



Program: Office Management and Supervision

Assessment period: 2015-2016

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

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
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	2 students returned the Career/Technical Employment Status Survey Of the 2 students returning the survey, 1 student (50%) reported satisfaction with the	The criteria for success was not met. The number of students and graduates returning the career survey needs to increase. Institutional Effectiveness

			educational preparation provided by the Business Management Program. 100% of students returning the survey accomplished their goal at JSCC	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>	42% of students declaring Business Management as their major graduated within four years	Although the program increased students graduating within four years of declaring Business Management as their major by 15%, 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

		decided a completion rate of 50% within four years of declaring a major is reasonable.		due to conflicts with class offerings. Faculty will continue working on advising techniques, informative 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 graduates returning surveys, 100% 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 met. Although the goal was exceeded, 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.
Plan submission date: September 2016			Submitted by: Barrett Cummings	



Assessment Record

Program: Office Management and Supervision

Assessment period: 2015-2016

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>59 of the 71 students (83%) attempting the assessment achieved success</p>	<p>The benchmarks for all course outcomes, except BUS 263, were met. No data was available for 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. 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>61 of the 90 students (68%) attempting the assessment achieved success</p>	
	<p>BUS 285: Develop a working knowledge of the terminology of marketing to prepare students for the advances 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>7 of the 8 students (88%) 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>31 of the 32 students (97%) 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	7 of the 8 students (88%) attempting the assessment achieved success 30 of the 32 students (94%) attempting the assessment achieves success	The prescribed learning outcomes were attained. Student success will be continually monitored by faculty. Instructional staff will re-evaluate the outcomes and make adjustments 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	59 of the 71 students (83%) attempting the assessment achieved success 59 of the 71 students (83%) 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	220 of the 294 students (75%) 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	209 of the 288 students (73%) attempting the assessment achieved success	
Plan submission date: September 2016			Submitted by: Barrett Cummings	



Assessment Record

Program: Office Management and Supervision

Assessment period: 2015-2016

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>194 of the 220 students (88%) 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>63 of the 77 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>25 of the 28 students (89%) 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>72 of the 81 students (89%) 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>194 of the 220 (88%) of the students attempting the assessment achieved success</p> <p>65 of the 78 students (83%) attempting the assessment achieved success</p> <p>19 of the 21 students (90%) attempting the assessment achieved success</p> <p>72 of the 81 students (89%) 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>171 of the 210 (81%) of the students attempting the assessment achieved success</p> <p>63 of the 77 students (82%) attempting the assessment achieved success</p> <p>32 of the 33 students (97%) 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.
Plan submission date: September 2016			Submitted by: Barrett Cummings	



Program: Office Management and Supervision

Assessment period: 2015-2016

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" 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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>26</td> <td>18</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>23</td> <td>17</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>88.5%</td> <td>94.4%</td> <td>NA</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>69</td> <td>76</td> <td>31</td> </tr> <tr> <td>Completed</td> <td>60</td> <td>70</td> <td>24</td> </tr> <tr> <td>Percentage</td> <td>87.0%</td> <td>92.1%</td> <td>77.4%</td> </tr> <tr> <td>Average</td> <td>87.8%</td> <td>93.3%</td> <td>77.4%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	26	18	NA	Completed	23	17	NA	Percentage	88.5%	94.4%	NA	Shelby				Attempted	69	76	31	Completed	60	70	24	Percentage	87.0%	92.1%	77.4%	Average	87.8%	93.3%	77.4%	Students successfully completed the questions measuring the intended outcome. Faculty will continue to monitor student success.
	Fall	Spring	Summer																																									
Jefferson																																												
Attempted	26	18	NA																																									
Completed	23	17	NA																																									
Percentage	88.5%	94.4%	NA																																									
Shelby																																												
Attempted	69	76	31																																									
Completed	60	70	24																																									
Percentage	87.0%	92.1%	77.4%																																									
Average	87.8%	93.3%	77.4%																																									
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" 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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>26</td> <td>18</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>26</td> <td>16</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>100.0%</td> <td>88.9%</td> <td>NA</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>64</td> <td>75</td> <td>27</td> </tr> <tr> <td>Completed</td> <td>50</td> <td>60</td> <td>19</td> </tr> <tr> <td>Percentage</td> <td>78.1%</td> <td>80.0%</td> <td>70.4%</td> </tr> <tr> <td>Average</td> <td>89.1%</td> <td>82.0%</td> <td>70.4%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	26	18	NA	Completed	26	16	NA	Percentage	100.0%	88.9%	NA	Shelby				Attempted	64	75	27	Completed	50	60	19	Percentage	78.1%	80.0%	70.4%	Average	89.1%	82.0%	70.4%	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																																									
Jefferson																																												
Attempted	26	18	NA																																									
Completed	26	16	NA																																									
Percentage	100.0%	88.9%	NA																																									
Shelby																																												
Attempted	64	75	27																																									
Completed	50	60	19																																									
Percentage	78.1%	80.0%	70.4%																																									
Average	89.1%	82.0%	70.4%																																									
Plan submission date: September 2016			Submitted by: Barrett Cummings																																									

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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>20</td> <td>17</td> <td></td> </tr> <tr> <td>Completed</td> <td>17</td> <td>14</td> <td></td> </tr> <tr> <td>Percentage</td> <td>85.0%</td> <td>82.4%</td> <td></td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>18</td> <td>16</td> <td></td> </tr> <tr> <td>Completed</td> <td>15</td> <td>13</td> <td></td> </tr> <tr> <td>Percentage</td> <td>83.3%</td> <td>81.3%</td> <td></td> </tr> <tr> <td>Average</td> <td>84.2%</td> <td>81.2%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	Jefferson				Attempted	20	17		Completed	17	14		Percentage	85.0%	82.4%		Shelby				Attempted	18	16		Completed	15	13		Percentage	83.3%	81.3%		Average	84.2%	81.2%		Students effectively created a personal financial plan and showed understanding of realistic financial goals. Faculty will continue to monitor student success.
	Fall	Spring	Summer*																																									
Jefferson																																												
Attempted	20	17																																										
Completed	17	14																																										
Percentage	85.0%	82.4%																																										
Shelby																																												
Attempted	18	16																																										
Completed	15	13																																										
Percentage	83.3%	81.3%																																										
Average	84.2%	81.2%																																										
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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>20</td> <td>17</td> <td></td> </tr> <tr> <td>Completed</td> <td>17</td> <td>14</td> <td></td> </tr> <tr> <td>Percentage</td> <td>85.0%</td> <td>83.8%</td> <td></td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>18</td> <td>16</td> <td></td> </tr> <tr> <td>Completed</td> <td>14</td> <td>13</td> <td></td> </tr> <tr> <td>Percentage</td> <td>77.8%</td> <td>81.3%</td> <td></td> </tr> <tr> <td>Average</td> <td>81.4%</td> <td>82.6%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	Jefferson				Attempted	20	17		Completed	17	14		Percentage	85.0%	83.8%		Shelby				Attempted	18	16		Completed	14	13		Percentage	77.8%	81.3%		Average	81.4%	82.6%		Students demonstrated an understanding of personal cash flows. Faculty will continue to monitor outcome results and make any necessary adjustments.
	Fall	Spring	Summer*																																									
Jefferson																																												
Attempted	20	17																																										
Completed	17	14																																										
Percentage	85.0%	83.8%																																										
Shelby																																												
Attempted	18	16																																										
Completed	14	13																																										
Percentage	77.8%	81.3%																																										
Average	81.4%	82.6%																																										
Plan submission date: September 2016			Submitted by: Barrett Cummings																																									

