#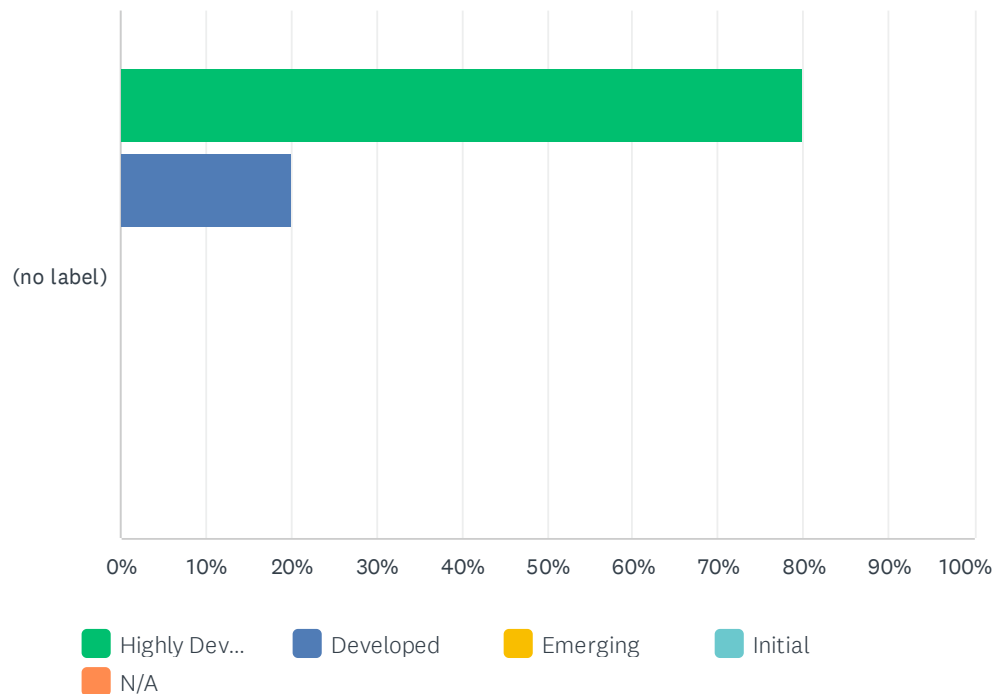 Q1 ACCOMPLISHMENTS IN ACHIEVING GOALSHighly Developed: Exhibits ongoing and systematic evidence of goal achievement.Developed: Exhibits evidence of goal achievement.Emerging: Exhibits some evidence that some goals have been achieved.Initial: Minimal evidence that progress has been made toward achieving goals..
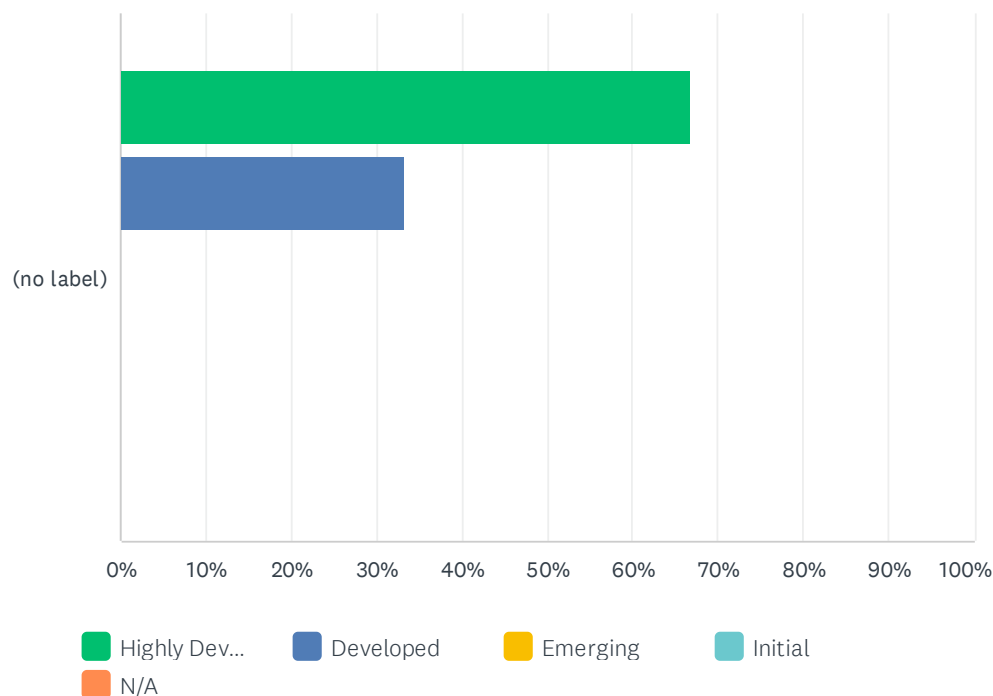
Answered: 15   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	80.00% 12	20.00% 3	0.00% 0	0.00% 0	0.00% 0	15	3.80

