



**Program:** Office Management and Supervision

**Assessment period:** 2016-2017

**Program or Department Mission:**

The Department of Business and Information Systems includes the areas of Accounting, Business, Computer Science, and Office Administration. The department provides all students access to quality educational opportunities and experiences that will meet the needs of an ever-changing and increasingly demanding technological society. In addition, the department provides outstanding educational instruction which prepares students for transfer to a college or university.

The Management and Supervision Program Outcomes are:

- Students and graduates returning surveys will report satisfaction with the Business Management Degree – Business Management Option.
- Business management students will graduate at a 50% completion rate.
- Graduates returning surveys indicate employment in the field or current enrollment in a four- year degree program. (70%)

**Instructional Program Outcomes & Assessment Plan**

<b>Intended Outcomes</b>	<b>Means of Assessment</b>	<b>Criteria for Success</b>	<b>Summary &amp; Analysis of Assessment Evidence</b>	<b>Use of Results</b>
Students and graduates returning surveys will report satisfaction with the educational preparation provided in the program	Career/Technical Employment Status Survey	70% of students and graduates report satisfaction with the educational preparation provided in the Business Management Program	Three students returned the Career/Technical Employment Status Survey Of the three students returning the survey, all (100%) reported satisfaction	Although the criteria for success was met, the number of students and graduates returning the career survey needs to increase. Institutional

			with the educational preparation provided by the Business Management Program. 100% of students returning the survey accomplished their goal at Jefferson State Community College.	Effectiveness will continue to email students career surveys to gather the needed data. Career surveys are no longer distributed in traditional classroom classes. Consideration should be given to circulating copies of the career survey to traditional classroom courses to capture as many responses as possible.
Business Management students will graduate at a 50% completion rate	Graduation rate	<p>Business Management students will graduate at a 50% completion rate within four years of declaring a major</p> <p>Program assistants discussed various percentage completion rates based on students enrolled in the office management and supervision degree program. Please see the use of results section for a description of students enrolled in the program. Based on the composition of the student population for the office management and supervision program, program assistants</p>	39% of students declaring Business Management as their major graduated within four years	The requirement for success was not met. Factors contributing to the low graduation rate include: students declaring business management as their major with no intention of completing the program and registering for only the courses needed to successfully meet their goal, students exploring major options and choosing another field of study but never completing a change of major form and students lacking one or two classes, which are never completed due to conflicts with class offerings or other factors. Faculty will continue working on advising techniques, informative

		decided a completion rate of 50% within four years of declaring a major is reasonable.		literature and projects to increase the graduation rate.
Graduates returning surveys indicate employment in field or current enrollment in a four-year degree program	Graduate survey; Career/Technical Employment Status Survey	Within six months of graduation, 70% of graduates will be employed in field or currently enrolled in a four-year degree program	Of the three graduates returning surveys, 67% (2 out of 3) are employed in field or are currently enrolled in a four-year degree program	Based on the number of surveys returned, the criteria for success was not met. The third graduate is currently enrolled at Jefferson State Community College in another degree program. The number of students and graduates returning the survey needs to increase. Institutional Effectiveness will continue to email students to gather the needed data. Career surveys are no longer distributed in traditional classes. Consideration should be given to circulating copies of the career survey to traditional classroom courses to capture as many responses as possible. Faculty will continue to work with and follow up with students pursuing employment and/or enrolling in a four-year degree program. Faculty will also continue to work with businesses within the community to maintain or increase the number of Business

				Management Program graduates employed in field.
<b>Plan submission date: October 2017</b>			<b>Submitted by: Barrett Cummings</b>	



## Assessment Record

Program: Office Management and Supervision

Assessment period: 2016-2017

### Program or Department Mission:

The Department of Business and Information Systems includes the areas of Accounting, Business, Computer Science, and Office Administration. The department provides all students access to quality educational opportunities and experiences that will meet the needs of an ever-changing and increasingly demanding technological society. In addition, the department provides outstanding educational instruction which prepares students for transfer to a college or university.

The Office Management and Supervision Program Student Learning Outcomes are:

- \* Demonstrate an understanding of the operation of American businesses as a dynamic process in a global setting.
- \* Demonstrate an understanding of management and supervision within an American business.
- \* Demonstrate an understanding of accounting and finance within an American business.

## Instructional Program Student Learning Outcomes & Assessment Plan – Business Management Program Core Courses

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
<p>Demonstrate an understanding of the operation of American businesses as a dynamic process in a global setting</p>	<p>BUS 146: Prepare a personal statement of cash flows</p>	<p>70% of students will successfully complete the worksheet that involves recording income and cash outflows to determine net cash flow</p>	<p>58 of the 65 students (89%) attempting the assessment achieved success</p>	<p>The benchmarks for all course outcomes were met. Although the criteria for success was met for this outcome, program assistants need to be more diligent in ensuring part-time instructors are collecting needed data and reporting the results of the data. Faculty will continue to monitor student success and make any necessary adjustments to improve student learning.</p>
	<p>BUS 263: Students will demonstrate an understanding of the basics of employment and employment discrimination laws</p>	<p>70% of students will choose the correct concept or terminology when answering the embedded exam questions</p>	<p>140 of the 165 students (85%) attempting the assessment achieved success</p>	
	<p>BUS 285: Develop a working knowledge of the terminology of marketing to prepare students for the advanced study in the field of marketing</p>	<p>70% of students will choose the correct concept or terminology when answering the embedded exam questions</p>	<p>58 of the 62 students (94%) attempting the assessment achieved success</p>	
	<p>MST 111: Identify the four basic purposes of meetings, differentiate between the leader-controlled approach and the group-centered approach used in meetings and describe</p>	<p>70% of students will complete an essay and/or research paper naming the four basic purposes of meetings, identifying the purpose requiring the most skill, differentiating between the leader-</p>	<p>41 of the 44 students (93%) attempting the assessment achieved success</p>	

	the actions that a supervisor can take before, during and after the meeting to make it effective	controlled approach and the group-centered approach and describing the actions that a supervisor can take before, during and after a meeting to make it effective		
Demonstrate an understanding of management and supervision within an American business	BUS 285: Develop an understanding of marketing communication, media strategy and message strategy  MST 111: Define management and describe in detail the five functions of management	70% of students will answer a discussion question identifying and describing the four bases of segmenting consumer markets  70% of students will complete an essay and/or research paper identifying and explaining the five functions every manager must perform	51 of the 59 students (86%) attempting the assessment achieved success  38 of the 43 students (88%) attempting the assessment achieves success	The prescribed learning outcomes were attained. Student success will be continually monitored by faculty. Instructional staff will make any adjustments needed to improve student learning.
Demonstrate an understanding of accounting and finance within an American business	BUS 146: Prepare a personal financial plan  BUS 146: Prepare a personal statement of cash flows	70% of students will successfully complete the worksheet that involves recording income and cash outflows to determine net cash flow  70% of students will successfully complete the worksheet that involves recording income and	58 of the 65 students (89%) attempting the assessment achieved success  56 of the 65 students (86%) attempting the assessment achieved success	Course results were satisfactory for BUS 146. Faculty will continue to track student success rates and make any needed adjustments.

	BUS 241: Complete the accounting cycle through closing entries	cash outflows to determine net cash flows  70% of student will successfully complete journal entries to complete the accounting cycle through closing entries	244 of the 299 students (82%) attempting the assessment achieved success	Criteria for BUS 241, outcomes one and two, were met. Faculty will continue to monitor student success and make any necessary adjustments to improve student learning based on the results of outcome data.
	BUS 241: Prepare an Income Statement, Statement of Owner's Equity and Balance Sheet	70% of students will successfully complete an exercise or problem requiring the completion of the Income Statement, Statement of Owner's Equity and Balance Sheet	231 of the 306 students (76%) attempting the assessment achieved success	
<b>Plan submission date: October 2017</b>			<b>Submitted by: Barrett Cummings</b>	



## Assessment Record

**Program:** Office Management and Supervision

**Assessment period:** 2016-2017

### **Program or Department Mission:**

The Department of Business and Information Systems includes the areas of Accounting, Business, Computer Science, and Office Administration. The department provides all students access to quality educational opportunities and experiences that will meet the needs of an ever-changing and increasingly demanding technological society. In addition, the department provides outstanding educational instruction which prepares students for transfer to a college or university.

The Office Management and Supervision Program Outcomes are:

- Students and graduates returning surveys will report satisfaction with the Business Management Degree – Business Management Option.
- Business management students will graduate at a 50% completion rate.
- Graduates returning surveys indicate employment in the field or current enrollment in a four- year degree program. (70%)

The Office Management and Supervision Program Student Learning Outcomes are:

- \* Demonstrate an understanding of the operation of American businesses as a dynamic process in a global setting.
- \* Demonstrate an understanding of management and supervision within an American business.
- \* Demonstrate an understanding of accounting and finance within an American business.