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; text-align: center;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer*</th> </tr> </thead> <tbody> <tr> <td>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td></td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td></td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td></td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>13</td> <td>19</td> <td></td> </tr> <tr> <td>Completed</td> <td>13</td> <td>19</td> <td></td> </tr> <tr> <td>Percentage</td> <td>100.0%</td> <td>100.0%</td> <td></td> </tr> <tr> <td>Average</td> <td>100.0%</td> <td>100.0%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	Jefferson				Attempted	NA	NA		Completed	NA	NA		Percentage	NA	NA		Shelby				Attempted	13	19		Completed	13	19		Percentage	100.0%	100.0%		Average	100.0%	100.0%		<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. From the data collected, students successfully completed the project/exercises measuring the intended outcome.</p>
	Fall	Spring	Summer*																																									
Jefferson																																												
Attempted	NA	NA																																										
Completed	NA	NA																																										
Percentage	NA	NA																																										
Shelby																																												
Attempted	13	19																																										
Completed	13	19																																										
Percentage	100.0%	100.0%																																										
Average	100.0%	100.0%																																										
<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; text-align: center;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer*</th> </tr> </thead> <tbody> <tr> <td>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td></td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td></td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td></td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>13</td> <td>19</td> <td></td> </tr> <tr> <td>Completed</td> <td>13</td> <td>19</td> <td></td> </tr> <tr> <td>Percentage</td> <td>100%</td> <td>100%</td> <td></td> </tr> <tr> <td>Average</td> <td>100%</td> <td>100%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	Jefferson				Attempted	NA	NA		Completed	NA	NA		Percentage	NA	NA		Shelby				Attempted	13	19		Completed	13	19		Percentage	100%	100%		Average	100%	100%		<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. Data collected indicates students have effective communication skills. Faculty will continue to monitor student success.</p>
	Fall	Spring	Summer*																																									
Jefferson																																												
Attempted	NA	NA																																										
Completed	NA	NA																																										
Percentage	NA	NA																																										
Shelby																																												
Attempted	13	19																																										
Completed	13	19																																										
Percentage	100%	100%																																										
Average	100%	100%																																										
<p>Plan submission date: September 2016</p>			<p>Submitted by: Barrett Cummings</p>																																									

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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">32</td> <td style="text-align: center;">40</td> <td style="text-align: center;">12</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">18</td> <td style="text-align: center;">19</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">56.3%</td> <td style="text-align: center;">47.5%</td> <td style="text-align: center;">66.7%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">98</td> <td style="text-align: center;">66</td> <td style="text-align: center;">46</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">83</td> <td style="text-align: center;">54</td> <td style="text-align: center;">38</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">84.7%</td> <td style="text-align: center;">81.8%</td> <td style="text-align: center;">82.6%</td> </tr> <tr> <td>Pell City</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>Clanton</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>Average</td> <td style="text-align: center;">70.5%</td> <td style="text-align: center;">64.7%</td> <td style="text-align: center;">74.7%</td> </tr> </tbody> </table> <p style="margin-top: 10px;">* Course is not offered at Pell City Campus or Clanton Campus during the spring and summer terms</p>		Fall	Spring	Summer	Jefferson				Attempted	32	40	12	Completed	18	19	8	Percentage	56.3%	47.5%	66.7%	Shelby				Attempted	98	66	46	Completed	83	54	38	Percentage	84.7%	81.8%	82.6%	Pell City				Attempted	NA	*	*	Completed	NA			Percentage	NA			Clanton				Attempted	NA	*	*	Completed	NA			Percentage	NA			Average	70.5%	64.7%	74.7%	<p>Students at Jefferson did not successfully complete the journal entries necessary to complete the accounting cycle through closing entries. Students at Shelby successfully met the criteria for success. Instructional staff evaluated and developed new outcomes which began assessment in Fall 2014. Faculty will again re-evaluate current outcomes in Fall 2016 to determine if additional and/or different questions should be used to better assess the course.</p>
	Fall	Spring	Summer																																																																									
Jefferson																																																																												
Attempted	32	40	12																																																																									
Completed	18	19	8																																																																									
Percentage	56.3%	47.5%	66.7%																																																																									
Shelby																																																																												
Attempted	98	66	46																																																																									
Completed	83	54	38																																																																									
Percentage	84.7%	81.8%	82.6%																																																																									
Pell City																																																																												
Attempted	NA	*	*																																																																									
Completed	NA																																																																											
Percentage	NA																																																																											
Clanton																																																																												
Attempted	NA	*	*																																																																									
Completed	NA																																																																											
Percentage	NA																																																																											
Average	70.5%	64.7%	74.7%																																																																									

