



Program: Office Management and Supervision

Assessment period: 2013-2014

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 reports satisfactions with the educations preparation provided in the program	Career/Technical Employment Status Survey	70% of students and graduate report satisfaction with the educational preparation provided in the Business Management Program	15 students returned the Career/Technical Employment Status Survey Of the 15 students returning the survey, 12 students (80%)reported satisfaction	The number of students and graduates returning the survey needs to increase. Faculty will continue to call and email students to gather the

			with the educational preparation provided by the Business Management Program	needed data. Possible use of social media will increase contact with students and graduates, increasing the number of survey responses.
Business Management students will graduate at a 50% completion rate	Graduation rate	Business Management students will graduate at a 50% completion rate within four years of declaring a major	54% of students declaring Business Management as their major graduated within four years	Although the benchmark is met, faculty will continue working on advising techniques, informative literature and projects to increase the graduate rate and decrease the attrition rate among first and second semester students.
Graduates returning surveys indicate employment is field or current enrollment is 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, 80% are employed in field or currently enrolled in a four-year degree program	Although the benchmark is met, 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 12, 2014			Submitted by: Barrett Cummings	



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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>BUS 263: Students will demonstrate an understanding of the basics of employment and employment discrimination laws</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>MST 111: Identify the four basic purposes of meeting, differentiate between the leader-controlled approach and the group-centered approach used in meetings and describe</p>	<p>70% of students will successfully complete the worksheet that involves recording income and cash outflows to determine net cash flow</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 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>40 of the 51 students (78%) attempting the assessment achieved success</p> <p>112 of the 140 students (80%) attempting the assessment achieved success</p> <p>39 of the 44 students (89%) attempting the assessment achieved success</p> <p>36 of the 40 students (90%) attempting the assessment achieved success</p>	<p>The benchmarks for all course outcomes were met. Faculty will continue to monitor student success and make any necessary adjustments to improve student learning.</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	32 of the 42 students (76%) attempting the assessment achieved success 34 of the 40 students (85%) attempting the assessment achieves success	The prescribed learning outcomes were attained. Student success will be continually monitored by faculty. Adjustments to improve student learning will be made by instructional staff, if necessary.
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 cash outflows to	35 of the 40 students (88%) attempting the assessment achieved success 40 of the 51 students (78%) 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	determine net cash flows 70% of student will successfully complete journal entries to complete the accounting cycle through closing entries	155 of the 226 students (69%) attempting the assessment achieved success	The benchmark for BUS 241, outcome one, was not met. Faculty will evaluate current outcomes to determine if additional and/or different questions should be used to better assess the course.
	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	174 of the 231 students (75%) attempting the assessment achieved success	Criterion for BUS 241, outcome two, 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.
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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>BUS 275: Demonstrate knowledge and understanding of the diverse managerial styles and methodologies used in decision making in management</p> <p>MST 201: Demonstrate an understanding of employee selection procedures</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 complete a group project that includes concepts related to job analysis, job descriptions and job qualifications</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>195 of the 244 students (80%) attempting the assessment achieved success</p> <p>60 of the 71 students (85%) attempting the assessment achieved success</p> <p>27 of the 27 students (100%) attempting the assessment achieved success</p> <p>24 of the 24 students (100%) 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>

		determine a business 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</p>	<p>195 of the 244 (80%) of the students attempting the assessment achieved success</p> <p>62 of the 71 students (87%) attempting the assessment achieved success</p> <p>23 of the 27 students (85%) attempting the assessment achieved success</p> <p>24 of the 24 students (100%) attempting the assessment achieved success</p>	The benchmarks for all course outcomes surpassed the criterion set for achieving success. Student success will be continually monitored by faculty.

		the business name exist, 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, SOT analysis and financial plan</p>	<p>171 of the 214 (80%) of the students attempting the assessment achieved success</p> <p>60 of the 71 students (85%) attempting the assessment achieved success</p> <p>21 of the 24 students (88%) 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.
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Course Student Learning Outcomes & Assessment Plan – BUS 100