## Instructional Program Student Learning Outcomes & Assessment Plan – Business Management Option

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
<p>Demonstrate an understanding of the operation of American businesses as a dynamic process in a global setting</p>	<p>BUS 100: Demonstrate knowledge of global economics factors</p>	<p>70% of students will choose the correct concept or terminology when answering the embedded exam questions</p>	<p>201 of the 242 students (83%) attempting the assessment achieved success</p>	<p>The benchmarks for all course outcomes exceeded the criteria for success. Faculty will continue to monitor outcome results and make any necessary adjustments.</p>
	<p>BUS 275: Demonstrate knowledge and understanding of the diverse managerial styles and methodologies used in decision making in management</p>	<p>70% of students will choose the correct concept or terminology when answering the embedded exam questions</p>	<p>58 of the 75 students (82%) attempting the assessment achieved success</p>	
	<p>MST 201: Demonstrate an understanding of employee selection procedures</p>	<p>70% of students will complete a group project that includes concepts related to job analysis, job descriptions and job qualifications</p>	<p>24 of the 28 students (86%) attempting the assessment achieved success</p>	
	<p>MST 215: Demonstrate knowledge of entrepreneurship principles</p>	<p>70% of students will complete a group project and/or discussion questions that create a business and determine if exclusive legal right to the business name exist, determine a business</p>	<p>38 of the 38 students (100%) attempting the assessment achieved success</p>	

		concept, describe entrepreneurial opportunity and identify and describe the business' competitive advantage		
Demonstrate an understanding of management and supervision within an American business	<p>BUS 100: Demonstrate knowledge of global economic factors</p> <p>BUS 275: Demonstrate a knowledge and understanding of the fundamental of management in utilizing the application of management</p> <p>MST 201: Demonstrate an understanding of applicable laws that affect human recourse managers</p> <p>MST 215: Demonstrate knowledge of entrepreneurship principles</p>	<p>70% of students will choose the correct concept or terminology when answering the embedded exam questions</p> <p>70% of students will choose the correct concept or terminology when answering the embedded exam questions</p> <p>70% of students will choose the correct concept or terminology when answering the embedded exam questions</p> <p>70% of students will complete a group project and/or discussion questions that create a business and determine if exclusive legal right to the business name exist,</p>	<p>201 of the 242 (83%) of the students attempting the assessment achieved success</p> <p>67 of the 75 students (89%) attempting the assessment achieved success</p> <p>25 of the 28 students (89%) attempting the assessment achieved success</p> <p>38 of the 38 students (100%) attempting the assessment achieved success</p>	The benchmarks for all course outcomes surpassed the criterion set for achieving success. Student success will be continually monitored by faculty.

		determine a business concept, describe entrepreneurial opportunity and identify and describe the business' competitive advantage		
Demonstrate an understanding of accounting and finance within an American business	<p>BUS 100: Demonstrate knowledge of general marketing, finance and accounting concepts</p> <p>BUS 275: Demonstrate knowledge and understanding of the diverse managerial styles and methodologies used in decision making in management</p> <p>MST 215: Demonstrate knowledge of the preparation of a business plan</p>	<p>70% of students will choose the correct concept or terminology when answering the embedded exam questions</p> <p>70% of students will choose the correct concept or terminology when answering the embedded exam questions</p> <p>70% of students will complete a project correctly developing a mission statement, marketing plan, SWOT analysis and financial plan</p>	<p>180 of the 218 (83%) of the students attempting the assessment achieved success</p> <p>58 of the 75 students (77%) attempting the assessment achieved success</p> <p>35 of the 37 students (95%) attempting the assessment achieved success</p>	The results for all course outcomes were adequate. Faculty will continue to track student success using outcome results and make any necessary adjustments to improve student learning.
<b>Plan submission date: October 2017</b>			<b>Submitted by: Barrett Cummings</b>	



**Program:** Office Management and Supervision

**Assessment period:** 2016-2017

### **Program or Department Mission:**

The Department of Business and Information Systems includes the areas of Accounting, Business, Computer Science, and Office Administration. The department provides all students access to quality educational opportunities and experiences that will meet the needs of an ever-changing and increasingly demanding technological society. In addition, the department provides outstanding educational instruction which prepares students for transfer to a college or university.

The Office Management and Supervision Program Outcomes are:

- Students and graduates returning surveys will report satisfaction with the Business Management Degree – Business Management Option.
- Business management students will graduate at a 50% completion rate.
- Graduates returning surveys indicate employment in the field or current enrollment in a four- year degree program. (70%)

The Office Management and Supervision Program Student Learning Outcomes are:

- \* Demonstrate an understanding of the operation of American businesses as a dynamic process in a global setting.
- \* Demonstrate an understanding of management and supervision within an American business.
- \* Demonstrate an understanding of accounting and finance within an American business.

## Course Student Learning Outcomes & Assessment Plan – BUS 100

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
Demonstrate knowledge of global economic factors	Embedded Exam Questions	70% of students will choose the correct concept or terminology	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>26</td> <td>21</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>19</td> <td>20</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>73%</td> <td>95%</td> <td>NA</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>72</td> <td>91</td> <td>32</td> </tr> <tr> <td>Completed</td> <td>59</td> <td>72</td> <td>31</td> </tr> <tr> <td>Percentage</td> <td>82%</td> <td>79%</td> <td>97%</td> </tr> <tr> <td><b>Average</b></td> <td>78%</td> <td>87%</td> <td>97%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	26	21	NA	Completed	19	20	NA	Percentage	73%	95%	NA	<b>Shelby</b>				Attempted	72	91	32	Completed	59	72	31	Percentage	82%	79%	97%	<b>Average</b>	78%	87%	97%	Students successfully completed the questions measuring the intended outcome. Faculty will continue to monitor student success.
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	26	21	NA																																									
Completed	19	20	NA																																									
Percentage	73%	95%	NA																																									
<b>Shelby</b>																																												
Attempted	72	91	32																																									
Completed	59	72	31																																									
Percentage	82%	79%	97%																																									
<b>Average</b>	78%	87%	97%																																									
Demonstrate knowledge of general marketing , finance and accounting concepts	Embedded Exam Questions	70% of students will choose the correct concept or terminology	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>26</td> <td>21</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>22</td> <td>16</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>85%</td> <td>76%</td> <td>NA</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>61</td> <td>76</td> <td>34</td> </tr> <tr> <td>Completed</td> <td>49</td> <td>65</td> <td>28</td> </tr> <tr> <td>Percentage</td> <td>80%</td> <td>86%</td> <td>82%</td> </tr> <tr> <td><b>Average</b></td> <td>83%</td> <td>81%</td> <td>82%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	26	21	NA	Completed	22	16	NA	Percentage	85%	76%	NA	<b>Shelby</b>				Attempted	61	76	34	Completed	49	65	28	Percentage	80%	86%	82%	<b>Average</b>	83%	81%	82%	Students successfully chose the correct concept or terminology, demonstrating knowledge of basic marketing, finance and accounting concepts. Faculty will continue to monitor student success.
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	26	21	NA																																									
Completed	22	16	NA																																									
Percentage	85%	76%	NA																																									
<b>Shelby</b>																																												
Attempted	61	76	34																																									
Completed	49	65	28																																									
Percentage	80%	86%	82%																																									
<b>Average</b>	83%	81%	82%																																									
<b>Plan submission date: October 2017</b>			<b>Submitted by: Barrett Cummings</b>																																									

## Course Student Learning Outcomes & Assessment Plan – BUS 146

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
Prepare a personal financial plan	Worksheet	70% of students will successfully complete the worksheet showing goals that are realistic, measurable, time sensitive and actionable	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer*</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>20</td> <td>12</td> <td></td> </tr> <tr> <td>Completed</td> <td>17</td> <td>10</td> <td></td> </tr> <tr> <td>Percentage</td> <td>85%</td> <td>83%</td> <td></td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>21</td> <td>12</td> <td></td> </tr> <tr> <td>Completed</td> <td>20</td> <td>11</td> <td></td> </tr> <tr> <td>Percentage</td> <td>95%</td> <td>92%</td> <td></td> </tr> <tr> <td><b>Average</b></td> <td>90%</td> <td>88%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	<b>Jefferson</b>				Attempted	20	12		Completed	17	10		Percentage	85%	83%		<b>Shelby</b>				Attempted	21	12		Completed	20	11		Percentage	95%	92%		<b>Average</b>	90%	88%		Students effectively created a personal financial plan and showed understanding of realistic financial goals. Faculty will continue to monitor student success.
	Fall	Spring	Summer*																																									
<b>Jefferson</b>																																												
Attempted	20	12																																										
Completed	17	10																																										
Percentage	85%	83%																																										
<b>Shelby</b>																																												
Attempted	21	12																																										
Completed	20	11																																										
Percentage	95%	92%																																										
<b>Average</b>	90%	88%																																										
Prepare a personal statement of cash flows	Worksheet	70% of students will successfully complete the worksheet that involves recording income and cash outflows to determine net cash flow	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer*</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>20</td> <td>12</td> <td></td> </tr> <tr> <td>Completed</td> <td>17</td> <td>10</td> <td></td> </tr> <tr> <td>Percentage</td> <td>85%</td> <td>92%</td> <td></td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>21</td> <td>12</td> <td></td> </tr> <tr> <td>Completed</td> <td>20</td> <td>9</td> <td></td> </tr> <tr> <td>Percentage</td> <td>95%</td> <td>75%</td> <td></td> </tr> <tr> <td><b>Average</b></td> <td>90%</td> <td>84%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	<b>Jefferson</b>				Attempted	20	12		Completed	17	10		Percentage	85%	92%		<b>Shelby</b>				Attempted	21	12		Completed	20	9		Percentage	95%	75%		<b>Average</b>	90%	84%		Students demonstrated an understanding of personal cash flows. Faculty will continue to monitor outcome results and make any necessary adjustments.
	Fall	Spring	Summer*																																									
<b>Jefferson</b>																																												
Attempted	20	12																																										
Completed	17	10																																										
Percentage	85%	92%																																										
<b>Shelby</b>																																												
Attempted	21	12																																										
Completed	20	9																																										
Percentage	95%	75%																																										
<b>Average</b>	90%	84%																																										
<b>Plan submission date: October 2017</b>			<b>Submitted by: Barrett Cummings</b>																																									