<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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>32</td> <td>40</td> <td>16</td> </tr> <tr> <td>Completed</td> <td>18</td> <td>19</td> <td>12</td> </tr> <tr> <td>Percentage</td> <td>56.3%</td> <td>47.5%</td> <td>75.0%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>88</td> <td>66</td> <td>46</td> </tr> <tr> <td>Completed</td> <td>65</td> <td>55</td> <td>40</td> </tr> <tr> <td>Percentage</td> <td>73.9%</td> <td>83.3%</td> <td>87.3%</td> </tr> <tr> <td>Pell City</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>Clanton</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>Average</td> <td>65.1%</td> <td>65.4%</td> <td>81.2%</td> </tr> </tbody> </table> <p>* Course is not offered at Pell City Campus or Clanton Campus during the spring and summer terms</p>		Fall	Spring	Summer	Jefferson				Attempted	32	40	16	Completed	18	19	12	Percentage	56.3%	47.5%	75.0%	Shelby				Attempted	88	66	46	Completed	65	55	40	Percentage	73.9%	83.3%	87.3%	Pell City				Attempted	NA	*	*	Completed	NA			Percentage	NA			Clanton				Attempted	NA	*	*	Completed	NA			Percentage	NA			Average	65.1%	65.4%	81.2%	<p>Students did not successfully complete the intended outcome in fall at 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. A 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 portion 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																																																																									
Jefferson																																																																												
Attempted	32	40	16																																																																									
Completed	18	19	12																																																																									
Percentage	56.3%	47.5%	75.0%																																																																									
Shelby																																																																												
Attempted	88	66	46																																																																									
Completed	65	55	40																																																																									
Percentage	73.9%	83.3%	87.3%																																																																									
Pell City																																																																												
Attempted	NA	*	*																																																																									
Completed	NA																																																																											
Percentage	NA																																																																											
Clanton																																																																												
Attempted	NA	*	*																																																																									
Completed	NA																																																																											
Percentage	NA																																																																											
Average	65.1%	65.4%	81.2%																																																																									
<p>Plan submission date: September 2016</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>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>21</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>9</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>42.9%</td> <td>NA</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>49</td> <td>60</td> <td>47</td> </tr> <tr> <td>Completed</td> <td>32</td> <td>52</td> <td>30</td> </tr> <tr> <td>Percentage</td> <td>65.3%</td> <td>86.7%</td> <td>63.8%</td> </tr> <tr> <td>Average</td> <td>65.3%</td> <td>64.8%</td> <td>63.8%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	NA	21	NA	Completed	NA	9	NA	Percentage	NA	42.9%	NA	Shelby				Attempted	49	60	47	Completed	32	52	30	Percentage	65.3%	86.7%	63.8%	Average	65.3%	64.8%	63.8%	<p>Students did not successfully completed the outcome. 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 re-evaluate the outcome, continue to monitor student success and make the necessary</p>
	Fall	Spring	Summer																																									
Jefferson																																												
Attempted	NA	21	NA																																									
Completed	NA	9	NA																																									
Percentage	NA	42.9%	NA																																									
Shelby																																												
Attempted	49	60	47																																									
Completed	32	52	30																																									
Percentage	65.3%	86.7%	63.8%																																									
Average	65.3%	64.8%	63.8%																																									

							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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>21</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>10</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>47.6%</td> <td>NA</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>49</td> <td>60</td> <td>47</td> </tr> <tr> <td>Completed</td> <td>33</td> <td>51</td> <td>32</td> </tr> <tr> <td>Percentage</td> <td>67.3%</td> <td>85.0%</td> <td>68.1%</td> </tr> <tr> <td>Average</td> <td>67.3%</td> <td>66.3%</td> <td>68.1%</td> </tr> </tbody> </table>					Fall	Spring	Summer	Jefferson				Attempted	NA	21	NA	Completed	NA	10	NA	Percentage	NA	47.6%	NA	Shelby				Attempted	49	60	47	Completed	33	51	32	Percentage	67.3%	85.0%	68.1%	Average	67.3%	66.3%	68.1%	Students did not successfully completed the outcome. 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 re-evaluate the outcome, continue to monitor student success and make the necessary adjustments to improve student learning.
	Fall	Spring	Summer																																												
Jefferson																																															
Attempted	NA	21	NA																																												
Completed	NA	10	NA																																												
Percentage	NA	47.6%	NA																																												
Shelby																																															
Attempted	49	60	47																																												
Completed	33	51	32																																												
Percentage	67.3%	85.0%	68.1%																																												
Average	67.3%	66.3%	68.1%																																												
Plan submission date: September 2016			Submitted by: Barrett Cummings																																												

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; text-align: center;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>11</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>9</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>81.8%</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Shelby</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>Average</td> <td>81.8%</td> <td>NA</td> <td>NA</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	11	NA	NA	Completed	9	NA	NA	Percentage	81.8%	NA	NA	Shelby				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Average	81.8%	NA	NA	<p>The course is offered twice per year – Jefferson in the fall and Shelby in the summer. The course offering at Shelby did not make due to low student enrollment. Students successfully completed the exercises/problems measuring the intended outcome. Faculty will continue to monitor student success.</p>
	Fall	Spring	Summer																																									
Jefferson																																												
Attempted	11	NA	NA																																									
Completed	9	NA	NA																																									
Percentage	81.8%	NA	NA																																									
Shelby																																												
Attempted	NA	NA	NA																																									
Completed	NA	NA	NA																																									
Percentage	NA	NA	NA																																									
Average	81.8%	NA	NA																																									
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; text-align: center;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>11</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>9</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>81.8%</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Shelby</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>Average</td> <td>81.8%</td> <td>NA</td> <td>NA</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	11	NA	NA	Completed	9	NA	NA	Percentage	81.8%	NA	NA	Shelby				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Average	81.8%	NA	NA	<p>The course is offered twice per year – Jefferson in the fall and Shelby in the summer. The course offering at Shelby did not make due to low student enrollment. Students effectively completed exercises/problems using cost behavior to make business decisions. Faculty will continue to monitor outcome results and make any necessary adjustment.</p>
	Fall	Spring	Summer																																									
Jefferson																																												
Attempted	11	NA	NA																																									
Completed	9	NA	NA																																									
Percentage	81.8%	NA	NA																																									
Shelby																																												
Attempted	NA	NA	NA																																									
Completed	NA	NA	NA																																									
Percentage	NA	NA	NA																																									
Average	81.8%	NA	NA																																									
Plan submission date: September 2016			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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">17</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">9</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">52.9%</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">27</td> <td style="text-align: center;">31</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">16</td> <td style="text-align: center;">25</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">59.3%</td> <td style="text-align: center;">80.6%</td> <td style="text-align: center;">66.7%</td> </tr> <tr> <td>Clanton</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 style="text-align: center;">NA</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</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;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Average</td> <td style="text-align: center;">56.1%</td> <td style="text-align: center;">80.6%</td> <td style="text-align: center;">66.7%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	17	NA	NA	Completed	9	NA	NA	Percentage	52.9%	NA	NA	Shelby				Attempted	27	31	15	Completed	16	25	10	Percentage	59.3%	80.6%	66.7%	Clanton				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Average	56.1%	80.6%	66.7%	<p>Students did not demonstrate an understanding of the intended outcome during fall and summer terms. No data was available for 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. At Shelby, students were ill prepared for the course and had a lack of study skills during fall and summer terms, lowering the average percentage. Faculty will continue to monitor student success and make any necessary adjustments to improve student learning.</p>
	Fall	Spring	Summer																																																									
Jefferson																																																												
Attempted	17	NA	NA																																																									
Completed	9	NA	NA																																																									
Percentage	52.9%	NA	NA																																																									
Shelby																																																												
Attempted	27	31	15																																																									
Completed	16	25	10																																																									
Percentage	59.3%	80.6%	66.7%																																																									
Clanton																																																												
Attempted	NA	NA	NA																																																									
Completed	NA	NA	NA																																																									
Percentage	NA	NA	NA																																																									
Average	56.1%	80.6%	66.7%																																																									