#	COMMENTS/FEEDBACK:	DATE
1	Wonderful work- clear vision for the program and demonstrated achievement of goals.	3/23/2023 9:42 AM
2	The Business Administration program utilizes the skills and experiences of a wide range of education, community and government advisers, as well as education and campus resources, to adapt to trending business and industry needs to better serve KCC's students and stakeholders.	3/23/2023 9:31 AM
3	Program is forward looking..	3/23/2023 9:17 AM
4	The lead has done well in achieving the goals for the department and tracking those goals.	3/23/2023 8:50 AM
5	Very detailed listing of meeting the 2.0 Strategic plan goals.	3/23/2023 7:58 AM
6	Strategic goals align well with the college Mission and strategic initiatives. I love your use of focus groups and graduates to receive program feedback.	3/21/2023 1:10 PM
7	The program is clearly aware of goal setting, data monitoring, and planning.	3/21/2023 12:05 PM
8	Goals are regularly set, reviewed, and achieved.	3/10/2023 9:08 AM

Q2 LABOR MARKET PROJECTIONHighly Developed: Thoroughly explains projected market demand and potential effects on program; presents highly developed plan to address projection.Developed: Explains projected market demand and discusses several possible actions to address projection.Emerging: Minimally explains projected market demand and lists one or two actions to address projection. Initial: Presents labor market demand without analysis/explanation and fails to list possible actions to address projection.

Answered: 15   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	66.67% 10	33.33% 5	0.00% 0	0.00% 0	0.00% 0	15	3.67