## Course Student Learning Outcomes & Assessment Plan – BUS 215

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
<p>Demonstrate knowledge of business communication principles for successful communications</p>	<p>Individual Project and Exercises</p>	<p>70% of students will successfully complete a respective project and exercises</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer*</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> <td></td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> <td></td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">14</td> <td style="text-align: center;">19</td> <td></td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">14</td> <td style="text-align: center;">16</td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">84%</td> <td></td> </tr> <tr> <td><b>Average</b></td> <td style="text-align: center;">100%</td> <td style="text-align: center;">84%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	<b>Jefferson</b>				Attempted	NA	NA		Completed	NA	NA		Percentage	NA	NA		<b>Shelby</b>				Attempted	14	19		Completed	14	16		Percentage	100%	84%		<b>Average</b>	100%	84%		<p>Class is taught by part-time instructors at Jefferson and Shelby. Program assistants need to be more diligent in ensuring part-time instructors are collecting needed data and reporting the results of the data. The importance of student learning outcomes needs to be clearly communicated to part-time instructors by program assistants. From the data collected, students successfully completed the project/exercises measuring the intended outcome.</p>
	Fall	Spring	Summer*																																									
<b>Jefferson</b>																																												
Attempted	NA	NA																																										
Completed	NA	NA																																										
Percentage	NA	NA																																										
<b>Shelby</b>																																												
Attempted	14	19																																										
Completed	14	16																																										
Percentage	100%	84%																																										
<b>Average</b>	100%	84%																																										
<p>Demonstrate effective communication skills via a presentation</p>	<p>Presentation</p>	<p>70% of students will successfully complete a presentation</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer*</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> <td></td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> <td></td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">14</td> <td style="text-align: center;">19</td> <td></td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">14</td> <td style="text-align: center;">16</td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">84%</td> <td></td> </tr> <tr> <td><b>Average</b></td> <td style="text-align: center;">100%</td> <td style="text-align: center;">84%</td> <td></td> </tr> </tbody> </table>		Fall	Spring	Summer*	<b>Jefferson</b>				Attempted	NA	NA		Completed	NA	NA		Percentage	NA	NA		<b>Shelby</b>				Attempted	14	19		Completed	14	16		Percentage	100%	84%		<b>Average</b>	100%	84%		<p>Class is taught by part-time instructors at Jefferson and Shelby. Program assistants need to be more diligent in ensuring part-time instructors are collecting needed data and reporting the results of the data. The importance of student learning outcomes needs to be clearly communicated to part-time instructors by</p>
	Fall	Spring	Summer*																																									
<b>Jefferson</b>																																												
Attempted	NA	NA																																										
Completed	NA	NA																																										
Percentage	NA	NA																																										
<b>Shelby</b>																																												
Attempted	14	19																																										
Completed	14	16																																										
Percentage	100%	84%																																										
<b>Average</b>	100%	84%																																										

			* Course is not offered during the summer term	program assistants. Data collected indicates students have effective communication skills. Faculty will continue to monitor student success.
<b>Plan submission date: October 2017</b>			<b>Submitted by: Barrett Cummings</b>	

## Course Student Learning Outcomes & Assessment Plan – BUS 241

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																																																								
Complete the accounting cycle through closing entries	Exercises/Problems	70% of students will successfully complete journal entries to complete the accounting cycle through closing entries	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">28</td> <td style="text-align: center;">43</td> <td style="text-align: center;">14</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">23</td> <td style="text-align: center;">30</td> <td style="text-align: center;">11</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">82%</td> <td style="text-align: center;">70%</td> <td style="text-align: center;">79%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">78</td> <td style="text-align: center;">89</td> <td style="text-align: center;">47</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">70</td> <td style="text-align: center;">73</td> <td style="text-align: center;">37</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">90%</td> <td style="text-align: center;">82%</td> <td style="text-align: center;">79%</td> </tr> <tr> <td><b>Pell City</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">*</td> <td style="text-align: center;">*</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td></td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td></td> <td></td> </tr> <tr> <td><b>Clanton</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">*</td> <td style="text-align: center;">*</td> <td style="text-align: center;">*</td> </tr> <tr> <td>Completed</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Percentage</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Average</b></td> <td style="text-align: center;">86%</td> <td style="text-align: center;">76%</td> <td style="text-align: center;">79%</td> </tr> </tbody> </table> <p style="margin-top: 10px;">* Course is not offered at the Pell City Campus during spring or summer terms or at the Clanton Campus during the fall, spring and summer terms</p>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	28	43	14	Completed	23	30	11	Percentage	82%	70%	79%	<b>Shelby</b>				Attempted	78	89	47	Completed	70	73	37	Percentage	90%	82%	79%	<b>Pell City</b>				Attempted	NA	*	*	Completed	NA			Percentage	NA			<b>Clanton</b>				Attempted	*	*	*	Completed				Percentage				<b>Average</b>	86%	76%	79%	Students successfully met the criteria for success. Faculty re-evaluated outcomes in Fall 2016 and determined that journal entries are a foundational concept in accounting and should be used to assess the course. Faculty will continue to monitor the results of the intended outcome and make any necessary adjustments.
	Fall	Spring	Summer																																																																									
<b>Jefferson</b>																																																																												
Attempted	28	43	14																																																																									
Completed	23	30	11																																																																									
Percentage	82%	70%	79%																																																																									
<b>Shelby</b>																																																																												
Attempted	78	89	47																																																																									
Completed	70	73	37																																																																									
Percentage	90%	82%	79%																																																																									
<b>Pell City</b>																																																																												
Attempted	NA	*	*																																																																									
Completed	NA																																																																											
Percentage	NA																																																																											
<b>Clanton</b>																																																																												
Attempted	*	*	*																																																																									
Completed																																																																												
Percentage																																																																												
<b>Average</b>	86%	76%	79%																																																																									

<p>Prepare the Income Statement, Statement of Owner's Equity and Balance Sheet</p>	<p>Exercises/Problems</p>	<p>70% of students will successfully complete the Income Statement, Statement of Owner's Equity and Balance Sheet</p>	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>28</td> <td>29</td> <td>15</td> </tr> <tr> <td>Completed</td> <td>24</td> <td>15</td> <td>10</td> </tr> <tr> <td>Percentage</td> <td>86%</td> <td>52%</td> <td>67%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>78</td> <td>90</td> <td>48</td> </tr> <tr> <td>Completed</td> <td>59</td> <td>70</td> <td>38</td> </tr> <tr> <td>Percentage</td> <td>76%</td> <td>78%</td> <td>79%</td> </tr> <tr> <td><b>Pell City</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>*</td> <td>*</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td></td> <td></td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td></td> <td></td> </tr> <tr> <td><b>Clanton</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>*</td> <td>*</td> <td>*</td> </tr> <tr> <td>Completed</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Percentage</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Average</b></td> <td>81%</td> <td>65%</td> <td>73%</td> </tr> </tbody> </table> <p>* Course is not offered at the Pell City Campus during spring or summer terms or at the Clanton Campus during the fall, spring and summer terms</p>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	28	29	15	Completed	24	15	10	Percentage	86%	52%	67%	<b>Shelby</b>				Attempted	78	90	48	Completed	59	70	38	Percentage	76%	78%	79%	<b>Pell City</b>				Attempted	NA	*	*	Completed	NA			Percentage	NA			<b>Clanton</b>				Attempted	*	*	*	Completed				Percentage				<b>Average</b>	81%	65%	73%	<p>Students did not successfully complete the intended outcome in spring and summer terms at Jefferson. Students successfully met the criteria for success at Shelby. Student learning will be improved by using more lecture examples and test questions in word problem format. The majority of online students only complete a portion of each student learning outcome, lowering the average percentage. Faculty will encourage online students to complete all portions of the exercises/problems relating to the outcome. Faculty may present the exercises/problems in different ways to gather the needed outcome data. Different presentation of the means of assessment will possibly yield variations in outcome results.</p>
	Fall	Spring	Summer																																																																									
<b>Jefferson</b>																																																																												
Attempted	28	29	15																																																																									
Completed	24	15	10																																																																									
Percentage	86%	52%	67%																																																																									
<b>Shelby</b>																																																																												
Attempted	78	90	48																																																																									
Completed	59	70	38																																																																									
Percentage	76%	78%	79%																																																																									
<b>Pell City</b>																																																																												
Attempted	NA	*	*																																																																									
Completed	NA																																																																											
Percentage	NA																																																																											
<b>Clanton</b>																																																																												
Attempted	*	*	*																																																																									
Completed																																																																												
Percentage																																																																												
<b>Average</b>	81%	65%	73%																																																																									
<p>Plan submission date: October 2017</p>			<p>Submitted by: Barrett Cummings</p>																																																																									

## Course Student Learning Outcomes & Assessment Plan – BUS 242

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
<p>Know the three sections of the Statement of Cash Flows and items included in each section</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer*</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">8</td> <td style="text-align: center;">11</td> <td></td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">38%</td> <td style="text-align: center;">36%</td> <td></td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">51</td> <td style="text-align: center;">71</td> <td style="text-align: center;">40</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">46</td> <td style="text-align: center;">58</td> <td style="text-align: center;">32</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">90%</td> <td style="text-align: center;">82%</td> <td style="text-align: center;">80%</td> </tr> <tr> <td><b>Average</b></td> <td style="text-align: center;">64%</td> <td style="text-align: center;">59%</td> <td style="text-align: center;">80%</td> </tr> </tbody> </table> <p>* Course did not make at the Jefferson Campus for summer term</p>		Fall	Spring	Summer*	<b>Jefferson</b>				Attempted	8	11		Completed	3	4		Percentage	38%	36%		<b>Shelby</b>				Attempted	51	71	40	Completed	46	58	32	Percentage	90%	82%	80%	<b>Average</b>	64%	59%	80%	<p>Students did not successfully complete the outcome during fall and spring terms at Jefferson. Students seemed ill-prepared for the rigors of the course, not devoting enough time to the difficult topics covered in the course. Other factors affecting outcome results include large time gaps between the taking of Principles of Accounting I and Principles of Accounting II, taking both accounting courses simultaneously, students only completing a portion of the question measuring the outcome, and students not buying a textbook or using the incorrect edition of the textbook. Faculty will continue to monitor</p>
	Fall	Spring	Summer*																																									
<b>Jefferson</b>																																												
Attempted	8	11																																										
Completed	3	4																																										
Percentage	38%	36%																																										
<b>Shelby</b>																																												
Attempted	51	71	40																																									
Completed	46	58	32																																									
Percentage	90%	82%	80%																																									
<b>Average</b>	64%	59%	80%																																									