<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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>17</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>9</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>52.9%</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>27</td> <td>31</td> <td>15</td> </tr> <tr> <td>Completed</td> <td>16</td> <td>25</td> <td>10</td> </tr> <tr> <td>Percentage</td> <td>59.3%</td> <td>80.6%</td> <td>66.7%</td> </tr> <tr> <td>Clanton</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>Average</td> <td>56.1%</td> <td>80.6%</td> <td>66.7%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	17	NA	NA	Completed	9	NA	NA	Percentage	52.9%	NA	NA	Shelby				Attempted	27	31	15	Completed	16	25	10	Percentage	59.3%	80.6%	66.7%	Clanton				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Average	56.1%	80.6%	66.7%	<p>Students did not demonstrate an understanding of the intended outcome during fall and summer terms. No data was available for 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. At Shelby, students were ill prepared for the course and had a lack of study skills during fall and summer terms, lowering the average percentage. Faculty will continue to monitor student success and make any necessary adjustments to improve student learning.</p>
	Fall	Spring	Summer																																																									
Jefferson																																																												
Attempted	17	NA	NA																																																									
Completed	9	NA	NA																																																									
Percentage	52.9%	NA	NA																																																									
Shelby																																																												
Attempted	27	31	15																																																									
Completed	16	25	10																																																									
Percentage	59.3%	80.6%	66.7%																																																									
Clanton																																																												
Attempted	NA	NA	NA																																																									
Completed	NA	NA	NA																																																									
Percentage	NA	NA	NA																																																									
Average	56.1%	80.6%	66.7%																																																									

<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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>17</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>10</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>58.8%</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>27</td> <td>31</td> <td>15</td> </tr> <tr> <td>Completed</td> <td>16</td> <td>25</td> <td>10</td> </tr> <tr> <td>Percentage</td> <td>59.3%</td> <td>80.6%</td> <td>66.7%</td> </tr> <tr> <td>Clanton</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>Average</td> <td>59.1%</td> <td>80.6%</td> <td>66.7%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	17	NA	NA	Completed	10	NA	NA	Percentage	58.8%	NA	NA	Shelby				Attempted	27	31	15	Completed	16	25	10	Percentage	59.3%	80.6%	66.7%	Clanton				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Average	59.1%	80.6%	66.7%	<p>Students did not demonstrate an understanding of the basics of employment and employment discrimination laws. No data was available for 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. At Shelby, students were ill prepared for the course and had a lack of study skills during fall and summer terms, lowering the average percentage. Faculty will continue to monitor student success and make any necessary adjustments to improve student learning.</p>
	Fall	Spring	Summer																																																									
Jefferson																																																												
Attempted	17	NA	NA																																																									
Completed	10	NA	NA																																																									
Percentage	58.8%	NA	NA																																																									
Shelby																																																												
Attempted	27	31	15																																																									
Completed	16	25	10																																																									
Percentage	59.3%	80.6%	66.7%																																																									
Clanton																																																												
Attempted	NA	NA	NA																																																									
Completed	NA	NA	NA																																																									
Percentage	NA	NA	NA																																																									
Average	59.1%	80.6%	66.7%																																																									

<p>Students will demonstrate an understanding of basic contract law: creation, breach and remedies</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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>17</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>10</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>58.8%</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>27</td> <td>31</td> <td>15</td> </tr> <tr> <td>Completed</td> <td>16</td> <td>25</td> <td>10</td> </tr> <tr> <td>Percentage</td> <td>59.3%</td> <td>80.6%</td> <td>66.7%</td> </tr> <tr> <td>Clanton</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>Average</td> <td>59.1%</td> <td>80.6%</td> <td>66.7%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	17	NA	NA	Completed	10	NA	NA	Percentage	58.8%	NA	NA	Shelby				Attempted	27	31	15	Completed	16	25	10	Percentage	59.3%	80.6%	66.7%	Clanton				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Average	59.1%	80.6%	66.7%	<p>Students did not successfully complete the outcome. No data was available for 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. At Shelby, students were ill prepared for the course and had a lack of study skills during fall and summer terms, lowering the average percentage. Faculty will continue to monitor student success and make any necessary adjustments.</p>
	Fall	Spring	Summer																																																									
Jefferson																																																												
Attempted	17	NA	NA																																																									
Completed	10	NA	NA																																																									
Percentage	58.8%	NA	NA																																																									
Shelby																																																												
Attempted	27	31	15																																																									
Completed	16	25	10																																																									
Percentage	59.3%	80.6%	66.7%																																																									
Clanton																																																												
Attempted	NA	NA	NA																																																									
Completed	NA	NA	NA																																																									
Percentage	NA	NA	NA																																																									
Average	59.1%	80.6%	66.7%																																																									
<p>Plan submission date: September 2016</p>			<p>Submitted by: Barrett Cummings</p>																																																									

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 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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">20</td> <td style="text-align: center;">16</td> <td style="text-align: center;">32</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">20</td> <td style="text-align: center;">15</td> <td style="text-align: center;">30</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">100.0%</td> <td style="text-align: center;">93.8%</td> <td style="text-align: center;">93.8%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">22</td> <td style="text-align: center;">17</td> <td style="text-align: center;">11</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">11</td> <td style="text-align: center;">14</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">50.0%</td> <td style="text-align: center;">82.4%</td> <td style="text-align: center;">45.5%</td> </tr> <tr> <td>Average</td> <td style="text-align: center;">50.0%</td> <td style="text-align: center;">88.1%</td> <td style="text-align: center;">69.7%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	20	16	32	Completed	20	15	30	Percentage	100.0%	93.8%	93.8%	Shelby				Attempted	22	17	11	Completed	11	14	5	Percentage	50.0%	82.4%	45.5%	Average	50.0%	88.1%	69.7%	<p>Students exceeded the criteria for success in all terms for Jefferson and successfully exceeded the criteria for success in the spring for Shelby. During the fall and summer terms, 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																																									
Jefferson																																												
Attempted	20	16	32																																									
Completed	20	15	30																																									
Percentage	100.0%	93.8%	93.8%																																									
Shelby																																												
Attempted	22	17	11																																									
Completed	11	14	5																																									
Percentage	50.0%	82.4%	45.5%																																									
Average	50.0%	88.1%	69.7%																																									