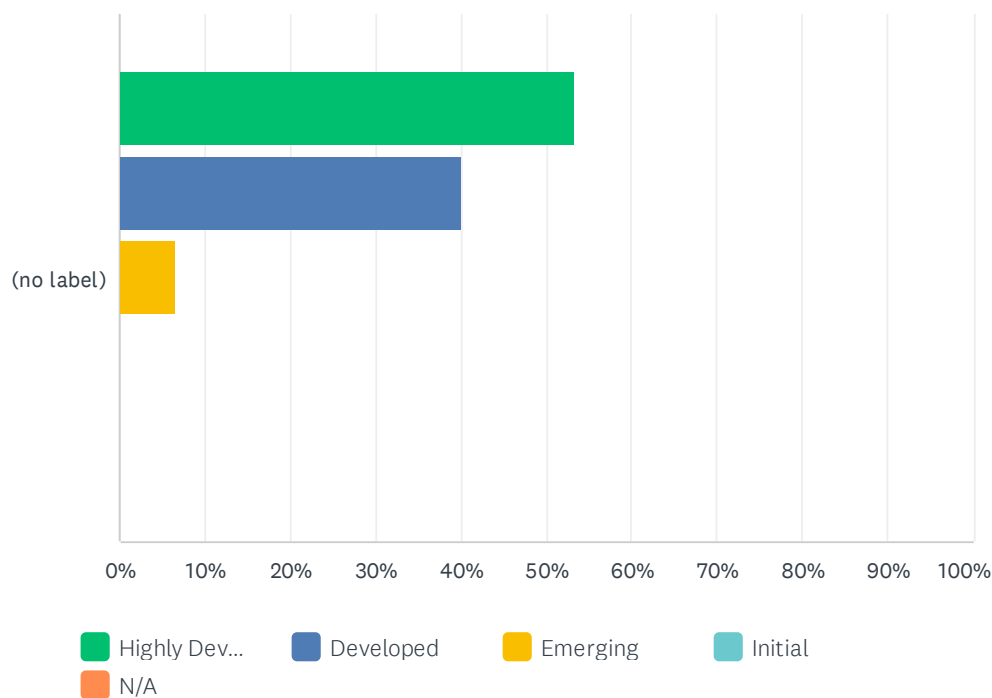| #	COMMENTS/FEEDBACK:	DATE
1	I love the vision of adding a Human Resources emphasis. The data you reference strongly supports this. And, I think it is also wise to continue thinking through what may no longer be as viable- Marketing.	3/23/2023 9:42 AM
2	Program faculty are actively analyzing labor market trends and seeking input from partners to match course work and degrees changing industry needs.	3/23/2023 9:31 AM
3	Always hard to nail down a Business Degree due to Industry cross over.	3/23/2023 9:17 AM
4	The degree is changing to meet the needs of businesses. The program niche is identified as a weakness, which shows how much the lead is in tune with the market and willingness to adapt.	3/23/2023 8:50 AM
5	The program is very aware of not only state data, but more importantly the support (or lack of	3/21/2023 12:05 PM

6	it) from local employers, and how to adapt to recent changes in hiring patterns.	
6	The program review covers all elements of this item. The program faculty and advisory committee are fully engaged in ensuring students are ready to join the workforce and have a plan to do so.	3/10/2023 9:08 AM

Q3 RESOURCES: PROFESSIONAL DEVELOPMENTHighly Developed: Exhibits ongoing and systematic support of professional development opportunities.Developed: Exhibits support of regular professional development opportunities. Emerging: Evidence of intermittent professional development opportunities. Initial: Minimal evidence of professional development opportunities.

Answered: 15   Skipped: 0

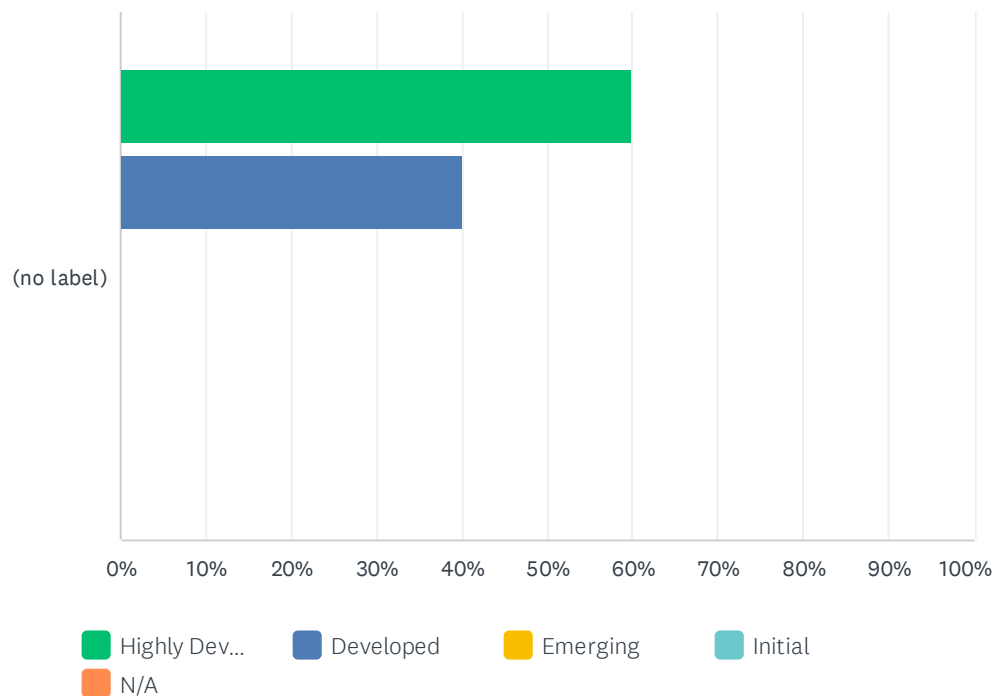|	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	53.33% 8	40.00% 6	6.67% 1	0.00% 0	0.00% 0	15	3.47