				student success and make the necessary adjustments to improve student learning.																																								
Know basic managerial accounting terminology and perform basic managerial calculations	Embedded Exam Questions	70% of students will choose the correct calculation, concept or terminology	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer*</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>8</td> <td>12</td> <td></td> </tr> <tr> <td>Completed</td> <td>3</td> <td>5</td> <td></td> </tr> <tr> <td>Percentage</td> <td>38%</td> <td>42%</td> <td></td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>51</td> <td>71</td> <td>39</td> </tr> <tr> <td>Completed</td> <td>42</td> <td>54</td> <td>31</td> </tr> <tr> <td>Percentage</td> <td>82%</td> <td>76%</td> <td>80%</td> </tr> <tr> <td><b>Average</b></td> <td>60%</td> <td>59%</td> <td>80%</td> </tr> </tbody> </table> <p>* Course did not make at the Jefferson Campus for summer term</p>		Fall	Spring	Summer*	<b>Jefferson</b>				Attempted	8	12		Completed	3	5		Percentage	38%	42%		<b>Shelby</b>				Attempted	51	71	39	Completed	42	54	31	Percentage	82%	76%	80%	<b>Average</b>	60%	59%	80%	Students did not successfully complete the outcome during fall and spring terms at Jefferson. Students seemed ill-prepared for the rigors of the course, not devoting enough time to the difficult topics covered in the course. Other factors affecting outcome results include large time gaps between the taking of Principles of Accounting I and Principles of Accounting II, taking both accounting courses simultaneously, students only completing a portion of the question measuring the outcome, and students not buying a textbook or using the incorrect edition of the textbook. During the summer term, Jefferson State Community College receives many transient students. The
	Fall	Spring	Summer*																																									
<b>Jefferson</b>																																												
Attempted	8	12																																										
Completed	3	5																																										
Percentage	38%	42%																																										
<b>Shelby</b>																																												
Attempted	51	71	39																																									
Completed	42	54	31																																									
Percentage	82%	76%	80%																																									
<b>Average</b>	60%	59%	80%																																									

				<p>transient students seem better prepared to meet course requirements; thus, increasing the outcome results. Faculty will re-evaluate the outcome, continue to monitor student success and make the necessary adjustments to improve student learning.</p>
<p><b>Plan submission date: October 2017</b></p>			<p><b>Submitted by: Barrett Cummings</b></p>	

## Course Student Learning Outcomes & Assessment Plan – BUS 248

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
Students will be able to classify costs and determine cost behavior	Exercises/Problems	70% of students will successfully classify costs and determine cost behavior	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>13</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>13</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>100%</td> <td>NA</td> <td>NA</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td>6</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td>5</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td>83%</td> </tr> <tr> <td><b>Average</b></td> <td>100%</td> <td>NA</td> <td>83%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	13	NA	NA	Completed	13	NA	NA	Percentage	100%	NA	NA	<b>Shelby</b>				Attempted	NA	NA	6	Completed	NA	NA	5	Percentage	NA	NA	83%	<b>Average</b>	100%	NA	83%	The course is offered twice per year – Jefferson in the fall and Shelby in the summer. Students successfully completed the exercises/problems measuring the intended outcome. Faculty will continue to monitor student success.
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	13	NA	NA																																									
Completed	13	NA	NA																																									
Percentage	100%	NA	NA																																									
<b>Shelby</b>																																												
Attempted	NA	NA	6																																									
Completed	NA	NA	5																																									
Percentage	NA	NA	83%																																									
<b>Average</b>	100%	NA	83%																																									
Students will be able to make business decisions using cost behavior	Exercises/Problems	70% of students will successfully make business decisions using cost behavior	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>13</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>13</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>100%</td> <td>NA</td> <td>NA</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td>6</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td>5</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td>83%</td> </tr> <tr> <td><b>Average</b></td> <td>100%</td> <td>NA</td> <td>83%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	13	NA	NA	Completed	13	NA	NA	Percentage	100%	NA	NA	<b>Shelby</b>				Attempted	NA	NA	6	Completed	NA	NA	5	Percentage	NA	NA	83%	<b>Average</b>	100%	NA	83%	The course is offered twice per year – Jefferson in the fall and Shelby in the summer. Students effectively completed the exercises/problems using cost behavior to make business decisions. Faculty will continue to monitor outcome results and make any necessary adjustment.
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	13	NA	NA																																									
Completed	13	NA	NA																																									
Percentage	100%	NA	NA																																									
<b>Shelby</b>																																												
Attempted	NA	NA	6																																									
Completed	NA	NA	5																																									
Percentage	NA	NA	83%																																									
<b>Average</b>	100%	NA	83%																																									
Plan submission date: October 2017			Submitted by: Barrett Cummings																																									

## Course Student Learning Outcomes & Assessment Plan – BUS 263

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																																								
<p>Students will demonstrate an understanding of the government’s constitutional authority to regulate American businesses</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">20</td> <td style="text-align: center;">21</td> <td style="text-align: center;">44</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">9</td> <td style="text-align: center;">18</td> <td style="text-align: center;">34</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">45%</td> <td style="text-align: center;">86%</td> <td style="text-align: center;">77%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">36</td> <td style="text-align: center;">35</td> <td style="text-align: center;">13</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">36</td> <td style="text-align: center;">35</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">77%</td> </tr> <tr> <td><b>Clanton</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td></td> <td style="text-align: center;">NA</td> <td></td> </tr> <tr> <td>Completed</td> <td></td> <td style="text-align: center;">NA</td> <td></td> </tr> <tr> <td>Percentage</td> <td></td> <td style="text-align: center;">NA</td> <td></td> </tr> <tr> <td><b>Average</b></td> <td style="text-align: center;">73%</td> <td style="text-align: center;">92%</td> <td style="text-align: center;">77%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	20	21	44	Completed	9	18	34	Percentage	45%	86%	77%	<b>Shelby</b>				Attempted	36	35	13	Completed	36	35	10	Percentage	100%	100%	77%	<b>Clanton</b>				Attempted		NA		Completed		NA		Percentage		NA		<b>Average</b>	73%	92%	77%	<p>Students did not demonstrate an understanding of the intended outcome during fall term at Jefferson. Data was not available for all the part-time instructors of BUS 263 at the Jefferson Campus or the Clanton Campus, resulting in a lowering of the percentage results. Program assistants need to be more diligent in ensuring part-time instructors are collecting needed data and reporting the results of the data as well as communicating the importance of outcomes to all part-time instructors. Faculty will continue to monitor student success and make any necessary adjustments to improve student learning.</p>
	Fall	Spring	Summer																																																									
<b>Jefferson</b>																																																												
Attempted	20	21	44																																																									
Completed	9	18	34																																																									
Percentage	45%	86%	77%																																																									
<b>Shelby</b>																																																												
Attempted	36	35	13																																																									
Completed	36	35	10																																																									
Percentage	100%	100%	77%																																																									
<b>Clanton</b>																																																												
Attempted		NA																																																										
Completed		NA																																																										
Percentage		NA																																																										
<b>Average</b>	73%	92%	77%																																																									

<p>Students will demonstrate an understanding of the many differences between tort actions and criminal actions</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>19</td> <td>21</td> <td>44</td> </tr> <tr> <td>Completed</td> <td>10</td> <td>17</td> <td>38</td> </tr> <tr> <td>Percentage</td> <td>53%</td> <td>81%</td> <td>86%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>36</td> <td>35</td> <td>13</td> </tr> <tr> <td>Completed</td> <td>36</td> <td>35</td> <td>10</td> </tr> <tr> <td>Percentage</td> <td>100%</td> <td>100%</td> <td>77%</td> </tr> <tr> <td><b>Clanton</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td></td> <td>NA</td> <td></td> </tr> <tr> <td>Completed</td> <td></td> <td>NA</td> <td></td> </tr> <tr> <td>Percentage</td> <td></td> <td>NA</td> <td></td> </tr> <tr> <td><b>Average</b></td> <td>77%</td> <td>91%</td> <td>82%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	19	21	44	Completed	10	17	38	Percentage	53%	81%	86%	<b>Shelby</b>				Attempted	36	35	13	Completed	36	35	10	Percentage	100%	100%	77%	<b>Clanton</b>				Attempted		NA		Completed		NA		Percentage		NA		<b>Average</b>	77%	91%	82%	<p>Students did not demonstrate an understanding of the intended outcome during fall term at Jefferson. Students were ill prepared for the course and had a lack of study skills during fall term, lowering the average percentage. Data was not available for all part-time instructors of BUS 263 at the Jefferson Campus, resulting in a lowering of the percentage results. Program assistants need to be more diligent in ensuring part-time instructors are collecting needed data and reporting the results of the data. No data was provided for the spring term at the Clanton Campus. Faculty will continue to monitor student success and make any necessary adjustments to improve student learning.</p>
	Fall	Spring	Summer																																																									
<b>Jefferson</b>																																																												
Attempted	19	21	44																																																									
Completed	10	17	38																																																									
Percentage	53%	81%	86%																																																									
<b>Shelby</b>																																																												
Attempted	36	35	13																																																									
Completed	36	35	10																																																									
Percentage	100%	100%	77%																																																									
<b>Clanton</b>																																																												
Attempted		NA																																																										
Completed		NA																																																										
Percentage		NA																																																										
<b>Average</b>	77%	91%	82%																																																									