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
Demonstrate knowledge of global economic factors	Embedded Exam Questions	70% of students will choose the correct concept or terminology	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>55</td> <td>20</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>38</td> <td>15</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>69%</td> <td>75%</td> <td>NA</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>70</td> <td>67</td> <td>32</td> </tr> <tr> <td>Completed</td> <td>60</td> <td>58</td> <td>24</td> </tr> <tr> <td>Percentage</td> <td>86%</td> <td>87%</td> <td>75%</td> </tr> <tr> <td>Average</td> <td>78%</td> <td>81%</td> <td>75%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	55	20	NA	Completed	38	15	NA	Percentage	69%	75%	NA	Shelby				Attempted	70	67	32	Completed	60	58	24	Percentage	86%	87%	75%	Average	78%	81%	75%	Students successfully completed the questions measuring the intended outcome. Faculty will continue to monitor student success.
	Fall	Spring	Summer																																									
Jefferson																																												
Attempted	55	20	NA																																									
Completed	38	15	NA																																									
Percentage	69%	75%	NA																																									
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Demonstrate knowledge of general marketing , finance and accounting concepts	Embedded Exam Questions	70% of students will choose the correct concept or terminology	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td>Jefferson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>52</td> <td>20</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>40</td> <td>20</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>75%</td> <td>100%</td> <td>NA</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>53</td> <td>53</td> <td>36</td> </tr> <tr> <td>Completed</td> <td>46</td> <td>40</td> <td>25</td> </tr> <tr> <td>Percentage</td> <td>87%</td> <td>75%</td> <td>69%</td> </tr> <tr> <td>Average</td> <td>81%</td> <td>88%</td> <td>69%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	52	20	NA	Completed	40	20	NA	Percentage	75%	100%	NA	Shelby				Attempted	53	53	36	Completed	46	40	25	Percentage	87%	75%	69%	Average	81%	88%	69%	During fall and spring terms, students successfully chose the correct concept or terminology. Classes during summer term are comprised of students from various colleges, some of who are unfamiliar with online test taking strategies. Faculty will continue to monitor student success.
	Fall	Spring	Summer																																									
Jefferson																																												
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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; 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>NA</td> <td>6</td> <td></td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>6</td> <td></td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>100%</td> <td></td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>14</td> <td>20</td> <td></td> </tr> <tr> <td>Completed</td> <td>11</td> <td>18</td> <td></td> </tr> <tr> <td>Percentage</td> <td>79%</td> <td>90%</td> <td></td> </tr> <tr> <td>Average</td> <td>79%</td> <td>95%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	Jefferson				Attempted	NA	6		Completed	NA	6		Percentage	NA	100%		Shelby				Attempted	14	20		Completed	11	18		Percentage	79%	90%		Average	79%	95%		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																																												
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	Fall	Spring	Summer*																																									
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Course Student Learning Outcomes & Assessment Plan – BUS 188

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
Identify and develop interpersonal and job search skills	Resume and Cover Letter	70% of students will correctly create a resume and prepare a cover letter	No data available – the Curriculum Committee approved the removal of this course from the Business Management degree requirements in the fall term.	No data available - the Curriculum Committee approved the removal of this course from the Business Management degree requirements in the fall term.
Plan submission date: September 12, 2014			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
Demonstrate knowledge of business communication principles for successful communications	Individual Project and Exercises	70% of students will successfully complete a respective project and exercises	No data available	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.
Demonstrate effective communication skills via a presentation	Presentation	70% of students will successfully complete a presentation	No data available	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.
Plan submission date: Barrett Cummings			Submitted by: September 12, 2014	