#	COMMENTS/FEEDBACK:	DATE
1	I think COVID has played a role in minimizing in-person professional development opportunities. LinkedIn Learning is a great resource, and I am encouraged to see that engagement with in-person conferences will resume in summer 2023.	3/23/2023 9:42 AM
2	Program faculty use a wide array of online and in-person professional development resources.	3/23/2023 9:31 AM
3	Lead does some great PD maybe find additional ideas for her and Adjunct, Would also like to add in HS teachers.	3/23/2023 9:17 AM
4	Detailed listing provided for each primary faculty	3/23/2023 7:58 AM

5	Lists of professional development opportunities provided. Well done. Excellent example should be shared with other program leads.	3/21/2023 1:10 PM
6	The "look back" elements in the narrative seem to reflect good prior learning elements (i.e. LinkedIn trainings), certifications, and need for ongoing education, but this doesn't seem to have been necessarily associated with a holistic divisional outcome strategy as well as supporting individual activity.	3/20/2023 11:27 AM
7	Thoughtful and effective planning in this area.	3/10/2023 9:08 AM

Q4 RESOURCES: FACULTY MEETING INSTRUCTIONAL NEEDSHighly Developed: Employs a sufficient number of highly qualified faculty to meet instructional needs.Developed: Employs an adequate number of qualified faculty to meet instructional needs. Emerging: Has a plan to employ an adequate number of qualified faculty to meet instructional needs.Initial: Faculty numbers and/or qualifications are insufficient to meet instructional needs.

Answered: 15   Skipped: 0

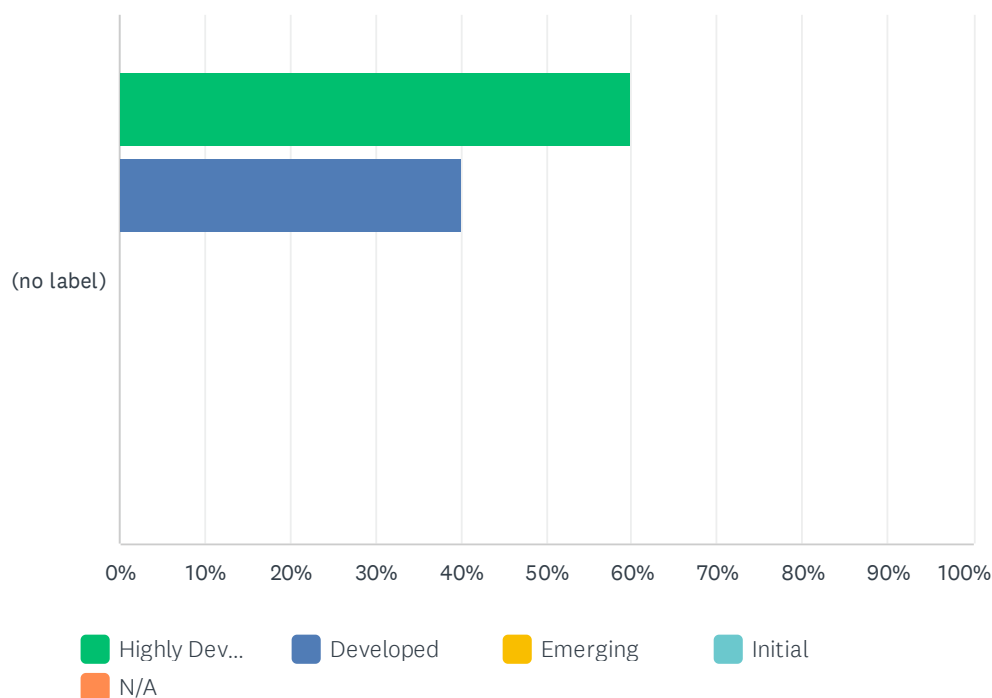|	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	60.00% 9	40.00% 6	0.00% 0	0.00% 0	0.00% 0	15	3.60