<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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>20</td> <td>13</td> <td>32</td> </tr> <tr> <td>Completed</td> <td>18</td> <td>10</td> <td>29</td> </tr> <tr> <td>Percentage</td> <td>90.0%</td> <td>76.9%</td> <td>90.6%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>22</td> <td>17</td> <td>11</td> </tr> <tr> <td>Completed</td> <td>16</td> <td>8</td> <td>4</td> </tr> <tr> <td>Percentage</td> <td>72.7%</td> <td>47.1%</td> <td>36.4%</td> </tr> <tr> <td>Average</td> <td>81.4%</td> <td>62.0%</td> <td>63.5%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	20	13	32	Completed	18	10	29	Percentage	90.0%	76.9%	90.6%	Shelby				Attempted	22	17	11	Completed	16	8	4	Percentage	72.7%	47.1%	36.4%	Average	81.4%	62.0%	63.5%	<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																																									
Jefferson																																												
Attempted	20	13	32																																									
Completed	18	10	29																																									
Percentage	90.0%	76.9%	90.6%																																									
Shelby																																												
Attempted	22	17	11																																									
Completed	16	8	4																																									
Percentage	72.7%	47.1%	36.4%																																									
Average	81.4%	62.0%	63.5%																																									
<p>Plan submission date: September 2016</p>			<p>Submitted by: Barrett Cummings</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																																								
Students will be able to develop hypotheses and distinguish between when to make the alternative directional or non-directional	Problem	70% of students will successfully develop hypotheses and distinguish between when to make the alternative directional or non-directional	<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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>17</td> <td>16</td> <td>17</td> </tr> <tr> <td>Completed</td> <td>14</td> <td>14</td> <td>16</td> </tr> <tr> <td>Percentage</td> <td>82.4%</td> <td>87.5%</td> <td>94.1%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>5</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>4</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>80.0%</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Average</td> <td>81.2%</td> <td>87.5%</td> <td>94.1%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	17	16	17	Completed	14	14	16	Percentage	82.4%	87.5%	94.1%	Shelby				Attempted	5	NA	NA	Completed	4	NA	NA	Percentage	80.0%	NA	NA	Average	81.2%	87.5%	94.1%	The criteria for success for the intended outcome was met. 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 summer term due to low student enrollment.
	Fall	Spring	Summer																																									
Jefferson																																												
Attempted	17	16	17																																									
Completed	14	14	16																																									
Percentage	82.4%	87.5%	94.1%																																									
Shelby																																												
Attempted	5	NA	NA																																									
Completed	4	NA	NA																																									
Percentage	80.0%	NA	NA																																									
Average	81.2%	87.5%	94.1%																																									
Students will be able to compute a problem by using the chi-square formula and table	Problem	70% of students will successfully compute problem by using the chi-square formula and table	<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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>17</td> <td>16</td> <td>17</td> </tr> <tr> <td>Completed</td> <td>15</td> <td>12</td> <td>14</td> </tr> <tr> <td>Percentage</td> <td>88.2%</td> <td>75.0%</td> <td>82.4%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>5</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>4</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>80.0%</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Average</td> <td>84.1%</td> <td>75.0%</td> <td>81.4%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	17	16	17	Completed	15	12	14	Percentage	88.2%	75.0%	82.4%	Shelby				Attempted	5	NA	NA	Completed	4	NA	NA	Percentage	80.0%	NA	NA	Average	84.1%	75.0%	81.4%	Students exceeded the criteria for success. Faculty will continue to monitor outcome results and make any necessary adjustments. Course offering was cancelled at Shelby during summer term due to low student enrollment.
	Fall	Spring	Summer																																									
Jefferson																																												
Attempted	17	16	17																																									
Completed	15	12	14																																									
Percentage	88.2%	75.0%	82.4%																																									
Shelby																																												
Attempted	5	NA	NA																																									
Completed	4	NA	NA																																									
Percentage	80.0%	NA	NA																																									
Average	84.1%	75.0%	81.4%																																									
Plan submission date: September 2016			Submitted by: Barrett Cummings																																									

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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>9</td> <td>NA</td> <td>17</td> </tr> <tr> <td>Completed</td> <td>9</td> <td>NA</td> <td>14</td> </tr> <tr> <td>Percentage</td> <td>100.0%</td> <td>NA</td> <td>82.4%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>24</td> <td>27</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>17</td> <td>23</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>70.8%</td> <td>85.2%</td> <td>NA</td> </tr> <tr> <td>Average</td> <td>85.4%</td> <td>85.2%</td> <td>82.4%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	9	NA	17	Completed	9	NA	14	Percentage	100.0%	NA	82.4%	Shelby				Attempted	24	27	NA	Completed	17	23	NA	Percentage	70.8%	85.2%	NA	Average	85.4%	85.2%	82.4%	<p>Requirement for success was met. Students demonstrated knowledge of 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																																									
Jefferson																																												
Attempted	9	NA	17																																									
Completed	9	NA	14																																									
Percentage	100.0%	NA	82.4%																																									
Shelby																																												
Attempted	24	27	NA																																									
Completed	17	23	NA																																									
Percentage	70.8%	85.2%	NA																																									
Average	85.4%	85.2%	82.4%																																									
<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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>10</td> <td>NA</td> <td>17</td> </tr> <tr> <td>Completed</td> <td>9</td> <td>NA</td> <td>13</td> </tr> <tr> <td>Percentage</td> <td>90.0%</td> <td>NA</td> <td>76.5%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>24</td> <td>27</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>19</td> <td>24</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>79.2%</td> <td>88.9%</td> <td>NA</td> </tr> <tr> <td>Average</td> <td>84.6%</td> <td>88.9%</td> <td>76.5%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	10	NA	17	Completed	9	NA	13	Percentage	90.0%	NA	76.5%	Shelby				Attempted	24	27	NA	Completed	19	24	NA	Percentage	79.2%	88.9%	NA	Average	84.6%	88.9%	76.5%	<p>Criterion for success for the intended outcome was met. Faculty will continue to monitor student progress.</p>
	Fall	Spring	Summer																																									
Jefferson																																												
Attempted	10	NA	17																																									
Completed	9	NA	13																																									
Percentage	90.0%	NA	76.5%																																									
Shelby																																												
Attempted	24	27	NA																																									
Completed	19	24	NA																																									
Percentage	79.2%	88.9%	NA																																									
Average	84.6%	88.9%	76.5%																																									
<p>Plan submission date: September 2016</p>			<p>Submitted by: Barrett Cummings</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>Jefferson</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 style="text-align: center;">NA</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</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;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">8</td> <td style="text-align: center;">23</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;">17</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">87.5%</td> <td style="text-align: center;">73.9%</td> </tr> <tr> <td>Average</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">87.5%</td> <td style="text-align: center;">73.9%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Shelby				Attempted	NA	8	23	Completed	NA	7	17	Percentage	NA	87.5%	73.9%	Average	NA	87.5%	73.9%	Students demonstrated knowledge of marketing terminology, achieving outcome success. Faculty will continue to monitor outcome results and make any necessary adjustments.
				Fall	Spring	Summer																																						
			Jefferson																																									
			Attempted	NA	NA	NA																																						
			Completed	NA	NA	NA																																						
			Percentage	NA	NA	NA																																						
			Shelby																																									
			Attempted	NA	8	23																																						
			Completed	NA	7	17																																						
			Percentage	NA	87.5%	73.9%																																						
Average	NA	87.5%	73.9%																																									
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>Jefferson</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 style="text-align: center;">NA</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</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;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">8</td> <td style="text-align: center;">23</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;">23</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">87.5%</td> <td style="text-align: center;">100.0%</td> </tr> <tr> <td>Average</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">87.5%</td> <td style="text-align: center;">100.0%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Shelby				Attempted	NA	8	23	Completed	NA	7	23	Percentage	NA	87.5%	100.0%	Average	NA	87.5%	100.0%	Students successfully completed the outcome by identifying and describing the four bases of segmenting consumer markets. Faculty will continue to monitor student progress.
				Fall	Spring	Summer																																						
			Jefferson																																									
			Attempted	NA	NA	NA																																						
			Completed	NA	NA	NA																																						
			Percentage	NA	NA	NA																																						
			Shelby																																									
			Attempted	NA	8	23																																						
			Completed	NA	7	23																																						
			Percentage	NA	87.5%	100.0%																																						
Average	NA	87.5%	100.0%																																									
Plan submission date: September 2016			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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>97</td> <td>58</td> <td>50</td> </tr> <tr> <td>Completed</td> <td>90</td> <td>56</td> <td>48</td> </tr> <tr> <td>Percentage</td> <td>92.8%</td> <td>96.6%</td> <td>96.0%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>79</td> <td>107</td> <td>83</td> </tr> <tr> <td>Completed</td> <td>59</td> <td>76</td> <td>72</td> </tr> <tr> <td>Percentage</td> <td>74.7%</td> <td>71.0%</td> <td>86.7%</td> </tr> <tr> <td>Pell City</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>Clanton</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>Average</td> <td>83.8%</td> <td>83.8%</td> <td>91.4%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	97	58	50	Completed	90	56	48	Percentage	92.8%	96.6%	96.0%	Shelby				Attempted	79	107	83	Completed	59	76	72	Percentage	74.7%	71.0%	86.7%	Pell City				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Clanton				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Average	83.8%	83.8%	91.4%	<p>The benchmark for the course outcome exceeded the criteria for success. Faculty will continue to monitor outcome results.</p>
	Fall	Spring	Summer																																																																									
Jefferson																																																																												
Attempted	97	58	50																																																																									
Completed	90	56	48																																																																									
Percentage	92.8%	96.6%	96.0%																																																																									
Shelby																																																																												
Attempted	79	107	83																																																																									
Completed	59	76	72																																																																									
Percentage	74.7%	71.0%	86.7%																																																																									
Pell City																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
Clanton																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
Average	83.8%	83.8%	91.4%																																																																									