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"> <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>28</td> <td>32</td> <td>9</td> </tr> <tr> <td>Completed</td> <td>23</td> <td>19</td> <td>3</td> </tr> <tr> <td>Percentage</td> <td>82%</td> <td>59%</td> <td>33%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>45</td> <td>57</td> <td>55</td> </tr> <tr> <td>Completed</td> <td>29</td> <td>42</td> <td>39</td> </tr> <tr> <td>Percentage</td> <td>64%</td> <td>74%</td> <td>71%</td> </tr> <tr> <td>Average</td> <td>73%</td> <td>67%</td> <td>52%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	28	32	9	Completed	23	19	3	Percentage	82%	59%	33%	Shelby				Attempted	45	57	55	Completed	29	42	39	Percentage	64%	74%	71%	Average	73%	67%	52%	Students did not successfully complete the journal entries necessary to complete the accounting cycle through closing entries. Faculty will evaluate current outcomes to determine if additional and/or different questions should be used to better assess the course.
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Prepare the Income Statement, Statement of Owner's Equity and Balance Sheet	Exercises/Problems	70% of students will successfully complete the Income Statement, Statement of Owner's Equity and Balance Sheet	<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>32</td> <td>9</td> </tr> <tr> <td>Completed</td> <td>25</td> <td>19</td> <td>3</td> </tr> <tr> <td>Percentage</td> <td>78%</td> <td>59%</td> <td>33%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>47</td> <td>57</td> <td>54</td> </tr> <tr> <td>Completed</td> <td>37</td> <td>44</td> <td>46</td> </tr> <tr> <td>Percentage</td> <td>79%</td> <td>77%</td> <td>85%</td> </tr> <tr> <td>Average</td> <td>79%</td> <td>68%</td> <td>59%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	32	32	9	Completed	25	19	3	Percentage	78%	59%	33%	Shelby				Attempted	47	57	54	Completed	37	44	46	Percentage	79%	77%	85%	Average	79%	68%	59%	Students did not successfully complete the intended outcome. Student learning will be improved by using more lecture examples and test questions in word problem format.
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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; 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>25</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>40%</td> <td>NA</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>24</td> <td>34</td> <td>38</td> </tr> <tr> <td>Completed</td> <td>21</td> <td>21</td> <td>31</td> </tr> <tr> <td>Percentage</td> <td>88%</td> <td>62%</td> <td>82%</td> </tr> <tr> <td>Average</td> <td>88%</td> <td>51%</td> <td>82%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	NA	25	NA	Completed	NA	10	NA	Percentage	NA	40%	NA	Shelby				Attempted	24	34	38	Completed	21	21	31	Percentage	88%	62%	82%	Average	88%	51%	82%	<p>Students successfully completed the outcome during the fall and summer terms. During the spring term, students seemed ill-prepared for the rigors of the course. Faculty will re-evaluate the outcome, continue to monitor student success and make the necessary adjustments to improve student learning.</p>
	Fall	Spring	Summer																																									
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Percentage	88%	62%	82%																																									
Average	88%	51%	82%																																									
<p>Know basic managerial accounting terminology and perform basic managerial calculations</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct calculation, 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>NA</td> <td>23</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>14</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>61%</td> <td>NA</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>24</td> <td>34</td> <td>37</td> </tr> <tr> <td>Completed</td> <td>19</td> <td>21</td> <td>33</td> </tr> <tr> <td>Percentage</td> <td>79%</td> <td>62%</td> <td>89%</td> </tr> <tr> <td>Average</td> <td>79%</td> <td>62%</td> <td>89%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	NA	23	NA	Completed	NA	14	NA	Percentage	NA	61%	NA	Shelby				Attempted	24	34	37	Completed	19	21	33	Percentage	79%	62%	89%	Average	79%	62%	89%	<p>Students met outcome criteria for success during the fall and summer terms. During the spring term, students seemed ill-prepared for the rigors of the course. Faculty will re-evaluate the outcome, continue to monitor student success and make the necessary adjustments to improve student learning.</p>
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<p>Plan submission date: September 12, 2014</p>			<p>Submitted by: Barrett Cummings</p>																																									