#	COMMENTS/FEEDBACK:	DATE
1	The Program Review document outlines in detail that the staffing levels are sufficient to support the department.	3/23/2023 9:42 AM
2	A high level of assessment and analysis, followed up with intentional actions for improvement utilizing campus and community resources, are utilized by the Business Administration	3/23/2023 9:31 AM

	program faculty.	
3	Good Documentation of student use of Canvas, KCC tutoring, testing center, database, and LRC services related to program involvement.	3/20/2023 11:27 AM

Q5 RESOURCES: FACILITIES AND EQUIPMENTHighly Developed: Facilities and resources meet current and future needs.Developed: Facilities and resources meet current needs.Emerging: Evidence of a plan to have facilities and resources meet current and future needs.Initial: Minimal evidence that facilities and resources meet current and future needs.
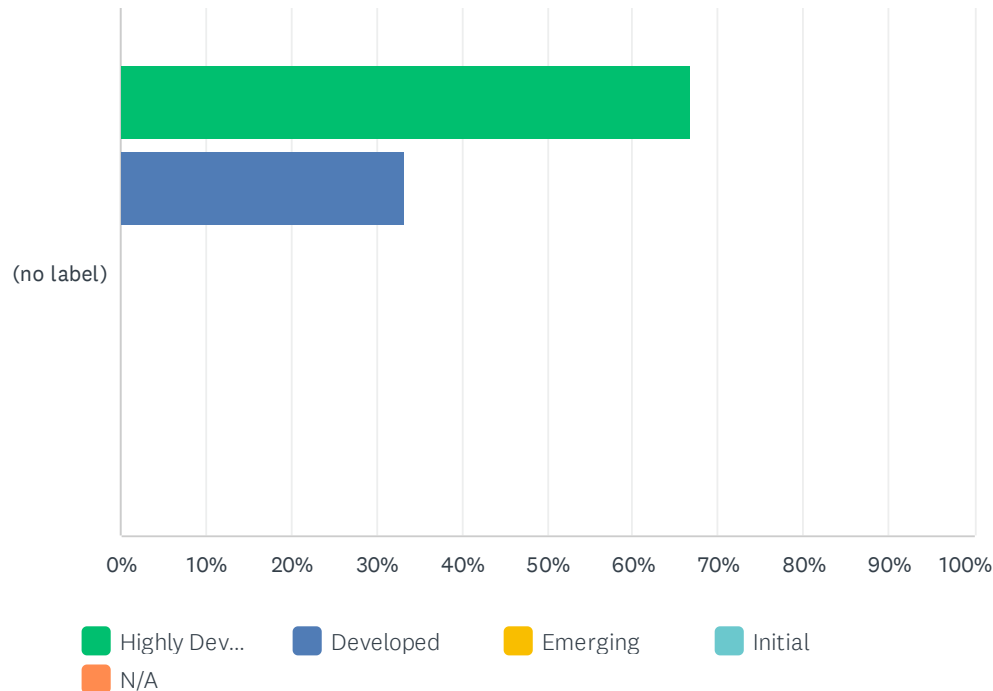
Answered: 15   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	60.00% 9	40.00% 6	0.00% 0	0.00% 0	0.00% 0	15	3.60

#	COMMENTS/FEEDBACK:	DATE
1	The Program Review documents in good detail that the Business Administration program as the sufficient resources to run an exemplary program.	3/23/2023 9:42 AM
2	All needs demonstrated as being met.	3/23/2023 7:58 AM

Q6 EFFECTIVENESS: STUDENT LEARNING OUTCOMES ASSESSMENTHighly Developed: Exhibits ongoing and systematic SLO assessment to adjust instruction.Developed: Exhibits student learning

outcomes assessment and uses results to change instruction.Emerging: Has a plan to engage in ongoing and systematic SLO assessment, including using results to change instruction.Initial: Minimal evidence of SLO assessment.