<p>Students will demonstrate an understanding of the basics of employment and employment discrimination laws</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>18</td> <td>19</td> <td>44</td> </tr> <tr> <td>Completed</td> <td>8</td> <td>15</td> <td>36</td> </tr> <tr> <td>Percentage</td> <td>44%</td> <td>79%</td> <td>82%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>36</td> <td>35</td> <td>13</td> </tr> <tr> <td>Completed</td> <td>36</td> <td>35</td> <td>10</td> </tr> <tr> <td>Percentage</td> <td>100%</td> <td>100%</td> <td>77%</td> </tr> <tr> <td><b>Clanton</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td></td> <td>NA</td> <td></td> </tr> <tr> <td>Completed</td> <td></td> <td>NA</td> <td></td> </tr> <tr> <td>Percentage</td> <td></td> <td>NA</td> <td></td> </tr> <tr> <td><b>Average</b></td> <td>72%</td> <td>90%</td> <td>80%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	18	19	44	Completed	8	15	36	Percentage	44%	79%	82%	<b>Shelby</b>				Attempted	36	35	13	Completed	36	35	10	Percentage	100%	100%	77%	<b>Clanton</b>				Attempted		NA		Completed		NA		Percentage		NA		<b>Average</b>	72%	90%	80%	<p>Students did not demonstrate an understanding of the intended outcome during fall term at Jefferson. Students were ill prepared for the course and had a lack of study skills during fall term, lowering the average percentage. Data was not available for all part-time instructors of BUS 263 at the Jefferson Campus, resulting in a lowering of the percentage results. Program assistants need to be more diligent in ensuring part-time instructors are collecting needed data and reporting the results of the data. No data was provided for the spring term at the Clanton Campus. Faculty will continue to monitor student success and make any necessary adjustments to improve student learning.</p>
	Fall	Spring	Summer																																																									
<b>Jefferson</b>																																																												
Attempted	18	19	44																																																									
Completed	8	15	36																																																									
Percentage	44%	79%	82%																																																									
<b>Shelby</b>																																																												
Attempted	36	35	13																																																									
Completed	36	35	10																																																									
Percentage	100%	100%	77%																																																									
<b>Clanton</b>																																																												
Attempted		NA																																																										
Completed		NA																																																										
Percentage		NA																																																										
<b>Average</b>	72%	90%	80%																																																									

Students will demonstrate an understanding of basic contract law: creation, breach and remedies	Embedded Exam Questions	70% of students will choose the correct concept or terminology		Fall	Spring	Summer	Students did not demonstrate an understanding of the intended outcome during fall term at Jefferson. Data was not available for all the part-time instructors of BUS 263 at the Jefferson Campus or the Clanton Campus, resulting in a lowering of the percentage results. Program assistants need to be more diligent in ensuring part-time instructors are collecting needed data and reporting the results of the data as well as communicating the importance of outcomes to all part-time instructors. Faculty will continue to monitor student success and make any necessary adjustments to improve student learning.
			<b>Jefferson</b>				
			Attempted	19	20	42	
			Completed	10	17	31	
			Percentage	53%	85%	74%	
			<b>Shelby</b>				
			Attempted	36	35	13	
			Completed	36	35	10	
			Percentage	100%	100%	77%	
			<b>Clanton</b>				
			Attempted		NA		
			Completed		NA		
			Percentage		NA		
<b>Average</b>	77%	93%	76%				
<b>Plan submission date: October 2017</b>			<b>Submitted by: Barrett Cummings</b>				

## Course Student Learning Outcomes & Assessment Plan – BUS 271

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
<p>Students will be able to create a frequency distribution from raw, ungrouped data</p>	<p>Problem</p>	<p>70% of students will successfully create a frequency distribution from raw, ungrouped data</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>29</td> <td>13</td> <td>40</td> </tr> <tr> <td>Completed</td> <td>21</td> <td>12</td> <td>37</td> </tr> <tr> <td>Percentage</td> <td>72%</td> <td>92%</td> <td>85%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>15</td> <td>16</td> <td>13</td> </tr> <tr> <td>Completed</td> <td>13</td> <td>12</td> <td>6</td> </tr> <tr> <td>Percentage</td> <td>87%</td> <td>75%</td> <td>46%</td> </tr> <tr> <td><b>Average</b></td> <td>80%</td> <td>84%</td> <td>66%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	29	13	40	Completed	21	12	37	Percentage	72%	92%	85%	<b>Shelby</b>				Attempted	15	16	13	Completed	13	12	6	Percentage	87%	75%	46%	<b>Average</b>	80%	84%	66%	<p>Students exceeded the criteria for success in all terms for Jefferson and successfully exceeded the criteria for success in the fall and spring for Shelby. During the summer term, students at the Shelby Campus seemed ill-prepared, lowering the average percentage. Faculty use different assessment measures to collect outcome data. Some faculty use multi-step, more difficult problems while other instructors use single-step, simple problems. The differences in assessment methods could possibly yield different outcome results. Faculty will continue to monitor student learning, making adjustments as needed.</p>
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	29	13	40																																									
Completed	21	12	37																																									
Percentage	72%	92%	85%																																									
<b>Shelby</b>																																												
Attempted	15	16	13																																									
Completed	13	12	6																																									
Percentage	87%	75%	46%																																									
<b>Average</b>	80%	84%	66%																																									

<p>Students will be able to demonstrate an understanding of the normal distribution, being able to calculate a correct answer by both the formula and normal-curve table</p>	<p>Problem</p>	<p>70% of students will successfully demonstrate an understanding of the normal distribution, obtaining a correct answer using both the formula and normal-curve table</p>	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>29</td> <td>19</td> <td>40</td> </tr> <tr> <td>Completed</td> <td>26</td> <td>15</td> <td>39</td> </tr> <tr> <td>Percentage</td> <td>90%</td> <td>79%</td> <td>98%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>15</td> <td>16</td> <td>13</td> </tr> <tr> <td>Completed</td> <td>12</td> <td>8</td> <td>2</td> </tr> <tr> <td>Percentage</td> <td>80%</td> <td>50%</td> <td>15%</td> </tr> <tr> <td><b>Average</b></td> <td>85%</td> <td>65%</td> <td>57%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	29	19	40	Completed	26	15	39	Percentage	90%	79%	98%	<b>Shelby</b>				Attempted	15	16	13	Completed	12	8	2	Percentage	80%	50%	15%	<b>Average</b>	85%	65%	57%	<p>Students successfully completed the outcome at Jefferson for all terms and successfully exceeded the criteria for success at Shelby during the fall term. During the spring and summer terms at Shelby, students seemed to lack the skill set needed to successfully complete the outcome. Faculty will continue to monitor student success.</p>
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	29	19	40																																									
Completed	26	15	39																																									
Percentage	90%	79%	98%																																									
<b>Shelby</b>																																												
Attempted	15	16	13																																									
Completed	12	8	2																																									
Percentage	80%	50%	15%																																									
<b>Average</b>	85%	65%	57%																																									
<p><b>Plan submission date: October 2017</b></p>			<p><b>Submitted by: Barrett Cummings</b></p>																																									

## Course Student Learning Outcomes & Assessment Plan – BUS 272

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
<p>Students will be able to develop hypotheses and distinguish between when to make the alternative directional or non-directional</p>	<p>Problem</p>	<p>70% of students will successfully develop hypotheses and distinguish between when to make the alternative directional or non-directional</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">29</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">25</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">26</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">25</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">90%</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">100%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">16</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">7</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">44%</td> <td style="text-align: center;">NA</td> </tr> <tr> <td><b>Average</b></td> <td style="text-align: center;">90%</td> <td style="text-align: center;">44%</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	29	NA	25	Completed	26	NA	25	Percentage	90%	NA	100%	<b>Shelby</b>				Attempted	NA	16	NA	Completed	NA	7	NA	Percentage	NA	44%	NA	<b>Average</b>	90%	44%	100%	<p>The criteria for success for the intended outcome was not met in the spring term for the Shelby Campus. Students were ill-prepared for the amount and difficulty of the work in this course. Faculty will continue to monitor student success and make any necessary adjustments to improve student learning based on the results of outcome data. Course offering was cancelled at Shelby during the fall and summer terms due to low student enrollment.</p>
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	29	NA	25																																									
Completed	26	NA	25																																									
Percentage	90%	NA	100%																																									
<b>Shelby</b>																																												
Attempted	NA	16	NA																																									
Completed	NA	7	NA																																									
Percentage	NA	44%	NA																																									
<b>Average</b>	90%	44%	100%																																									
<p>Students will be able to compute a problem by using the chi-square formula and table</p>	<p>Problem</p>	<p>70% of students will successfully compute problem by using the chi-square formula and table</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">29</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">25</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">22</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">25</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">76%</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">100%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">16</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">6</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">38%</td> <td style="text-align: center;">NA</td> </tr> <tr> <td><b>Average</b></td> <td style="text-align: center;">76%</td> <td style="text-align: center;">38%</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	29	NA	25	Completed	22	NA	25	Percentage	76%	NA	100%	<b>Shelby</b>				Attempted	NA	16	NA	Completed	NA	6	NA	Percentage	NA	38%	NA	<b>Average</b>	76%	38%	100%	<p>The criteria for success for the intended outcome was not met in the spring term for the Shelby Campus. Students were ill-prepared for the amount and difficulty of the work in this course. Faculty will continue to monitor outcome results and make any necessary adjustments.</p>
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	29	NA	25																																									
Completed	22	NA	25																																									
Percentage	76%	NA	100%																																									
<b>Shelby</b>																																												
Attempted	NA	16	NA																																									
Completed	NA	6	NA																																									
Percentage	NA	38%	NA																																									
<b>Average</b>	76%	38%	100%																																									

				Course offering was cancelled at Shelby during the fall and summer terms due to low student enrollment.
<b>Plan submission date: October 2017</b>			<b>Submitted by: Barrett Cummings</b>	