Course Student Learning Outcomes & Assessment Plan – BUS 248

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
Students will be able to classify costs and determine cost behavior	Exercises/Problems	70% of students will successfully classify costs and determine cost behavior	No data available	No data available – the course is offered twice per year – Jefferson in the fall and Shelby in the summer. The summer course at Shelby was cancelled due to low enrollment.
Students will be able to make business decisions using cost behavior	Exercises/Problems	70% of students will successfully make business decisions using cost behavior	No data available	No data available – the course is offered twice per year – Jefferson in the fall and Shelby in the summer. The summer course at Shelby was cancelled due to low enrollment.
Plan submission date: September 12, 2014			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 business</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>19</td> <td>10</td> <td>8</td> </tr> <tr> <td>Completed</td> <td>14</td> <td>9</td> <td>7</td> </tr> <tr> <td>Percentage</td> <td>74%</td> <td>90%</td> <td>88%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>37</td> <td>41</td> <td>24</td> </tr> <tr> <td>Completed</td> <td>30</td> <td>30</td> <td>12</td> </tr> <tr> <td>Percentage</td> <td>81%</td> <td>73%</td> <td>50%</td> </tr> <tr> <td>Average</td> <td>78%</td> <td>82%</td> <td>69%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	19	10	8	Completed	14	9	7	Percentage	74%	90%	88%	Shelby				Attempted	37	41	24	Completed	30	30	12	Percentage	81%	73%	50%	Average	78%	82%	69%	<p>During fall and spring terms, students demonstrated an understanding of the intended outcome. Classes during summer term are comprised of students from various colleges, some of who are unfamiliar with traditional test taking strategies or ill prepared for class. Faculty will continue to track student success using outcome results and make any necessary adjustments to improve student learning.</p>
	Fall	Spring	Summer																																									
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<p>Students will demonstrate an understanding of the many difference 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>19</td> <td>10</td> <td>8</td> </tr> <tr> <td>Completed</td> <td>14</td> <td>9</td> <td>6</td> </tr> <tr> <td>Percentage</td> <td>74%</td> <td>90%</td> <td>75%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>37</td> <td>41</td> <td>25</td> </tr> <tr> <td>Completed</td> <td>31</td> <td>32</td> <td>10</td> </tr> <tr> <td>Percentage</td> <td>84%</td> <td>78%</td> <td>40%</td> </tr> <tr> <td>Average</td> <td>79%</td> <td>84%</td> <td>58%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	19	10	8	Completed	14	9	6	Percentage	74%	90%	75%	Shelby				Attempted	37	41	25	Completed	31	32	10	Percentage	84%	78%	40%	Average	79%	84%	58%	<p>During fall and spring terms, students exceeded the criteria for success. Classes during summer term are comprised of students from various colleges, some of who are unfamiliar with traditional test taking strategies or ill prepared for class. Faculty will continue to monitor student success.</p>
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<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>19</td> <td>10</td> <td>8</td> </tr> <tr> <td>Completed</td> <td>14</td> <td>9</td> <td>6</td> </tr> <tr> <td>Percentage</td> <td>74%</td> <td>90%</td> <td>75%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>37</td> <td>41</td> <td>25</td> </tr> <tr> <td>Completed</td> <td>32</td> <td>36</td> <td>15</td> </tr> <tr> <td>Percentage</td> <td>86%</td> <td>88%</td> <td>60%</td> </tr> <tr> <td>Average</td> <td>80%</td> <td>89%</td> <td>68%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	19	10	8	Completed	14	9	6	Percentage	74%	90%	75%	Shelby				Attempted	37	41	25	Completed	32	36	15	Percentage	86%	88%	60%	Average	80%	89%	68%	<p>During fall and spring terms, students proved understanding of employment and discrimination laws. Classes during summer term are comprised of students from various colleges, some of who are unfamiliar with traditional test taking strategies or ill prepared for class. Faculty will continue to monitor student success.</p>
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<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>19</td> <td>10</td> <td>8</td> </tr> <tr> <td>Completed</td> <td>14</td> <td>9</td> <td>6</td> </tr> <tr> <td>Percentage</td> <td>74%</td> <td>90%</td> <td>75%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>37</td> <td>41</td> <td>25</td> </tr> <tr> <td>Completed</td> <td>33</td> <td>23</td> <td>9</td> </tr> <tr> <td>Percentage</td> <td>89%</td> <td>56%</td> <td>36%</td> </tr> <tr> <td>Average</td> <td>82%</td> <td>73%</td> <td>56%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	19	10	8	Completed	14	9	6	Percentage	74%	90%	75%	Shelby				Attempted	37	41	25	Completed	33	23	9	Percentage	89%	56%	36%	Average	82%	73%	56%	<p>During fall and spring terms, students successfully completed the outcome. Classes during summer term are comprised of students from various colleges, some of who are unfamiliar with traditional test taking strategies or ill prepared for class. Faculty will continue to monitor outcome results and make any necessary adjustments.</p>
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Course Student Learning Outcomes & Assessment Plan – BUS 271

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
Students will be able to create a frequency distribution from raw, ungrouped data	Problem	70% of students will successfully create a frequency distribution from raw, ungrouped data	<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;">37</td> <td style="text-align: center;">15</td> <td style="text-align: center;">29</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">33</td> <td style="text-align: center;">11</td> <td style="text-align: center;">27</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">89%</td> <td style="text-align: center;">73%</td> <td style="text-align: center;">93%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">16</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">9</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">14</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">88%</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">67%</td> </tr> <tr> <td>Average</td> <td style="text-align: center;">89%</td> <td style="text-align: center;">73%</td> <td style="text-align: center;">80%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	37	15	29	Completed	33	11	27	Percentage	89%	73%	93%	Shelby				Attempted	16	NA	9	Completed	14	NA	6	Percentage	88%	NA	67%	Average	89%	73%	80%	Students exceeded the criteria for success. Faculty will continue to monitor student learning, making adjustments as needed.
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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	Problem	70% of students will successfully demonstrate an understanding of the normal distribution, obtaining a correct answer using both the formula and normal-curve table	<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;">37</td> <td style="text-align: center;">15</td> <td style="text-align: center;">38</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">37</td> <td style="text-align: center;">13</td> <td style="text-align: center;">34</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">87%</td> <td style="text-align: center;">86%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">14</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">9</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">14</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">9</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Average</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">87%</td> <td style="text-align: center;">93%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	37	15	38	Completed	37	13	34	Percentage	100%	87%	86%	Shelby				Attempted	14	NA	9	Completed	14	NA	9	Percentage	100%	NA	100%	Average	100%	87%	93%	Students successfully completed the outcome. Faculty will continue to monitor student success.
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Plan submission date: September 12, 2014			Submitted by: Barrett Cummings																																									