<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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>92</td> <td>49</td> <td>50</td> </tr> <tr> <td>Completed</td> <td>47</td> <td>31</td> <td>29</td> </tr> <tr> <td>Percentage</td> <td>51.1%</td> <td>63.3%</td> <td>58.0%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>79</td> <td>107</td> <td>83</td> </tr> <tr> <td>Completed</td> <td>62</td> <td>74</td> <td>64</td> </tr> <tr> <td>Percentage</td> <td>78.5%</td> <td>69.2%</td> <td>77.1%</td> </tr> <tr> <td>Pell City</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>Clanton</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>Average</td> <td>64.8%</td> <td>66.3%</td> <td>67.6%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	92	49	50	Completed	47	31	29	Percentage	51.1%	63.3%	58.0%	Shelby				Attempted	79	107	83	Completed	62	74	64	Percentage	78.5%	69.2%	77.1%	Pell City				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Clanton				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Average	64.8%	66.3%	67.6%	<p>Requirement for success was not met at Jefferson. The requirement for success was not met at Shelby for spring term. No data was reported for Pell City or Clanton. The outcome combines multiple complex economic concepts which students have a difficult time grasping. Due to the complexity of this outcome, faculty will re-evaluate the outcome and the results from prior years in Fall 2016. 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 during fall and summer terms. During the spring term, students were ill prepared for the course.</p>
	Fall	Spring	Summer																																																																									
Jefferson																																																																												
Attempted	92	49	50																																																																									
Completed	47	31	29																																																																									
Percentage	51.1%	63.3%	58.0%																																																																									
Shelby																																																																												
Attempted	79	107	83																																																																									
Completed	62	74	64																																																																									
Percentage	78.5%	69.2%	77.1%																																																																									
Pell City																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
Clanton																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
Average	64.8%	66.3%	67.6%																																																																									

<p>Students will identify how fiscal policy and monetary policy are used to move the country toward economic stability</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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>84</td> <td>46</td> <td>50</td> </tr> <tr> <td>Completed</td> <td>68</td> <td>35</td> <td>37</td> </tr> <tr> <td>Percentage</td> <td>81.0%</td> <td>76.1%</td> <td>74.0%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>79</td> <td>107</td> <td>83</td> </tr> <tr> <td>Completed</td> <td>45</td> <td>57</td> <td>55</td> </tr> <tr> <td>Percentage</td> <td>57.0%</td> <td>53.3%</td> <td>66.3%</td> </tr> <tr> <td>Pell City</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>Clanton</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>Average</td> <td>69.0%</td> <td>64.7%</td> <td>70.2%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	84	46	50	Completed	68	35	37	Percentage	81.0%	76.1%	74.0%	Shelby				Attempted	79	107	83	Completed	45	57	55	Percentage	57.0%	53.3%	66.3%	Pell City				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Clanton				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Average	69.0%	64.7%	70.2%	<p>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. Campuses will continue to monitor student success and address any deficiencies.</p>
	Fall	Spring	Summer																																																																									
Jefferson																																																																												
Attempted	84	46	50																																																																									
Completed	68	35	37																																																																									
Percentage	81.0%	76.1%	74.0%																																																																									
Shelby																																																																												
Attempted	79	107	83																																																																									
Completed	45	57	55																																																																									
Percentage	57.0%	53.3%	66.3%																																																																									
Pell City																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
Clanton																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
Average	69.0%	64.7%	70.2%																																																																									

Plan submission date: September 2016

Submitted by: Barrett Cummings

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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>49</td> <td>77</td> <td>74</td> </tr> <tr> <td>Completed</td> <td>44</td> <td>70</td> <td>64</td> </tr> <tr> <td>Percentage</td> <td>89.8%</td> <td>90.9%</td> <td>86.5%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>54</td> <td>63</td> <td>28</td> </tr> <tr> <td>Completed</td> <td>53</td> <td>58</td> <td>26</td> </tr> <tr> <td>Percentage</td> <td>98.1%</td> <td>92.1%</td> <td>92.9%</td> </tr> <tr> <td>Pell City</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>Clanton</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>Average</td> <td>94.0%</td> <td>91.5%</td> <td>89.7%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	49	77	74	Completed	44	70	64	Percentage	89.8%	90.9%	86.5%	Shelby				Attempted	54	63	28	Completed	53	58	26	Percentage	98.1%	92.1%	92.9%	Pell City				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Clanton				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Average	94.0%	91.5%	89.7%	<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																																																																									
Jefferson																																																																												
Attempted	49	77	74																																																																									
Completed	44	70	64																																																																									
Percentage	89.8%	90.9%	86.5%																																																																									
Shelby																																																																												
Attempted	54	63	28																																																																									
Completed	53	58	26																																																																									
Percentage	98.1%	92.1%	92.9%																																																																									
Pell City																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
Clanton																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
Average	94.0%	91.5%	89.7%																																																																									

