

**Business and Computer Science
Department Action Plan
2008-2009**

Students seeking transfer to universities will have the qualifications to make a successful transition. Develop strategies and targets to increase the number of Yavapai College students transferring to four-year colleges and universities. (Initiative 1 – Excellence in Education)

Department Actions:

Communicate and articulate with NAU, GCU, & NCU officials concerning 2 + 2 agreements in our accounting and management programs at Yavapai College especially targeting older, working students needs. (Roberts, Snavelly, Bentz, D'Angelo)

To market and recruit older, working adults into the Fast-Track Management Certificate & Leadership Certificate programs as a way to infuse new students into the Business & Computer Science Division. (D'Angelo, all the division)

Attend all relevant Articulation Task Force meetings. (Roberts, Sherrill, Russell)

Continue the development of a year round schedule of classes for the Division.

Develop dual enrollment course agreements with local high schools in all areas.

To continue to raise awareness in the business community about Business & Computer Science programs thru advertising and public relations events. (D'Angelo, all the division)

To keep the YC Partnership Program despite the challenges of a downturn in the economy. (D'Angelo)

Continue to evaluate the current accounting degrees and certificates as to their appropriateness in both the business and academic worlds. (All accounting instructors)

Strengthen and develop intervention programs and services to increase student retention to assist students in completing a degree or achieving their individual academic and/or social goals. (Initiative 1 – Excellence in Education)

Department Actions:

Develop online courses with enough product differentiation such that local and distant students are retained and recruited due to course quality. (All online instructors)

Improve division textbook ordering/tracking changes system. (Moore)

To retain 10% more of enrolled online students for the 2008-2009 school year over 2007-2008 school year. (All online instructors)

Use advisor intervention requests at first sign of trouble. (All instructors)

To increase BSA enrollments by 10% over the 2007-2008 school year. (Lovell)

Continue in the development of BSA courses in management to an online format. (Lovell)

Increase involvement in Phi Beta Lambda. (Bushman)

Development of workshops based on community needs and new developments in technology. (All the division)

To develop a greater interest among students in computer programming. (Bushman, Sherrill)

Environmental scanning to determine new courses/programs offered by AZ community colleges, particularly in the computer science area. Investigate feasibility of offering new program(s)/courses. (CSA instructors)

Evaluate Accounting Textbooks, choose one per class to ensure consistency across district, particularly for online students. (Accounting instructors)

Integrate learning outcomes assessment into all instructional programs, courses, and initiatives to document student achievement of learning outcomes. 100% completion of year-end assessment reports. (Initiative 1 – Excellence in Education)

Department Actions:

As a division, continue to develop and refine a comprehensive outcomes assessment plan in each department and to have 100% completion of year-end assessment reports.

Evaluate each department's assessment report to make positive changes in course and program outcomes.

Update each department's course outlines through the curriculum process to incorporate above improvements.

Develop a culture of customer service to support student recruitment and retention, and effective internal operations. (Initiatives 1 and 4 – Excellence in Education and Develop our Human Resources)

Department Actions:

Seek out and advertise to target populations for our courses including being a part of professional/civic organizations.

Provide “student friendly” service in division office. (All)