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"> <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>22</td> <td>24</td> <td>18</td> </tr> <tr> <td>Completed</td> <td>19</td> <td>16</td> <td>13</td> </tr> <tr> <td>Percentage</td> <td>86%</td> <td>67%</td> <td>72%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>16</td> <td>8</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>16</td> <td>7</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>100%</td> <td>88%</td> </tr> <tr> <td>Average</td> <td>86%</td> <td>84%</td> <td>80%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	22	24	18	Completed	19	16	13	Percentage	86%	67%	72%	Shelby				Attempted	NA	16	8	Completed	NA	16	7	Percentage	NA	100%	88%	Average	86%	84%	80%	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.
	Fall	Spring	Summer																																									
Jefferson																																												
Attempted	22	24	18																																									
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Average	86%	84%	80%																																									
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"> <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>22</td> <td>24</td> <td>18</td> </tr> <tr> <td>Completed</td> <td>18</td> <td>21</td> <td>15</td> </tr> <tr> <td>Percentage</td> <td>82%</td> <td>88%</td> <td>83%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>15</td> <td>7</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>13</td> <td>7</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>87%</td> <td>100%</td> </tr> <tr> <td>Average</td> <td>82%</td> <td>88%</td> <td>92%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	22	24	18	Completed	18	21	15	Percentage	82%	88%	83%	Shelby				Attempted	NA	15	7	Completed	NA	13	7	Percentage	NA	87%	100%	Average	82%	88%	92%	Students exceeded the criteria for success. Faculty will continue to monitor outcome results and make any necessary adjustments.
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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"> <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>22</td> </tr> <tr> <td>Completed</td> <td>8</td> <td>NA</td> <td>16</td> </tr> <tr> <td>Percentage</td> <td>89%</td> <td>NA</td> <td>73%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>19</td> <td>21</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>18</td> <td>18</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>95%</td> <td>86%</td> <td>NA</td> </tr> <tr> <td>Average</td> <td>92%</td> <td>86%</td> <td>73%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	9	NA	22	Completed	8	NA	16	Percentage	89%	NA	73%	Shelby				Attempted	19	21	NA	Completed	18	18	NA	Percentage	95%	86%	NA	Average	92%	86%	73%	<p>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	22																																									
Completed	8	NA	16																																									
Percentage	89%	NA	73%																																									
Shelby																																												
Attempted	19	21	NA																																									
Completed	18	18	NA																																									
Percentage	95%	86%	NA																																									
Average	92%	86%	73%																																									
<p>Demonstrate a knowledge and understanding of the fundamentals of management utilizing the application of management</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1"> <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>22</td> </tr> <tr> <td>Completed</td> <td>9</td> <td>NA</td> <td>17</td> </tr> <tr> <td>Percentage</td> <td>100%</td> <td>NA</td> <td>77%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>19</td> <td>21</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>18</td> <td>18</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>95%</td> <td>86%</td> <td>NA</td> </tr> <tr> <td>Average</td> <td>98%</td> <td>86%</td> <td>77%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	9	NA	22	Completed	9	NA	17	Percentage	100%	NA	77%	Shelby				Attempted	19	21	NA	Completed	18	18	NA	Percentage	95%	86%	NA	Average	98%	86%	77%	<p>Data collected shows students exceeded the criteria for success. Faculty will continue to monitor student progress.</p>
	Fall	Spring	Summer																																									
Jefferson																																												
Attempted	9	NA	22																																									
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<p>Plan submission date: September 12, 2014</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"> <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>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>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>20</td> <td>24</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>20</td> <td>19</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>100%</td> <td>79%</td> </tr> <tr> <td>Average</td> <td>NA</td> <td>100%</td> <td>79%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Shelby				Attempted	NA	20	24	Completed	NA	20	19	Percentage	NA	100%	79%	Average	NA	100%	79%	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	20	24																																									
Completed	NA	20	19																																									
Percentage	NA	100%	79%																																									
Average	NA	100%	79%																																									
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"> <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>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>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>18</td> <td>24</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>15</td> <td>17</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>83%</td> <td>71%</td> </tr> <tr> <td>Average</td> <td>NA</td> <td>83%</td> <td>71%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	Shelby				Attempted	NA	18	24	Completed	NA	15	17	Percentage	NA	83%	71%	Average	NA	83%	71%	Students successfully completed the outcome by identified and described 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																																									
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Plan submission date: September 12, 2014			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>106</td> <td>55</td> <td>50</td> </tr> <tr> <td>Completed</td> <td>90</td> <td>44</td> <td>47</td> </tr> <tr> <td>Percentage</td> <td>85%</td> <td>80%</td> <td>94%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>113</td> <td>105</td> <td>78</td> </tr> <tr> <td>Completed</td> <td>94</td> <td>86</td> <td>58</td> </tr> <tr> <td>Percentage</td> <td>83%</td> <td>82%</td> <td>74%</td> </tr> <tr> <td>Average</td> <td>84%</td> <td>81%</td> <td>84%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	106	55	50	Completed	90	44	47	Percentage	85%	80%	94%	Shelby				Attempted	113	105	78	Completed	94	86	58	Percentage	83%	82%	74%	Average	84%	81%	84%	<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	106	55	50																																									
Completed	90	44	47																																									
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Completed	94	86	58																																									
Percentage	83%	82%	74%																																									
Average	84%	81%	84%																																									
<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>172</td> <td>102</td> <td>98</td> </tr> <tr> <td>Completed</td> <td>113</td> <td>71</td> <td>70</td> </tr> <tr> <td>Percentage</td> <td>66%</td> <td>70%</td> <td>71%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>96</td> <td>96</td> <td>77</td> </tr> <tr> <td>Completed</td> <td>65</td> <td>49</td> <td>61</td> </tr> <tr> <td>Percentage</td> <td>68%</td> <td>51%</td> <td>79%</td> </tr> <tr> <td>Average</td> <td>67%</td> <td>61%</td> <td>75%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	172	102	98	Completed	113	71	70	Percentage	66%	70%	71%	Shelby				Attempted	96	96	77	Completed	65	49	61	Percentage	68%	51%	79%	Average	67%	61%	75%	<p>The outcome combines multiple complex economic concepts. Due to the complexity of this outcome, faculty will re-evaluate.</p>
	Fall	Spring	Summer																																									
Jefferson																																												
Attempted	172	102	98																																									
Completed	113	71	70																																									
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Average	67%	61%	75%																																									