## Course Student Learning Outcomes & Assessment Plan – BUS 275

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
<p>Demonstrate a knowledge and understanding of the diverse managerial styles and methodologies used in decision making in management</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>10</td> <td>NA</td> <td>11</td> </tr> <tr> <td>Completed</td> <td>9</td> <td>NA</td> <td>8</td> </tr> <tr> <td>Percentage</td> <td>90%</td> <td>NA</td> <td>73%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>27</td> <td>27</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>19</td> <td>22</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>70%</td> <td>82%</td> <td>NA</td> </tr> <tr> <td><b>Average</b></td> <td>80%</td> <td>82%</td> <td>73%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	10	NA	11	Completed	9	NA	8	Percentage	90%	NA	73%	<b>Shelby</b>				Attempted	27	27	NA	Completed	19	22	NA	Percentage	70%	82%	NA	<b>Average</b>	80%	82%	73%	<p>Requirement for success was met. Students demonstrated knowledge and understanding of management styles and methodologies. Faculty will continue to monitor student success and make any necessary adjustments to improve student learning.</p>
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	10	NA	11																																									
Completed	9	NA	8																																									
Percentage	90%	NA	73%																																									
<b>Shelby</b>																																												
Attempted	27	27	NA																																									
Completed	19	22	NA																																									
Percentage	70%	82%	NA																																									
<b>Average</b>	80%	82%	73%																																									
<p>Demonstrate a knowledge and understanding of the fundamentals of management utilizing the application of management</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>10</td> <td>NA</td> <td>11</td> </tr> <tr> <td>Completed</td> <td>8</td> <td>NA</td> <td>11</td> </tr> <tr> <td>Percentage</td> <td>80%</td> <td>NA</td> <td>100%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>27</td> <td>27</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>23</td> <td>25</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>85%</td> <td>93%</td> <td>NA</td> </tr> <tr> <td><b>Average</b></td> <td>83%</td> <td>93%</td> <td>100%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	10	NA	11	Completed	8	NA	11	Percentage	80%	NA	100%	<b>Shelby</b>				Attempted	27	27	NA	Completed	23	25	NA	Percentage	85%	93%	NA	<b>Average</b>	83%	93%	100%	<p>Criterion for success for the intended outcome was met. Faculty will continue to monitor student progress.</p>
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	10	NA	11																																									
Completed	8	NA	11																																									
Percentage	80%	NA	100%																																									
<b>Shelby</b>																																												
Attempted	27	27	NA																																									
Completed	23	25	NA																																									
Percentage	85%	93%	NA																																									
<b>Average</b>	83%	93%	100%																																									
<p><b>Plan submission date: October 2017</b></p>			<p><b>Submitted by: Barrett Cummings</b></p>																																									

## Course Student Learning Outcomes & Assessment Plan – BUS 285

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
Develop a working knowledge of the terminology of marketing to prepare students for advanced study in the field of marketing	Embedded Exam Questions	70% of students will choose the correct concept or terminology	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">12</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">11</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">92%</td> <td style="text-align: center;">NA</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">16</td> <td style="text-align: center;">34</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">13</td> <td style="text-align: center;">34</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">81%</td> <td style="text-align: center;">100%</td> </tr> <tr> <td><b>Average</b></td> <td style="text-align: center;">NA</td> <td style="text-align: center;">87%</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	NA	12	NA	Completed	NA	11	NA	Percentage	NA	92%	NA	<b>Shelby</b>				Attempted	NA	16	34	Completed	NA	13	34	Percentage	NA	81%	100%	<b>Average</b>	NA	87%	100%	Students demonstrated knowledge of marketing terminology, achieving outcome success. Faculty will continue to monitor outcome results and make any necessary adjustments.
				Fall	Spring	Summer																																						
			<b>Jefferson</b>																																									
			Attempted	NA	12	NA																																						
			Completed	NA	11	NA																																						
			Percentage	NA	92%	NA																																						
			<b>Shelby</b>																																									
			Attempted	NA	16	34																																						
			Completed	NA	13	34																																						
			Percentage	NA	81%	100%																																						
<b>Average</b>	NA	87%	100%																																									
Develop an understanding of marketing communication, media strategy and message strategy	Discussion Question	70% of students will identify and describe the four bases of segmenting consumer markets	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">12</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">10</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">83%</td> <td style="text-align: center;">NA</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">13</td> <td style="text-align: center;">34</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">10</td> <td style="text-align: center;">31</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">77%</td> <td style="text-align: center;">91%</td> </tr> <tr> <td><b>Average</b></td> <td style="text-align: center;">NA</td> <td style="text-align: center;">80%</td> <td style="text-align: center;">91%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	NA	12	NA	Completed	NA	10	NA	Percentage	NA	83%	NA	<b>Shelby</b>				Attempted	NA	13	34	Completed	NA	10	31	Percentage	NA	77%	91%	<b>Average</b>	NA	80%	91%	Students successfully completed the outcome by identifying and describing communication, media and message strategies. Faculty will continue to monitor student progress.
				Fall	Spring	Summer																																						
			<b>Jefferson</b>																																									
			Attempted	NA	12	NA																																						
			Completed	NA	10	NA																																						
			Percentage	NA	83%	NA																																						
			<b>Shelby</b>																																									
			Attempted	NA	13	34																																						
			Completed	NA	10	31																																						
			Percentage	NA	77%	91%																																						
<b>Average</b>	NA	80%	91%																																									
Plan submission date: October 2017			Submitted by: Barrett Cummings																																									

## Course Student Learning Outcomes & Assessment Plan – ECO 231

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																																																								
<p>Students will recognize both market demand and market supply curves and demonstrate an understanding of how surpluses and shortages develop</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>103</td> <td>71</td> <td>66</td> </tr> <tr> <td>Completed</td> <td>87</td> <td>64</td> <td>60</td> </tr> <tr> <td>Percentage</td> <td>85%</td> <td>90%</td> <td>90%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>123</td> <td>92</td> <td>80</td> </tr> <tr> <td>Completed</td> <td>97</td> <td>59</td> <td>61</td> </tr> <tr> <td>Percentage</td> <td>79%</td> <td>64%</td> <td>76%</td> </tr> <tr> <td><b>Pell City</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td><b>Clanton</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td><b>Average</b></td> <td>82%</td> <td>77%</td> <td>83%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	103	71	66	Completed	87	64	60	Percentage	85%	90%	90%	<b>Shelby</b>				Attempted	123	92	80	Completed	97	59	61	Percentage	79%	64%	76%	<b>Pell City</b>				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	<b>Clanton</b>				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	<b>Average</b>	82%	77%	83%	<p>The benchmark for the course outcome exceeded the criteria for success at the Jefferson Campus in fall, spring and summer terms and at the Shelby Campus in the fall and summer terms. During the spring term, students at the Shelby Campus were ill-prepared for the course. Faculty will continue to monitor outcome results.</p>
	Fall	Spring	Summer																																																																									
<b>Jefferson</b>																																																																												
Attempted	103	71	66																																																																									
Completed	87	64	60																																																																									
Percentage	85%	90%	90%																																																																									
<b>Shelby</b>																																																																												
Attempted	123	92	80																																																																									
Completed	97	59	61																																																																									
Percentage	79%	64%	76%																																																																									
<b>Pell City</b>																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
<b>Clanton</b>																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
<b>Average</b>	82%	77%	83%																																																																									

<p>Students will demonstrate a basic knowledge of the aggregate demand and aggregate supply curves by recognizing how they are used to graphically illustrate both recession and inflation</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>100</td> <td>67</td> <td>66</td> </tr> <tr> <td>Completed</td> <td>43</td> <td>59</td> <td>62</td> </tr> <tr> <td>Percentage</td> <td>43%</td> <td>88%</td> <td>94%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>123</td> <td>92</td> <td>80</td> </tr> <tr> <td>Completed</td> <td>104</td> <td>69</td> <td>68</td> </tr> <tr> <td>Percentage</td> <td>85%</td> <td>75%</td> <td>85%</td> </tr> <tr> <td><b>Pell City</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td><b>Clanton</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td><b>Average</b></td> <td>64%</td> <td>82%</td> <td>90%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	100	67	66	Completed	43	59	62	Percentage	43%	88%	94%	<b>Shelby</b>				Attempted	123	92	80	Completed	104	69	68	Percentage	85%	75%	85%	<b>Pell City</b>				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	<b>Clanton</b>				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	<b>Average</b>	64%	82%	90%	<p>Requirement for success was not met at Jefferson for fall semester. The requirement for success was met at Shelby. No data was reported for Pell City or Clanton. The outcome combines multiple complex economic concepts which students have a difficult time grasping. Faculty re-evaluated the outcome in Fall 2016. Aggregate supply and aggregate demand are essential concepts to the understanding economics. Faculty determined these concepts should be used to assess the course. Instructors at Jefferson used graphical illustrations and paragraphs to test student knowledge of the outcome while instructors at Shelby used multiple choice, true/false or fill-in-the-blank. The differences in assessment methods contribute to the possibility of fluctuations in outcome results. Data collected shows students at Shelby exceeded the criteria for success.</p>
	Fall	Spring	Summer																																																																									
<b>Jefferson</b>																																																																												
Attempted	100	67	66																																																																									
Completed	43	59	62																																																																									
Percentage	43%	88%	94%																																																																									
<b>Shelby</b>																																																																												
Attempted	123	92	80																																																																									
Completed	104	69	68																																																																									
Percentage	85%	75%	85%																																																																									
<b>Pell City</b>																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
<b>Clanton</b>																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
<b>Average</b>	64%	82%	90%																																																																									
<p style="text-align: right;">October 2017</p>																																																																												

