

**OZARKA COLLEGE
ANNUAL PROGRAM REPORT
Division of Business Technology
Kathryn Langston, Division Chair
May 8, 2009**

DIVISION MISSION STATEMENT

The mission of the Business Technology Department is to train, retrain, or upgrade students' marketable skills and knowledge necessary to succeed in a business occupation while providing the opportunity for students to develop their highest potential in the best learning environment possible using technology which duplicates, as nearly as possible, technology found in the business world.

**Specific Initiatives/Strategies for 2008-2009 Strategic Plan
And Level Of Accomplishment**

The following Priority Initiatives were submitted by members of the division for consideration as part of the College's strategic planning process:

Priority Initiative in 2008-2009 Strategic Plan	Status
1. Offer Interactive Video Courses at MV and AF so that students will be able to take a larger number of courses on those campuses.	All Business Technology Lecture Courses are offered via CV on all three campuses. All lab courses are offered on all campuses.
2. Assure that each student has a current Degree Plan and is advised properly toward desired degree plan, taking into account pre-requisites and when courses are offered.	Advisees are given updated AAS-BT and CP Degree Plans. Also, copies of these are posted in Hall Building on Bulletin Board.
3. Assure that faculty consists of qualified Master Degrees and experienced faculty who monitor curricular content and determine strategies for instruction.	Done
4. Attend Business Education and Technology conferences at AATYC, Other Business related conferences and seminars as budget will allow.	Faculty attended AATYC. Did not attend the University of Missouri.
5. Communicate with each other and with administrators to ensure that we continue to work toward meeting the goals of the department in order to promote the mission.	Monthly BT Division meetings.
6. Continue to promote Certificates of Proficiency and AAS-BT. Distribute an updated Brochure of BT Program degrees and certificates.	Letters sent to Gen Ed Students and local High Schools. Updated Plans are available in Hall Building. New Brochures created and in all buildings.
7. Continue to research information on curricular content and strategies for teaching.	In Progress.
8. Continue to update textbooks and other sources of information and technology to keep up with changes in the field.	Done each semester.
9. Continue to use student evaluations to meet the goals set forth in course objectives and student outcomes.	Done.

10. Ensure that all class syllabi, learning activities, goals, objectives and assessment fit the College's stated mission statement and are consistent between courses.	Done
11. Ensure that information or materials are available to instructors to ensure they have what is needed to improve in any areas that were shown to be lacking in the assessment process.	Done
12. Ensure that students have access to reports of their progress and success in classes using My Ozarka.	Instructors use My Ozarka to maintain student grade book.
13. Evaluate retention results in courses.	Done
14. Evaluate student learning through various assessment methods. Assessment tools used have included My Ozarka Exams for objective theory exams, My Ozarka Assignments section for Problem and Subjective Assessment of skills, in class quizzes and exams on concepts, in class production exams demonstrating ability to apply concepts and use computer applications, production assignments, practice sets, simulations, comprehensive final exams, lab assignments, student presentations, and student participation in class and discussions.	Done
15. Incorporate "real world" projects in addition to standard exams, software updates, and constant review of current text and associated materials.	Done
16. Maintain records (personal, email, notes in My Ozarka) of responses to student grievances and work with VPAA to ensure that any grievances are acted on until an agreement with all parties involved is reached	Done
17. Make changes to courses objectives as needed each semester. Perform a continuous review of syllabi standardization between courses	Done
18. Make grades and comments available throughout the semester in My Ozarka.	Done
19. Monitor graduation rates and job placement rates.	In Progress. Alumni Survey and Employer Survey.
20. Perform responsibilities as set forth in the job description and Department Assignments.	Done
21. Perform Program Review of BT Division	Program review for 2002-2007 completed and submitted. Next review 2012.
22. Return graded quizzes, exams, and homework in a timely manner to enable students to learn from the evaluations.	Done
23. Review courses and technology to assure they maintain pace with business environment.	Done

The following are still in progress:

Increase enrollment for BT Division

Scheduling

Current textbooks

Update software

SUMMATION OF 2008-2009 PLANNING ACTIVITIES

Planning for the division is conducted through meetings with division members, e-mail, advisory board, IC meetings. Evidence of planning is documented by:

1. Strategic Plan submitted
2. Course learning objectives evaluations
3. My Ozarka
4. Budgets
5. Advisory board minutes
6. Written professional goals by each member of the division
7. Evaluations

SUMMATION OF 2008-2009 CLASSROOM ASSESSMENT ACTIVITIES

Assessment tools used have included My Ozarka Exams for objective theory exams, My Ozarka Assignments section for Problem and Subjective Assessment of skills, in class quizzes and exams on concepts, in class production exams demonstrating ability to apply concepts and use computer applications, production assignments, practice sets, simulations, comprehensive final exams, lab assignments, student presentations, and student participation in class and discussions.

IMPROVEMENTS AND MODIFICATIONS AS A RESULT OF ASSESSMENT

At the division level, assessment activities have been used to determine improvements needed for enhanced student learning at the course level. Assessment activities have been used to determine the demand for night classes, online classes, and scheduling changes. Course content has been modified to reflect workforce needs presented by the advisory board.

SUMMATION OF 2008-2009 BUDGET ACTIVITIES IN REGARD TO PURCHASES (EQUIPMENT, LEARNING AIDS, ETC.) AND ABILITY TO MEET INSTRUCTIONAL NEEDS

The budget has been adequate to meet the needs of teaching faculty for classroom instruction. Allocations were also adequate to enable division faculty to participate in a variety of national, regional, and local conferences.

INITIATIVES & STRATEGIES TO INCLUDE IN THE 2008-2009 STRATEGIC PLAN

1. Assure that each student has a current Degree Plan and is advised properly toward desired degree plan, taking into account pre-requisites and when courses are offered.
2. Assure that faculty consists of qualified Master Degrees and experienced faculty who monitor curricular content and determine strategies for instruction.
3. Attend Business Education and Technology conferences at AATYC, Other Business related conferences and seminars.
4. Communicate with each other and with administrators to ensure that we continue to work toward meeting the goals of the department in order to promote the mission.
5. Continue to promote Certificates of Proficiency and AAS-BT. Distribute an updated Brochure of BT Program degrees and certificates.
6. Continue to research information on curricular content and strategies for teaching.
7. Continue to update textbooks and other sources of information and technology to keep up with changes in the field.
8. Continue to use student evaluations to meet the goals set forth in course objectives and student outcomes.
9. Ensure that all class syllabi, learning activities, goals, objectives and assessment fit the College's stated mission statement.
10. Ensure that information or materials are available to instructors to ensure they have what is needed to improve in any areas that were shown to be lacking in the assessment process.
11. Ensure that students have access to reports of their progress and success in classes using My Ozarka.
12. Evaluate courses each semester for needed changes.
13. Evaluate grade results in courses.
14. Evaluate results of Program assessment annually to determine deficiencies in learning outcomes using comprehensive finals in core courses and required courses for certificates of proficiency. Report results of Program assessment and changes to be made to enhance student learning.

15. Evaluate student learning through various assessment methods. Assessment tools used have included My Ozarka Exams for objective theory exams, My Ozarka Assignments section for Problem and Subjective Assessment of skills, in class quizzes and exams on concepts, in class production exams demonstrating ability to apply concepts and use computer applications, production assignments, practice sets, simulations, comprehensive final exams, lab assignments, student presentations, and student participation in class and discussions.
16. Implement a Business Technology student survey for all classes.
17. Incorporate “real world” projects in addition to standard exams, software updates, and constant review of current text and associated materials.
18. Maintain records (personal, email, notes in My Ozarka) of responses to student grievances and work with VPAA to ensure that any grievances are acted on until an agreement with all parties involved is reached
19. Make changes to courses objectives as needed each semester. Perform a continuous review of syllabi standardization between courses
20. Make grades and comments available throughout the semester in My Ozarka.
21. Monitor graduation rates and job placement rates.
22. Perform responsibilities as set forth in the job description and Department Assignments.
23. Return graded quizzes, exams, and homework so students to enable students to learn from the evaluations.
24. Review courses and technology to assure they maintain pace with business environment.
25. Select textbooks based partly on sensitivity to global issues of gender, race, history, current events in Human Relations, Marketing, Management, Business Communications, Small Business Management, and Economics.