<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>181</td> <td>98</td> <td>96</td> </tr> <tr> <td>Completed</td> <td>121</td> <td>73</td> <td>72</td> </tr> <tr> <td>Percentage</td> <td>67%</td> <td>74%</td> <td>75%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>105</td> <td>99</td> <td>76</td> </tr> <tr> <td>Completed</td> <td>85</td> <td>72</td> <td>62</td> </tr> <tr> <td>Percentage</td> <td>81%</td> <td>73%</td> <td>82%</td> </tr> <tr> <td>Average</td> <td>74%</td> <td>74%</td> <td>79%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	181	98	96	Completed	121	73	72	Percentage	67%	74%	75%	Shelby				Attempted	105	99	76	Completed	85	72	62	Percentage	81%	73%	82%	Average	74%	74%	79%	<p>Students successfully demonstrated an understanding of fiscal policy. Faculty will continue to monitor student success and address any deficiencies.</p>
	Fall	Spring	Summer																																									
Jefferson																																												
Attempted	181	98	96																																									
Completed	121	73	72																																									
Percentage	67%	74%	75%																																									
Shelby																																												
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Average	74%	74%	79%																																									
<p>Plan submission date: September 12, 2014</p>			<p>Submitted by: Barrett Cummings</p>																																									

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" 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;">164</td> <td style="text-align: center;">284</td> <td style="text-align: center;">260</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">135</td> <td style="text-align: center;">230</td> <td style="text-align: center;">217</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">82%</td> <td style="text-align: center;">81%</td> <td style="text-align: center;">83%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">50</td> <td style="text-align: center;">61</td> <td style="text-align: center;">45</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">45</td> <td style="text-align: center;">55</td> <td style="text-align: center;">25</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">90%</td> <td style="text-align: center;">91%</td> <td style="text-align: center;">56%</td> </tr> <tr> <td>Average</td> <td style="text-align: center;">86%</td> <td style="text-align: center;">86%</td> <td style="text-align: center;">70%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	164	284	260	Completed	135	230	217	Percentage	82%	81%	83%	Shelby				Attempted	50	61	45	Completed	45	55	25	Percentage	90%	91%	56%	Average	86%	86%	70%	<p>Although students successfully completed the outcome, faculty will re-evaluate the outcome. Faculty will continue to monitor student success and make the necessary adjustments to improve student learning.</p>
	Fall	Spring	Summer																																									
Jefferson																																												
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<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" 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;">186</td> <td style="text-align: center;">207</td> <td style="text-align: center;">201</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">110</td> <td style="text-align: center;">122</td> <td style="text-align: center;">127</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">59%</td> <td style="text-align: center;">59%</td> <td style="text-align: center;">61%</td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">52</td> <td style="text-align: center;">65</td> <td style="text-align: center;">46</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">42</td> <td style="text-align: center;">52</td> <td style="text-align: center;">41</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">81%</td> <td style="text-align: center;">80%</td> <td style="text-align: center;">89%</td> </tr> <tr> <td>Average</td> <td style="text-align: center;">70%</td> <td style="text-align: center;">70%</td> <td style="text-align: center;">75%</td> </tr> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	186	207	201	Completed	110	122	127	Percentage	59%	59%	61%	Shelby				Attempted	52	65	46	Completed	42	52	41	Percentage	81%	80%	89%	Average	70%	70%	75%	<p>Although students successfully demonstrated knowledge of supply and demand, faculty will re-evaluate the 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	186	207	201																																									
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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;">12</td> <td></td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">10</td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">83%</td> <td></td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">11</td> <td style="text-align: center;">17</td> <td></td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">9</td> <td style="text-align: center;">15</td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">82%</td> <td style="text-align: center;">88%</td> <td></td> </tr> <tr> <td>Average</td> <td style="text-align: center;">82%</td> <td style="text-align: center;">86%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	Jefferson				Attempted	NA	12		Completed	NA	10		Percentage	NA	83%		Shelby				Attempted	11	17		Completed	9	15		Percentage	82%	88%		Average	82%	86%		<p>The benchmark for the course outcome exceeded the criteria for success. Faculty will continue to monitor outcome results.</p>
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Percentage	82%	88%																																										
Average	82%	86%																																										
<p>Identify the four basic purposes of meeting, 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;">12</td> <td></td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">10</td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">83%</td> <td></td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">11</td> <td style="text-align: center;">17</td> <td></td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">11</td> <td style="text-align: center;">15</td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">88%</td> <td></td> </tr> <tr> <td>Average</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">86%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	Jefferson				Attempted	NA	12		Completed	NA	10		Percentage	NA	83%		Shelby				Attempted	11	17		Completed	11	15		Percentage	100%	88%		Average	100%	86%		<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	12																																										
Completed	NA	10																																										
