	7	100%
Unknown	4	100%
White	198	96%
Grand Total	4899	88%

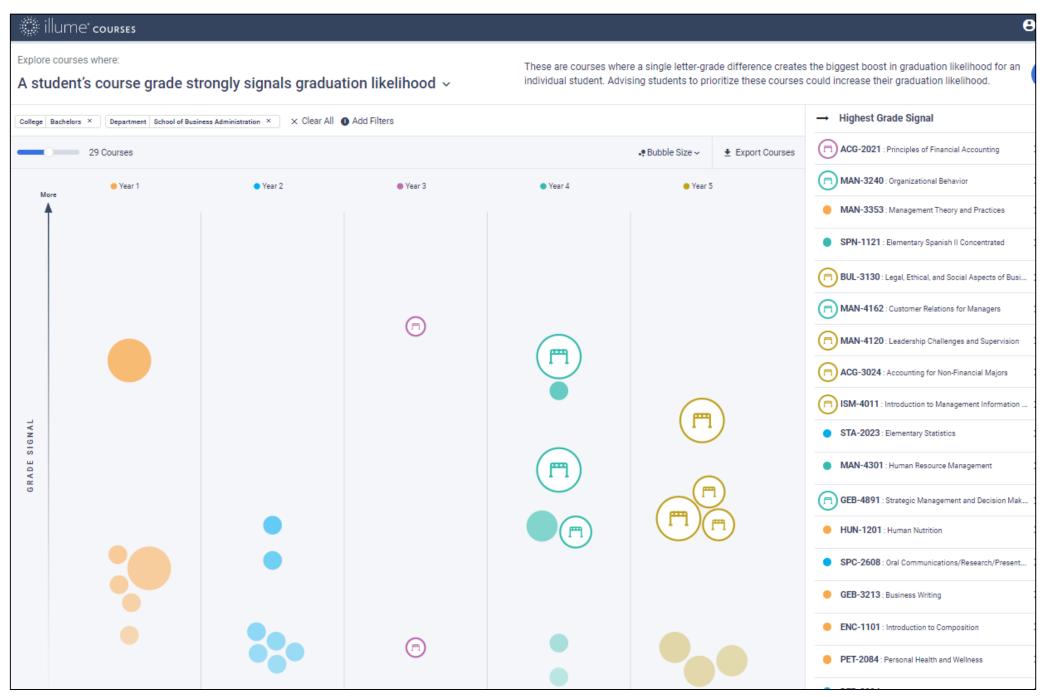
Program Success by Race/Ethnicity

	2018-2019			
Program and Race/ Ethnicity	Enrolled	Success Rate		
3005	107	90%		
Black	6	0%		
Hispanic/Latino	24	83%		
Native Hawaiian/Paci	4	100%		
Two or More Races	5	100%		
White	68	99%		
6000	4134	87%		
American Indian/Alas	1	100%		
Asian	80	96%		
Black	577	80%		
Hispanic/Latino	652	81%		
Native Hawaiian/Paci	7	86%		
Two or More Races	114	95%		
Unknown	47	94%		
White	2656	89%		
6000/3005	658	93%		
Asian	15	87%		
Black	92	95%		
Hispanic/Latino	92	88%		
Native Hawaiian/Paci	1	0%		
Two or More Races	20	95%		
Unknown	9	100%		
White	429	94%		
Grand Total	4899	88%		

Civitas – illume Students



Civitas – illume Courses





2019-2020 Academic Affairs Poort Day - Program Guid

Assessment Day – Program Guides

A Review of Program Guide and Course Catalog Information

Program Guides - Overview

- Given Assessment Day results, are there any changes <u>needed to</u> or <u>desired for</u> the Program Guide?
- Please Review:
 - Program Information
 - General Education Course Selections (if applicable)
 - Program Course Catalog Information
 - Program of Study

Program Guides – Information Review

- Mission statement
 - Does it accurately state the purpose and goals of the program?
- Description
 - –Does it clearly portray the nature of the program and any unique characteristics (i.e. embedded certificates, industry certifications, program accreditations, etc.)?

Program Guides – General Ed. Review

- General Education Courses (if applicable)
 - –Are the selection of courses aligned with the academic knowledge students need to be successful in the related field(s)/occupations?
 - Must be a minimum of 15 credit hours for A.S. programs (F.A.C. 6A-10.024)
 - Must include ENC1101 and a Math Core course
 - Do the selection of courses allow for seamless transition to the Baccalaureate level (if applicable)?

Program Guides – Course Reqs. Review

- Program Specific Course Requirements
 - –Are the courses relevant to the academic and technical skills required in the related field(s)/occupation(s)?
 - Are there any required courses offered by another department? If so, consult with that department on upcoming changes (if any).
 - –Are there any courses that have not been offered in over 5 years?

Program Guides – Course Info. Review

- Program Specific Course Catalog Information
 - Is the course description accurate?
 - —Are the course prefix, number and/or title relevant?
 - –Are the term offerings up-to-date?
 - –Are the prerequisite and corequisite course assignments appropriate to what students need to know to be successful in the requisite (required) course?

Program Guide – Program of Study Review

- Program of Study
 - Is the sequence of courses structured from foundational to advanced content, as appropriate?
 - Does the sequence align with course, term offerings?
 - Does the sequence align with course, prerequisite/corequisite assignments?
 - Are there any special notes/information missing, incorrect or desired?