<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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>50</td> <td>76</td> <td>73</td> </tr> <tr> <td>Completed</td> <td>34</td> <td>52</td> <td>43</td> </tr> <tr> <td>Percentage</td> <td>68.0%</td> <td>68.4%</td> <td>58.9%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>54</td> <td>63</td> <td>28</td> </tr> <tr> <td>Completed</td> <td>49</td> <td>56</td> <td>22</td> </tr> <tr> <td>Percentage</td> <td>90.7%</td> <td>88.9%</td> <td>78.6%</td> </tr> <tr> <td>Pell City</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>Clanton</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>Average</td> <td>79.4%</td> <td>78.7%</td> <td>68.8%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	50	76	73	Completed	34	52	43	Percentage	68.0%	68.4%	58.9%	Shelby				Attempted	54	63	28	Completed	49	56	22	Percentage	90.7%	88.9%	78.6%	Pell City				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Clanton				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Average	79.4%	78.7%	68.8%	<p>Requirement for success was met Shelby. No data was reported for Pell City and Clanton. Students successfully demonstrated knowledge of supply and demand at Shelby. Faculty at Shelby will continue to monitor student success, make the necessary adjustments to improve student learning and address deficiencies. The deficiency at Jefferson is based on the assessment method used to gather data. 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 could possibly contribute to fluctuations in outcome results.</p>
	Fall	Spring	Summer																																																																									
Jefferson																																																																												
Attempted	50	76	73																																																																									
Completed	34	52	43																																																																									
Percentage	68.0%	68.4%	58.9%																																																																									
Shelby																																																																												
Attempted	54	63	28																																																																									
Completed	49	56	22																																																																									
Percentage	90.7%	88.9%	78.6%																																																																									
Pell City																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
Clanton																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
Average	79.4%	78.7%	68.8%																																																																									

<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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>50</td> <td>76</td> <td>73</td> </tr> <tr> <td>Completed</td> <td>44</td> <td>63</td> <td>65</td> </tr> <tr> <td>Percentage</td> <td>88.0%</td> <td>82.9%</td> <td>89.0%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>54</td> <td>63</td> <td>10</td> </tr> <tr> <td>Completed</td> <td>44</td> <td>51</td> <td>8</td> </tr> <tr> <td>Percentage</td> <td>81.5%</td> <td>81.0%</td> <td>80.0%</td> </tr> <tr> <td>Pell City</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>Clanton</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>Average</td> <td>84.8%</td> <td>82.0%</td> <td>84.5%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	50	76	73	Completed	44	63	65	Percentage	88.0%	82.9%	89.0%	Shelby				Attempted	54	63	10	Completed	44	51	8	Percentage	81.5%	81.0%	80.0%	Pell City				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Clanton				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Average	84.8%	82.0%	84.5%	<p>Students exceeded the criteria for success. Faculty will continue to monitor outcome results and make any necessary adjustments.</p>
	Fall	Spring	Summer																																																																									
Jefferson																																																																												
Attempted	50	76	73																																																																									
Completed	44	63	65																																																																									
Percentage	88.0%	82.9%	89.0%																																																																									
Shelby																																																																												
Attempted	54	63	10																																																																									
Completed	44	51	8																																																																									
Percentage	81.5%	81.0%	80.0%																																																																									
Pell City																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
Clanton																																																																												
Attempted	NA	NA	NA																																																																									
Completed	NA	NA	NA																																																																									
Percentage	NA	NA	NA																																																																									
Average	84.8%	82.0%	84.5%																																																																									
<p>Plan submission date: September 2016</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																																								
<p>Define management and describe in detail the five functions of management</p>	<p>Essay and/or Research Paper</p>	<p>70% of students will identify the five functions every manager must perform and briefly explain each</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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">9</td> <td></td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">9</td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">100.0%</td> <td></td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">5</td> <td style="text-align: center;">18</td> <td></td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">5</td> <td style="text-align: center;">16</td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">100.0%</td> <td style="text-align: center;">88.9%</td> <td></td> </tr> <tr> <td>Average</td> <td style="text-align: center;">100.0%</td> <td style="text-align: center;">94.5%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	Jefferson				Attempted	NA	9		Completed	NA	9		Percentage	NA	100.0%		Shelby				Attempted	5	18		Completed	5	16		Percentage	100.0%	88.9%		Average	100.0%	94.5%		<p>The benchmark for the course outcome exceeded the criteria for success. Faculty will continue to monitor outcome results.</p>
	Fall	Spring	Summer*																																									
Jefferson																																												
Attempted	NA	9																																										
Completed	NA	9																																										
Percentage	NA	100.0%																																										
Shelby																																												
Attempted	5	18																																										
Completed	5	16																																										
Percentage	100.0%	88.9%																																										
Average	100.0%	94.5%																																										
<p>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</p>	<p>Essay and/or Research Paper</p>	<p>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</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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">9</td> <td></td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">9</td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">100.0%</td> <td></td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">5</td> <td style="text-align: center;">18</td> <td></td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">5</td> <td style="text-align: center;">17</td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">100.0%</td> <td style="text-align: center;">94.4%</td> <td></td> </tr> <tr> <td>Average</td> <td style="text-align: center;">100.0%</td> <td style="text-align: center;">97.2%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	Jefferson				Attempted	NA	9		Completed	NA	9		Percentage	NA	100.0%		Shelby				Attempted	5	18		Completed	5	17		Percentage	100.0%	94.4%		Average	100.0%	97.2%		<p>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.</p>
	Fall	Spring	Summer*																																									
Jefferson																																												
Attempted	NA	9																																										
Completed	NA	9																																										
Percentage	NA	100.0%																																										
Shelby																																												
Attempted	5	18																																										
Completed	5	17																																										
Percentage	100.0%	94.4%																																										
Average	100.0%	97.2%																																										