Percentage	NA	83%																																										
Shelby																																												
Attempted	11	17																																										
Completed	11	15																																										
Percentage	100%	88%																																										
Average	100%	86%																																										

<p>Demonstrate an thorough understanding of skills unique to supervisors as opposed to other levels of management</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1" data-bbox="1100 172 1591 542"> <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>12</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>75%</td> <td></td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>11</td> <td>17</td> <td></td> </tr> <tr> <td>Completed</td> <td>10</td> <td>14</td> <td></td> </tr> <tr> <td>Percentage</td> <td>91%</td> <td>82%</td> <td></td> </tr> <tr> <td>Average</td> <td>91%</td> <td>79%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	Jefferson				Attempted	NA	12		Completed	NA	9		Percentage	NA	75%		Shelby				Attempted	11	17		Completed	10	14		Percentage	91%	82%		Average	91%	79%		<p>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	12																																										
Completed	NA	9																																										
Percentage	NA	75%																																										
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Attempted	11	17																																										
Completed	10	14																																										
Percentage	91%	82%																																										
Average	91%	79%																																										
<p>Demonstrate a thorough understanding of motivation and communication theories involved in supervisory management</p>	<p>Essay and/or Research Paper</p>	<p>70% of students will explain how “noise” impedes accurate communication, explain barriers to communication and describe how miscommunication can be avoided</p>	<table border="1" data-bbox="1100 721 1591 1091"> <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>12</td> <td></td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>12</td> <td></td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>100%</td> <td></td> </tr> <tr> <td>Shelby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>11</td> <td>17</td> <td></td> </tr> <tr> <td>Completed</td> <td>10</td> <td>14</td> <td></td> </tr> <tr> <td>Percentage</td> <td>91%</td> <td>82%</td> <td></td> </tr> <tr> <td>Average</td> <td>91%</td> <td>91%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	Jefferson				Attempted	NA	12		Completed	NA	12		Percentage	NA	100%		Shelby				Attempted	11	17		Completed	10	14		Percentage	91%	82%		Average	91%	91%		<p>Students successfully completed an essay or research paper demonstrating a thorough understanding of communication theories, exceeding the criteria for success. Faculty will continue to monitor student progress.</p>
	Fall	Spring	Summer*																																									
Jefferson																																												
Attempted	NA	12																																										
Completed	NA	12																																										
Percentage	NA	100%																																										
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Average	91%	91%																																										
<p>Plan submission date: September 12, 2014</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																																				
Demonstrate an understanding of employee selection procedures	Group Project	70% of students will gain experience with concepts related to job analysis, job descriptions and job qualifications	<table border="1" style="width: 100%; border-collapse: collapse;"> <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;">18</td> <td></td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">18</td> <td></td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">100%</td> <td></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></td> <td style="text-align: center;">9</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td></td> <td style="text-align: center;">9</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td></td> <td style="text-align: center;">100%</td> </tr> </tbody> </table> <p>* Course not offered during the spring term</p>		Fall	Spring*	Summer	Jefferson				Attempted	18		NA	Completed	18		NA	Percentage	100%		NA	Shelby				Attempted	NA		9	Completed	NA		9	Percentage	NA		100%	Students successfully demonstrated knowledge of employee selection procedures, exceeding the criteria for success. Faculty will continue to monitor student success.
	Fall	Spring*	Summer																																					
Jefferson																																								
Attempted	18		NA																																					
Completed	18		NA																																					
Percentage	100%		NA																																					
Shelby																																								
Attempted	NA		9																																					
Completed	NA		9																																					
Percentage	NA		100%																																					
Demonstrate an understanding of applicable laws that affect human resource managers	Embedded Exam Questions	70% of students will choose the correct concept or terminology	<table border="1" style="width: 100%; border-collapse: collapse;"> <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;">18</td> <td></td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">16</td> <td></td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">89%</td> <td></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></td> <td style="text-align: center;">9</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td></td> <td style="text-align: center;">7</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td></td> <td style="text-align: center;">78%</td> </tr> </tbody> </table> <p>* Course not offered during the spring term</p>		Fall	Spring*	Summer	Jefferson				Attempted	18		NA	Completed	16		NA	Percentage	89%		NA	Shelby				Attempted	NA		9	Completed	NA		7	Percentage	NA		78%	Students successfully chose the correct answer to questions related to the intended outcome. Faculty will continue to monitor student success, make the necessary adjustments to improve student learning and address deficiencies.
	Fall	Spring*	Summer																																					
Jefferson																																								
Attempted	18		NA																																					
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Completed	NA		7																																					
Percentage	NA		78%																																					
Plan submission date: September 12, 2014			Submitted by: Barrett Cummings																																					

