

## Academic Program Review Recommendations: Annual Progress Report

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The purpose of the Annual Progress Report is to facilitate the tracking of progress made on program recommendations/goals and to identify and explain the addition of any new program goals not listed in the most recent Review.

### **1. Name of Program: Business Administration**

#### **2. List goals from most recent [Program Review](#) and report on progress for each goal:**

Recommendation One: Develop and establish Business Administration Advisory Committee.

Progress: BA and the Small Business Development Corporation (SBDC) combined Advisory Committees with the goal of two meetings a year, Fall and Spring. The first meeting was November 8, 2017 at TDC, and the second meeting was March 14, 2018 at HRC from 9 - 11 AM. The Committee was primarily members of the previous SBDC Committee with only the Next Door and Dan Spatz, CGCC, attending on BA's invitation. At the second meeting, BA added another member of the group and Mary Kramer. Both meetings lasted two hours with each group having an hour to discuss issues with the group. Stephen Shwiff led BA's discussion and received ideas and confirmation of the Entrepreneurship/Small Business Management AAS Degree as our move forward.

In August, 2018, CGCC's new president revamped the college's committees to eliminate excessive committees; and dissolved the BA Advisory Board part of the SBDC Board.

Recommendation Two: Develop strategies to increase outreach to potential students for Business Administration programs, and to provide support for enrolled students.

Progress: Stephen Shwiff has met with TDHS Superintendent and Hood River and Horizon Principals to promote Business classes in the high schools either by expanded options or dual credit. Horizon offered BA 104 as a dual credit course in 2018-19 school year. HRVHS is working with Todd Meislahn to provide students dual credit for BA 101 in the 2019-20 school year.

Stephen has also presented Business program highlights to the Gorge Educators Collaborative and various high school student groups promoting BA offerings and programs. Faculty to participate in Student Days with new Student Service focus on outreach and student recruitment

Student friendly schedules have been created with the use of synchronous technology and additional online and hybrid classes. The Entrepreneurship courses will begin at 6 pm with the hope of attracting high school students.

Recommendation Three: Develop courses, certificates and degrees to keep up with the ever changing business environment.

Progress: Entrepreneurship/Small Business Management AAS Degree and the Entrepreneurship certificate are completed and scheduled to begin 2019-20 School Year.

Accounting Degree has been revised.

Business courses in the AAS Administrative Assistant, BA 285, BA 111, BA 205 were developed for online delivery leading to an all online degree and certificate.

Recommendation Four: Create full-time positions for part-time instructors including a new position and/or to replace former full-time instructor, (retired in 2015-6).

Progress: Proposed position was taken out of the budget build in Spring, 2019. VP of Instruction and Dean of General Education support the creation of the position for the 2019-20 school year. With the support of VP and Dean, the Director of Human Resources and Director of the Business Office the proposed position was submitted to President Dr. Cronin in June, 2019, to open the position in July 2019 to begin September, 2019.

Recommendation Five: Prepare for next Five-Year Program Review

Progress:

1. Presentation of the 2016-17 Business Review at Fall, 2017 In-service.
2. Current presentation at Business Administration Department meeting May 24, 2019.

**3. List any additional goals added since the most recent Program Review, and include the rationale for each new goal:**

1. Create a Department Chair position. Rationale: To lead the department's recruitment efforts, bring the program in alignment leading to the capstone courses and Portfolio of accomplishments. To link the BA program with the Business and larger community including the BA Advisory Board

Progress: Proposal to the IC for new Department Chair position in Fall term, 2019.

2. Development of Accounting Degree capstone. Rationale: Provide value to our graduates and portfolio of work to aid in employment searches.