<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"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer*</th> </tr> </thead> <tbody> <tr> <td>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>9</td> <td></td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>9</td> <td></td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>100.0%</td> <td></td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>5</td> <td>18</td> <td></td> </tr> <tr> <td>Completed</td> <td>5</td> <td>14</td> <td></td> </tr> <tr> <td>Percentage</td> <td>100.0%</td> <td>77.8%</td> <td></td> </tr> <tr> <td>Average</td> <td>100.0%</td> <td>88.9%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	Jefferson				Attempted	NA	9		Completed	NA	9		Percentage	NA	100.0%		Shelby				Attempted	5	18		Completed	5	14		Percentage	100.0%	77.8%		Average	100.0%	88.9%		<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*																																									
Jefferson																																												
Attempted	NA	9																																										
Completed	NA	9																																										
Percentage	NA	100.0%																																										
Shelby																																												
Attempted	5	18																																										
Completed	5	14																																										
Percentage	100.0%	77.8%																																										
Average	100.0%	88.9%																																										
<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"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer*</th> </tr> </thead> <tbody> <tr> <td>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>9</td> <td></td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>9</td> <td></td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>100.0%</td> <td></td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>5</td> <td>18</td> <td></td> </tr> <tr> <td>Completed</td> <td>5</td> <td>13</td> <td></td> </tr> <tr> <td>Percentage</td> <td>100.0%</td> <td>72.2%</td> <td></td> </tr> <tr> <td>Average</td> <td>100.0%</td> <td>86.1%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	Jefferson				Attempted	NA	9		Completed	NA	9		Percentage	NA	100.0%		Shelby				Attempted	5	18		Completed	5	13		Percentage	100.0%	72.2%		Average	100.0%	86.1%		<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*																																									
Jefferson																																												
Attempted	NA	9																																										
Completed	NA	9																																										
Percentage	NA	100.0%																																										
Shelby																																												
Attempted	5	18																																										
Completed	5	13																																										
Percentage	100.0%	72.2%																																										
Average	100.0%	86.1%																																										
<p>Plan submission date: September 2016</p>			<p>Submitted by: Barrett Cummings</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																																								
<p>Demonstrate an understanding of employee selection procedures</p>	<p>Group Project</p>	<p>70% of students will gain experience with concepts related to job analysis, job descriptions and job qualifications</p>	<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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>13</td> <td></td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>12</td> <td></td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>92.3%</td> <td></td> <td>NA</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td></td> <td>15</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td></td> <td>13</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td></td> <td>86.7%</td> </tr> <tr> <td>Average</td> <td>92.3%</td> <td></td> <td>86.7%</td> </tr> </tbody> </table> <p>* Course not offered during the spring term</p>		Fall	Spring*	Summer	Jefferson				Attempted	13		NA	Completed	12		NA	Percentage	92.3%		NA	Shelby				Attempted	NA		15	Completed	NA		13	Percentage	NA		86.7%	Average	92.3%		86.7%	<p>Students successfully demonstrated knowledge of employee selection procedures, exceeding the criteria for success. Faculty will continue to monitor student success.</p>
	Fall	Spring*	Summer																																									
Jefferson																																												
Attempted	13		NA																																									
Completed	12		NA																																									
Percentage	92.3%		NA																																									
Shelby																																												
Attempted	NA		15																																									
Completed	NA		13																																									
Percentage	NA		86.7%																																									
Average	92.3%		86.7%																																									
<p>Demonstrate an understanding of applicable laws that affect human resource managers</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; margin-bottom: 10px;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring*</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>13</td> <td></td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>12</td> <td></td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>92.3%</td> <td></td> <td>NA</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td></td> <td>8</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td></td> <td>7</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td></td> <td>87.5%</td> </tr> <tr> <td>Average</td> <td>92.3%</td> <td></td> <td>87.5%</td> </tr> </tbody> </table> <p>* Course not offered during the spring term</p>		Fall	Spring*	Summer	Jefferson				Attempted	13		NA	Completed	12		NA	Percentage	92.3%		NA	Shelby				Attempted	NA		8	Completed	NA		7	Percentage	NA		87.5%	Average	92.3%		87.5%	<p>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.</p>
	Fall	Spring*	Summer																																									
Jefferson																																												
Attempted	13		NA																																									
Completed	12		NA																																									
Percentage	92.3%		NA																																									
Shelby																																												
Attempted	NA		8																																									
Completed	NA		7																																									
Percentage	NA		87.5%																																									
Average	92.3%		87.5%																																									
<p>Plan submission date: September 2016</p>			<p>Submitted by: Barrett Cummings</p>																																									

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" 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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>16</td> <td>24</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>16</td> <td>20</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>100.0%</td> <td>83.3%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>17</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>17</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>100.0%</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Average</td> <td>100.0%</td> <td>100.0%</td> <td>83.3%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	NA	16	24	Completed	NA	16	20	Percentage	NA	100.0%	83.3%	Shelby				Attempted	17	NA	NA	Completed	17	NA	NA	Percentage	100.0%	NA	NA	Average	100.0%	100.0%	83.3%	Students exceeded the criteria for success. Faculty will continue to monitor student progress. The class is only offered during fall term at Shelby.
	Fall	Spring	Summer																																									
Jefferson																																												
Attempted	NA	16	24																																									
Completed	NA	16	20																																									
Percentage	NA	100.0%	83.3%																																									
Shelby																																												
Attempted	17	NA	NA																																									
Completed	17	NA	NA																																									
Percentage	100.0%	NA	NA																																									
Average	100.0%	100.0%	83.3%																																									
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" 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>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>16</td> <td>24</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>15</td> <td>20</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>93.8%</td> <td>83.3%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>17</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>17</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>100.0%</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Average</td> <td>100.0%</td> <td>93.8%</td> <td>83.3%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	NA	16	24	Completed	NA	15	20	Percentage	NA	93.8%	83.3%	Shelby				Attempted	17	NA	NA	Completed	17	NA	NA	Percentage	100.0%	NA	NA	Average	100.0%	93.8%	83.3%	Students successfully completed the outcome. Faculty will continue to monitor student success. The class is only offered during fall term at Shelby.
	Fall	Spring	Summer																																									
Jefferson																																												
Attempted	NA	16	24																																									
Completed	NA	15	20																																									
Percentage	NA	93.8%	83.3%																																									
Shelby																																												
Attempted	17	NA	NA																																									
Completed	17	NA	NA																																									
Percentage	100.0%	NA	NA																																									
Average	100.0%	93.8%	83.3%																																									
Plan submission date: September 2016			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: 4 of 5 (80%) successful BFN 101: 7 of 10 (70%) successful BFN 102: 5 of 7 (71%) successful BFN 205: 4 of 5 (80%) successful BFN 280: 5 of 7 (71%) successful</p>	<p>Using the Blackboard calendar has helped students understand due dates and has improved performance. 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: 7 of 10 (70%) successful BFN 102: 6 of 7 (86%) successful BFN 280: 5 of 7 (71%) successful</p>	<p>Adding current events article assignments to the online course might engage students more in consumer financial regulations. Requirement for success was met. Current instructional methods appear to be adequate. No changes to be made at this time.</p>
<p>Submission date: September 2016</p>			<p>Submitted by: Jesse Bryson</p>	