Course Student Learning Outcomes & Assessment Plan – MST 215

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																				
<p>Demonstrate knowledge of entrepreneurship principles</p>	<p>Group Project and/or Discussion Question</p>	<p>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</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>24</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>24</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>100%</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> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	NA	24	NA	Completed	NA	24	NA	Percentage	NA	100%	NA	Shelby				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	<p>Students exceeded the criteria for success. Faculty will continue to monitor student progress. The class is taught by part-time faculty at Shelby. The program assistant needs to be more diligent in ensuring part-time instructors are collecting needed data and reporting the results of the data.</p>
	Fall	Spring	Summer																																					
Jefferson																																								
Attempted	NA	24	NA																																					
Completed	NA	24	NA																																					
Percentage	NA	100%	NA																																					
Shelby																																								
Attempted	NA	NA	NA																																					
Completed	NA	NA	NA																																					
Percentage	NA	NA	NA																																					
<p>Demonstrate knowledge of the preparation of a business plan</p>	<p>Project</p>	<p>70% of students will correctly develop a mission statement, marketing plan, SWOT analysis and financial plan</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>24</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>21</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>88%</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> </tbody> </table>		Fall	Spring	Summer	Jefferson				Attempted	NA	24	NA	Completed	NA	21	NA	Percentage	NA	88%	NA	Shelby				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	<p>Students successfully completed the outcome. Faculty will continue to monitor student success. The class is taught by part-time faculty at Shelby. The program assistant needs to be more diligent in ensuring part-time instructors are collecting needed data and reporting the results of the data.</p>
	Fall	Spring	Summer																																					
Jefferson																																								
Attempted	NA	24	NA																																					
Completed	NA	21	NA																																					
Percentage	NA	88%	NA																																					
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Attempted	NA	NA	NA																																					
Completed	NA	NA	NA																																					
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<p>Plan submission date: September 12, 2014</p>			<p>Submitted by: Barrett Cummings</p>																																					

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
Demonstrate an understanding of the regulatory and legal environment of the American banking and finance system.	Embedded questions in exams	70 % of students demonstrate an adequate understanding of the financial regulatory environment.	BFN 100: 20 of 30 (67%) successful BFN 101: 7 or 7 (100%) successful	Current instructional methods appear to be adequate. No changes to be made at this time.
Demonstrate an understanding of the rights and liabilities of creditors, debtors, and consumers connected with financial service organizations.	Embedded questions in exams	70% of students will successfully demonstrate an adequate ability to analyze banking problems.	BFN 101: 6 of 7 (85%)successful BFN 280: 4 of 4 (100%)successful	Current instructional methods appear to be adequate. No changes to be made at this time.
Submission date: 9/15/2014			Submitted by: Jesse Bryson	