Students will identify how fiscal policy and monetary policy are used to move the country toward economic stability	Embedded Exam Questions	70% of students will choose the correct concept or terminology		Fall	Spring	Summer	Students at Jefferson successfully demonstrated an understanding of fiscal and monetary policies, meeting the criteria for success. Students at Shelby did not successfully complete the outcome. Faculty at Shelby focus more heavily on fiscal policy. Faculty at Shelby will make the adjustment necessary to provide lectures containing equal parts fiscal and monetary policy. Faculty will continue to monitor student success and address any deficiencies.
			<b>Jefferson</b>				
			Attempted	95	64	64	
			Completed	68	58	47	
			Percentage	72%	91%	73%	
			<b>Shelby</b>				
			Attempted	123	92	80	
			Completed	83	58	53	
			Percentage	68%	63%	66%	
			<b>Pell City</b>				
			Attempted	NA	NA	NA	
			Completed	NA	NA	NA	
			Percentage	NA	NA	NA	
			<b>Clanton</b>				
			Attempted	NA	NA	NA	
Completed	NA	NA	NA				
Percentage	NA	NA	NA				
<b>Average</b>	70%	77%	70%				
<b>Plan submission date: October 2017</b>			<b>Submitted by: Barrett Cummings</b>				

## Course Student Learning Outcomes & Assessment Plan – ECO 232

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																																																								
<p>Students will identify the four market models within the free-market capitalism type of economic system and the distinguishing characteristics of each</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>65</td> <td>83</td> <td>87</td> </tr> <tr> <td>Completed</td> <td>56</td> <td>73</td> <td>70</td> </tr> <tr> <td>Percentage</td> <td>86%</td> <td>88%</td> <td>81%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>63</td> <td>57</td> <td>29</td> </tr> <tr> <td>Completed</td> <td>59</td> <td>52</td> <td>27</td> </tr> <tr> <td>Percentage</td> <td>94%</td> <td>91%</td> <td>93%</td> </tr> <tr> <td><b>Pell City</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td><b>Clanton</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td><b>Average</b></td> <td>90%</td> <td>90%</td> <td>87%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	65	83	87	Completed	56	73	70	Percentage	86%	88%	81%	<b>Shelby</b>				Attempted	63	57	29	Completed	59	52	27	Percentage	94%	91%	93%	<b>Pell City</b>				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	<b>Clanton</b>				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	<b>Average</b>	90%	90%	87%	<p>Students successfully completed the outcome. Faculty will continue to monitor student success and make the necessary adjustments to improve student learning.</p>
	Fall	Spring	Summer																																																																									
<b>Jefferson</b>																																																																												
Attempted	65	83	87																																																																									
Completed	56	73	70																																																																									
Percentage	86%	88%	81%																																																																									
<b>Shelby</b>																																																																												
Attempted	63	57	29																																																																									
Completed	59	52	27																																																																									
Percentage	94%	91%	93%																																																																									
<b>Pell City</b>																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
<b>Clanton</b>																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
<b>Average</b>	90%	90%	87%																																																																									

<p>Students will demonstrate a basic knowledge and understanding of demand and supply elasticity and their determinants with special regards to price, income and cross elasticities</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>69</td> <td>83</td> <td>89</td> </tr> <tr> <td>Completed</td> <td>50</td> <td>68</td> <td>75</td> </tr> <tr> <td>Percentage</td> <td>73%</td> <td>82%</td> <td>84%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>63</td> <td>57</td> <td>29</td> </tr> <tr> <td>Completed</td> <td>53</td> <td>42</td> <td>18</td> </tr> <tr> <td>Percentage</td> <td>84%</td> <td>74%</td> <td>62%</td> </tr> <tr> <td><b>Pell City</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td><b>Clanton</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td><b>Average</b></td> <td>79%</td> <td>78%</td> <td>73%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	69	83	89	Completed	50	68	75	Percentage	73%	82%	84%	<b>Shelby</b>				Attempted	63	57	29	Completed	53	42	18	Percentage	84%	74%	62%	<b>Pell City</b>				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	<b>Clanton</b>				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	<b>Average</b>	79%	78%	73%	<p>Requirement for success was met Jefferson. No data was reported for Pell City and Clanton. Students did not successfully demonstrate knowledge of supply and demand at Shelby in the summer term. Faculty at Jefferson will continue to monitor student success, make the necessary adjustments to improve student learning and address deficiencies. The deficiency at Shelby in the summer term is based on the lack of student attendance. Students missed an excessive number of course meetings, resulting in a lack of understanding of the material covered by this outcome. Faculty at Shelby will continue to monitor outcome success.</p>
	Fall	Spring	Summer																																																																									
<b>Jefferson</b>																																																																												
Attempted	69	83	89																																																																									
Completed	50	68	75																																																																									
Percentage	73%	82%	84%																																																																									
<b>Shelby</b>																																																																												
Attempted	63	57	29																																																																									
Completed	53	42	18																																																																									
Percentage	84%	74%	62%																																																																									
<b>Pell City</b>																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
<b>Clanton</b>																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
<b>Average</b>	79%	78%	73%																																																																									

<p>Students will demonstrate a basic knowledge of the types of costs incurred by the firm</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>69</td> <td>83</td> <td>89</td> </tr> <tr> <td>Completed</td> <td>65</td> <td>70</td> <td>79</td> </tr> <tr> <td>Percentage</td> <td>94%</td> <td>84%</td> <td>89%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>63</td> <td>57</td> <td>29</td> </tr> <tr> <td>Completed</td> <td>46</td> <td>49</td> <td>25</td> </tr> <tr> <td>Percentage</td> <td>73%</td> <td>86%</td> <td>86%</td> </tr> <tr> <td><b>Pell City</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td><b>Clanton</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td><b>Average</b></td> <td>84%</td> <td>85%</td> <td>88%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	69	83	89	Completed	65	70	79	Percentage	94%	84%	89%	<b>Shelby</b>				Attempted	63	57	29	Completed	46	49	25	Percentage	73%	86%	86%	<b>Pell City</b>				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	<b>Clanton</b>				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	<b>Average</b>	84%	85%	88%	<p>Students exceeded the criteria for success. Faculty will continue to monitor outcome results and make any necessary adjustments.</p>
	Fall	Spring	Summer																																																																									
<b>Jefferson</b>																																																																												
Attempted	69	83	89																																																																									
Completed	65	70	79																																																																									
Percentage	94%	84%	89%																																																																									
<b>Shelby</b>																																																																												
Attempted	63	57	29																																																																									
Completed	46	49	25																																																																									
Percentage	73%	86%	86%																																																																									
<b>Pell City</b>																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
<b>Clanton</b>																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
<b>Average</b>	84%	85%	88%																																																																									
<p>Plan submission date: October 2017</p>			<p>Submitted by: Barrett Cummings</p>																																																																									

## Course Student Learning Outcomes & Assessment Plan – MST 111

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
Define management and describe in detail the five functions of management	Essay and/or Research Paper	70% of students will identify the five functions every manager must perform and briefly explain each	<table border="1" data-bbox="1031 326 1520 695"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer*</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>18</td> <td></td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>16</td> <td></td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>89%</td> <td></td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>11</td> <td>14</td> <td></td> </tr> <tr> <td>Completed</td> <td>8</td> <td>14</td> <td></td> </tr> <tr> <td>Percentage</td> <td>73%</td> <td>100%</td> <td></td> </tr> <tr> <td><b>Average</b></td> <td>73%</td> <td>95%</td> <td></td> </tr> </tbody> </table> <p data-bbox="1031 735 1535 797">* Course is not offered during the summer term</p>		Fall	Spring	Summer*	<b>Jefferson</b>				Attempted	NA	18		Completed	NA	16		Percentage	NA	89%		<b>Shelby</b>				Attempted	11	14		Completed	8	14		Percentage	73%	100%		<b>Average</b>	73%	95%		The benchmark for the course outcome exceeded the criteria for success. Faculty will continue to monitor outcome results.
	Fall	Spring	Summer*																																									
<b>Jefferson</b>																																												
Attempted	NA	18																																										
Completed	NA	16																																										
Percentage	NA	89%																																										
<b>Shelby</b>																																												
Attempted	11	14																																										
Completed	8	14																																										
Percentage	73%	100%																																										
<b>Average</b>	73%	95%																																										
Identify the four basic purposes of meetings, differentiate between the leader-controlled approach and the group-centered approach used in meetings and describe the actions that a supervisor can take before, during and after the meeting to make it effective	Essay and/or Research Paper	70% of students will name the four basic purposes of meetings, identifying the purpose requiring the most skill, differentiate between the leader-controlled approach and group-centered approach and describe the actions that a supervisor can take before, during and after a meeting to make it effective	<table border="1" data-bbox="1031 878 1520 1247"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer*</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>19</td> <td></td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>17</td> <td></td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>90%</td> <td></td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>11</td> <td>14</td> <td></td> </tr> <tr> <td>Completed</td> <td>10</td> <td>14</td> <td></td> </tr> <tr> <td>Percentage</td> <td>91%</td> <td>100%</td> <td></td> </tr> <tr> <td><b>Average</b></td> <td>91%</td> <td>95%</td> <td></td> </tr> </tbody> </table> <p data-bbox="1031 1287 1535 1349">* Course is not offered during the summer term</p>		Fall	Spring	Summer*	<b>Jefferson</b>				Attempted	NA	19		Completed	NA	17		Percentage	NA	90%		<b>Shelby</b>				Attempted	11	14		Completed	10	14		Percentage	91%	100%		<b>Average</b>	91%	95%		The results for the intended outcome were adequate. Faculty will continue to track student success using outcome results and make any necessary adjustments to improve student learning.
	Fall	Spring	Summer*																																									
<b>Jefferson</b>																																												
Attempted	NA	19																																										
Completed	NA	17																																										
Percentage	NA	90%																																										
<b>Shelby</b>																																												
Attempted	11	14																																										
Completed	10	14																																										
Percentage	91%	100%																																										
<b>Average</b>	91%	95%																																										

