PROGRAM INFORMATION	Program	Small Business Management
	Submitted by:	Deb Giblin
	Year	2024-2025
	Date of Review	2025-01-09
	Form Key	7a04fa39-6a1e-47ec-b8f6-e3c4562f4b54
PROGRAM OUTCOMES	Explain how program outcomes were reviewed this year (i.e., input from advisory board, instructors, students, etc.) and changes made, if any:	Instructors reviewed program outcomes at the end of the semester. We have decided after discussion with advisory board and administration that it would be in the best interest of the students to only have 2 tracks, SBM diploma and AOS associates degree. We do not anticipate this affecting learning outcomes.
	Outcomes are up to date in WIDS and on the program's web page	Yes
SYLLABI	ADA Statement	Yes
	Competencies	Yes
	Course Description	Yes
	Course Title and Number	Yes
	Credit Hours	Yes
	Freedom of Expression Statement	Yes
	Grading Criteria	Yes
	Instructor	Yes
	Academic Integrity Policy	Yes
	Nondiscrimination Statement	Yes
	Office Hours/Contact Information	Yes
	Prerequisites	Yes
	Required Text(s)	Yes
	Syllabi Up to Date in WIDS	Yes
	Explain which syllabi were reviewed this year; input received from advisory board, instructors, students, etc. regarding course objectives and textbooks used; and changes made, if any.	This spring we will be reviewing the intro to business syllabi.
PROGRAM COMPETENCIES	Explain how competencies were reviewed this year (i.e., input from advisory board, instructors, students, etc.) and changes made, if any:	Competencies were reviewed and modified this year by our department.
	WIDS Up to Date	Yes
COURSE ASSESSMENTS USED IN PROGRAM CHECKLIST	Capstone	No
	Class Participation	Yes
	Clinical/internship observations	No
	Examinations	Yes
	Comprehensive Final Exams	Yes

	Journals	No
	Lab Demonstrations	No
	Oral Examinations/Presentations	Yes
	Other Projects	Yes
	Peer Evaluations	No
	Portfolio Projects	No
	Quizzes	Yes
	Self-Evaluations	Yes
	Simulations	No
	Videos of Student Mastery	No
	Written Essays	Yes
	Written Reports	Yes
ALIGNED AND APPROPRIATE ASSESSMENTS	**Assessments used in the program are matched to the outcomes/competencies for the program.**	Yes
	Explain changes in the assessments used in your program since your last review (include input received and rationale).	Working on getting all classes to Cengage. The only changes were we have added the mindtap feature from Cengage for quite a few classes in this program.
	Give examples of how assessments used in the program reflect higher-level thinking skills, such as applications, analysis, synthesis, and evaluation.	Students created comprehensive projects to demonstrate mastery of software programs. Troubleshooting and problem solving activites were incorporated into daily work and exams. Students created training lessons to present to their peers. With the addition of TEAMS it makes meeitng online for group projects and training and tutoring sessions so much easier and convenient. We continue to use TEAMS classrooms within TEAMS which is great for group calls, meetings, and projects.
INDUSTRY CERTIFICATIONS	**Explain any changes made or planned in the program based on assessment of industry certifications used in the program.**	NA
INTERNSHIPS/ CLINICALS	**How do you evaluate program competencies or learning objectives during internship/externship experiences?**	NA
	As you reviewed results of internship/externship evaluations, what curriculum changes were made or are planned in your program?	NA

ENROLLMENT	**Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.**	Yes, 100%
RETENTION	**Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.**	No, 67% Review notes from previous years: a. Paula has been doing great at teaching Accounting – has been a good change. Accounting was not the issue for any of the students who weren't retained. Review Retention List: a. Two SBM students and one AOS student received very large refund checks and stopped attending shortly thereafter. Review of Current Student List a. Deb has been emailing Ben about students she needs assistance with. b. One SBM student got a very large refund check and hasn't done much work this semester. Discussion a. Discussed making orientation a requirement – even if just a meeting with advisors. i. Danita will schedule a meeting with online faculty to discuss revisions to the orientation process. b. Verification that student has computer, internet, etc. i. Deb noted that admissions does a nice job relating the laptop requirements (no Macs or Chromebooks, etc.) Danita will ask admissions to add that cell phones will not work to complete online classes.
GRADUATION	**Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.**	Yes, 83%
PLACEMENT	**Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.**	Yes, 100%
STUDENT SATISFACTION	**If this benchmark is not met, what strategy or strategies will be implemented to address this measure?**	We did meet the benchmark with 100% of respondents were satisfied with the online education they received at MTC. The students stated that they were happy with the instruction they received at MTC in both their general education courses as well as their technical courses. They were happy with the business office, registrar and the technical support they received from IT at MTC.
ALUMNI SATISFACTION	**If this benchmark is not met, what strategy or strategies will be implemented to address this measure?**	We did meet the benchmark of 100% for the Alumni Satisfaction. The alumni report indicated that while at school at MTC they appreciated the encouragement and support they received from their instructors while attending MTC.

EMPLOYER SATISFACTION	**If this benchmark is not met, what strategy or strategies will be implemented to address this measure?**	We did not get any responses back from our employers this year.
PROFESSIONAL DEVELOPMENT	**What professional development activities have instructors in this program completed in the last year?**	Annika Attended ACTE conference in Texas
	How were these activities used to improve this program?	She went to a few sessions and has great info to share with our department that we will then use in our classes.
PROFESSIONAL ORGANIZATIONS	**Do faculty members belong to professional organizations associated with this program?**	Yes
	If no, explain why.	
	Are students made aware of the professional organizations for their career field?	Yes
ADVISORY BOARD RECOMMEN-DATIONS	**What changes were or will be made to this program based on feedback provided at the past year's advisory board meeting(s)?**	The advisory board is supportive of us using cengage for ALL of our books but in some cases the books aren't as good as other publishers. They want us to get book costs down but not if it means we aren't using the best materials out there to teach our students with. We will keep working with cengage to get all of their books updated so one day we can be 100% cengage and in return this will be a huge cost savings for our students. We are also deiscussing a name change for Small Business Management diploma and Small Business Management AAS; we will further discuss this at our spring advisiory board meeting.
	Implementation Date	2025-01-09
	Indicate the personnel responsible for implementing the change(s):	Deb Giblin/ Annika Russell
PROGRAM IMPROVEMENT PLANS AND BUDGET	**As you review this past year, what changes do you propose for the next school year that will affect the program's budget?**	NA--We don't need much of a budget for this program but we are hoping to get to a training or conference in 2025, which will affect our budget a little
	Cost	$2000