<p>Demonstrate an thorough understanding of skills unique to supervisors as opposed to other levels of management</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1" data-bbox="1031 99 1520 467"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer*</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>19</td> <td></td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>16</td> <td></td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>84%</td> <td></td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>10</td> <td>14</td> <td></td> </tr> <tr> <td>Completed</td> <td>7</td> <td>14</td> <td></td> </tr> <tr> <td>Percentage</td> <td>70%</td> <td>100%</td> <td></td> </tr> <tr> <td><b>Average</b></td> <td>70%</td> <td>92%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	<b>Jefferson</b>				Attempted	NA	19		Completed	NA	16		Percentage	NA	84%		<b>Shelby</b>				Attempted	10	14		Completed	7	14		Percentage	70%	100%		<b>Average</b>	70%	92%		<p>The criteria for success was met. Students successfully answered questions related to the intended outcome. Faculty will continue to respond to the results of outcome data and make any necessary adjustments to address deficiencies and improve student learning.</p>
	Fall	Spring	Summer*																																									
<b>Jefferson</b>																																												
Attempted	NA	19																																										
Completed	NA	16																																										
Percentage	NA	84%																																										
<b>Shelby</b>																																												
Attempted	10	14																																										
Completed	7	14																																										
Percentage	70%	100%																																										
<b>Average</b>	70%	92%																																										
<p>Demonstrate a thorough understanding of motivation and communication theories involved in supervisory management</p>	<p>Essay and/or Research Paper</p>	<p>70% of students will explain how “noise” impedes accurate communication, explain barriers to communication and describe how miscommunication can be avoided</p>	<table border="1" data-bbox="1031 646 1520 1015"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer*</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>13</td> <td></td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>13</td> <td></td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>100%</td> <td></td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>10</td> <td>14</td> <td></td> </tr> <tr> <td>Completed</td> <td>7</td> <td>14</td> <td></td> </tr> <tr> <td>Percentage</td> <td>70%</td> <td>100%</td> <td></td> </tr> <tr> <td><b>Average</b></td> <td>70%</td> <td>100%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	<b>Jefferson</b>				Attempted	NA	13		Completed	NA	13		Percentage	NA	100%		<b>Shelby</b>				Attempted	10	14		Completed	7	14		Percentage	70%	100%		<b>Average</b>	70%	100%		<p>Students exceeded the criteria for success; outcome met. Students successfully completed an essay or research paper demonstrating a thorough understanding of communication theories. Faculty will continue to monitor student progress.</p>
	Fall	Spring	Summer*																																									
<b>Jefferson</b>																																												
Attempted	NA	13																																										
Completed	NA	13																																										
Percentage	NA	100%																																										
<b>Shelby</b>																																												
Attempted	10	14																																										
Completed	7	14																																										
Percentage	70%	100%																																										
<b>Average</b>	70%	100%																																										
<p><b>Plan submission date: October 2017</b></p>			<p><b>Submitted by: Barrett Cummings</b></p>																																									

## Course Student Learning Outcomes & Assessment Plan – MST 201

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
Demonstrate an understanding of employee selection procedures	Group Project	70% of students will gain experience with concepts related to job analysis, job descriptions and job qualifications	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring*</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>10</td> <td></td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>8</td> <td></td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>80%</td> <td></td> <td>NA</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td></td> <td>18</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td></td> <td>16</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td></td> <td>89%</td> </tr> <tr> <td><b>Average</b></td> <td>80%</td> <td></td> <td>89%</td> </tr> </tbody> </table> <p>* Course not offered during the spring term</p>		Fall	Spring*	Summer	<b>Jefferson</b>				Attempted	10		NA	Completed	8		NA	Percentage	80%		NA	<b>Shelby</b>				Attempted	NA		18	Completed	NA		16	Percentage	NA		89%	<b>Average</b>	80%		89%	Students successfully demonstrated knowledge of employee selection procedures, exceeding the criteria for success. Faculty will continue to monitor student success.
	Fall	Spring*	Summer																																									
<b>Jefferson</b>																																												
Attempted	10		NA																																									
Completed	8		NA																																									
Percentage	80%		NA																																									
<b>Shelby</b>																																												
Attempted	NA		18																																									
Completed	NA		16																																									
Percentage	NA		89%																																									
<b>Average</b>	80%		89%																																									
Demonstrate an understanding of applicable laws that affect human resource managers	Embedded Exam Questions	70% of students will choose the correct concept or terminology	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring*</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>10</td> <td></td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>10</td> <td></td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>100%</td> <td></td> <td>NA</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td></td> <td>18</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td></td> <td>15</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td></td> <td>83%</td> </tr> <tr> <td><b>Average</b></td> <td>100%</td> <td></td> <td>83%</td> </tr> </tbody> </table> <p>* Course not offered during the spring term</p>		Fall	Spring*	Summer	<b>Jefferson</b>				Attempted	10		NA	Completed	10		NA	Percentage	100%		NA	<b>Shelby</b>				Attempted	NA		18	Completed	NA		15	Percentage	NA		83%	<b>Average</b>	100%		83%	Students successfully chose the correct answer to questions related to the intended outcome. Faculty will continue to monitor student success, make the necessary adjustments to improve student learning and address deficiencies.
	Fall	Spring*	Summer																																									
<b>Jefferson</b>																																												
Attempted	10		NA																																									
Completed	10		NA																																									
Percentage	100%		NA																																									
<b>Shelby</b>																																												
Attempted	NA		18																																									
Completed	NA		15																																									
Percentage	NA		83%																																									
<b>Average</b>	100%		83%																																									
Plan submission date: October 2017			Submitted by: Barrett Cummings																																									

## Course Student Learning Outcomes & Assessment Plan – MST 215

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
Demonstrate knowledge of entrepreneurship principles	Group Project and/or Discussion Question	70% of students will create a business and determine if exclusive legal right to the business name exist, determine a business concept, describe entrepreneurial opportunity and identify and describe the business' competitive advantage	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>16</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>16</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>100%</td> <td>NA</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>22</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>22</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>100%</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Average</td> <td>100%</td> <td>100%</td> <td>NA</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	NA	16	NA	Completed	NA	16	NA	Percentage	NA	100%	NA	<b>Shelby</b>				Attempted	22	NA	NA	Completed	22	NA	NA	Percentage	100%	NA	NA	Average	100%	100%	NA	Students exceeded the criteria for success. Faculty will continue to monitor student progress. The class is only offered during fall term at Shelby. No data was available for the summer term course taught at the Jefferson Campus.
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	NA	16	NA																																									
Completed	NA	16	NA																																									
Percentage	NA	100%	NA																																									
<b>Shelby</b>																																												
Attempted	22	NA	NA																																									
Completed	22	NA	NA																																									
Percentage	100%	NA	NA																																									
Average	100%	100%	NA																																									
Demonstrate knowledge of the preparation of a business plan	Project	70% of students will correctly develop a mission statement, marketing plan, SWOT analysis and financial plan	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>15</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>13</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>87%</td> <td>NA</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>22</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>22</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>100%</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Average</td> <td>100%</td> <td>87%</td> <td>NA</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	NA	15	NA	Completed	NA	13	NA	Percentage	NA	87%	NA	<b>Shelby</b>				Attempted	22	NA	NA	Completed	22	NA	NA	Percentage	100%	NA	NA	Average	100%	87%	NA	Students successfully completed the outcome. Faculty will continue to monitor student success. The class is only offered during fall term at Shelby. No data was available for the summer term course taught at the Jefferson Campus.
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	NA	15	NA																																									
Completed	NA	13	NA																																									
Percentage	NA	87%	NA																																									
<b>Shelby</b>																																												
Attempted	22	NA	NA																																									
Completed	22	NA	NA																																									
Percentage	100%	NA	NA																																									
Average	100%	87%	NA																																									
Plan submission date: October 2017			Submitted by: Barrett Cummings																																									

## Instructional Program Outcomes & Assessment Plan—Banking and Finance Option

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
<p>Demonstrate an understanding of the regulatory and legal environment of the American banking and finance system</p>	<p>Embedded questions in homework assignments and exams.</p>	<p>70 % of students demonstrate an adequate understanding of the financial regulatory environment.</p>	<p>Please note that BFN classes are offered online only once each year.</p> <p>BFN 100: 3 of 6 (50%) successful                      BFN 101: 2 of 5 (40%) successful                      BFN 102: 2 of 3 (67%) successful                      BFN 205: 2 of 3 (67%) successful                      BFN 280: 5 of 7 (71%) successful</p>	<p>Low enrollment in the program should be addressed by increasing awareness of the degree. Degree plan is now online on the college’s website and brochures with degree plans have been distributed on the Shelby and Jefferson campuses. More capable students may be draw to the program with increased awareness. Otherwise, current instructional methods appear to be adequate. No other changes to be made at this time.</p>
<p>Demonstrate an understanding of the rights and liabilities of creditors, debtors, and consumers connected with financial service organizations</p>	<p>Embedded questions in homework assignments and exams.</p>	<p>70% of students will successfully demonstrate an adequate ability to analyze banking problems.</p>	<p>Please note that BFN classes are offered online only once each year.</p> <p>BFN 101: 2 of 5 (50%) successful                      BFN 102: 2 of 3 (67%) successful                      BFN 280: 5 of 7 (71%) successful</p>	<p>Low enrollment in the program should be addressed by increasing awareness of the degree. Degree plan is now online on the college’s website and brochures with degree plans have been distributed on the Shelby and Jefferson campuses. More capable students may be draw to the program with increased awareness.</p>

				Requirement for success was met. Current instructional methods appear to be adequate. No changes to be made at this time.
<b>Submission date: October 2017</b>			<b>Submitted by: Jesse Bryson</b>	