Answered: 15   Skipped: 0

- 🟢 Highly Dev…
- 🔵 Developed
- 🟡 Emerging
- 🔵 Initial
- 🟠 N/A

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	66.67% 10	33.33% 5	0.00% 0	0.00% 0	0.00% 0	15	3.67

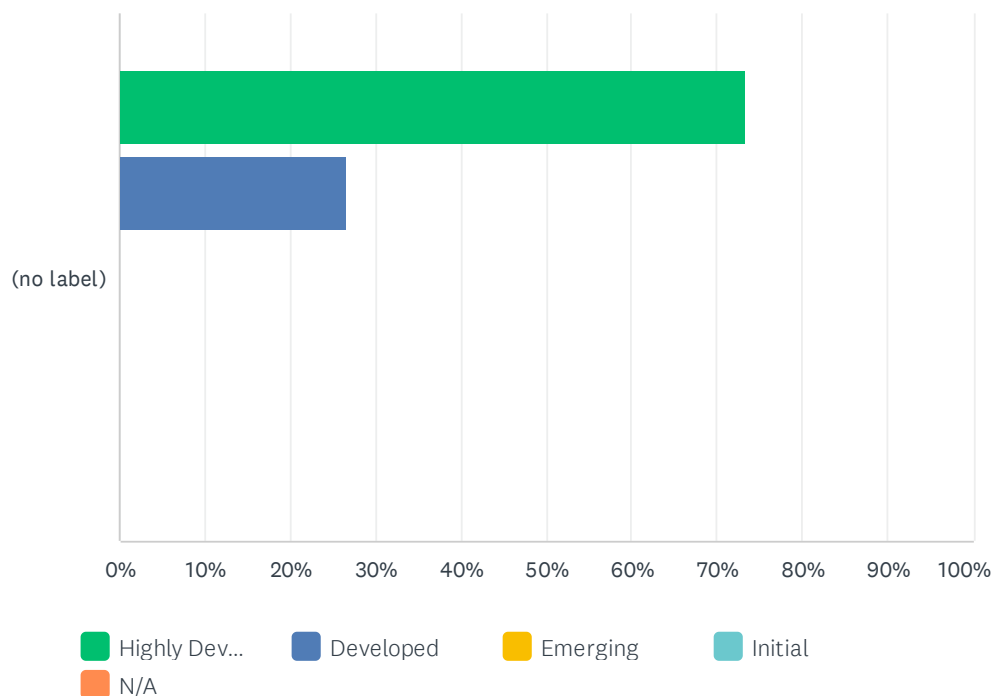| #	COMMENTS/FEEDBACK	DATE
1	This is a really strong section of the report- I appreciate how Linda leverages the knowledge and expertise of the Business Administration advisory board to help inform decision-making. And, the SLOs seem to align really well with the student needs in order to enter the workforce or transfer to university.	3/23/2023 9:42 AM
2	Thorough and accurate use of assessments, with thoughtful analysis and adaptations to courses implemented. Always working toward improvement.	3/23/2023 9:31 AM
3	The lead discussed the different needs of students and how the faculty are able to adapt to the individual students.	3/23/2023 8:50 AM
4	Looks like there are some issues with the data collection process. this should be reviewed by IR and the Assessment Curriculum coordinator.	3/21/2023 1:10 PM
5	Solid documentation of outcomes and student proficiencies.	3/20/2023 11:27 AM
6	Regular review is taking place, adjustments are being made following a system, appears to be good communication among faculty in this area.	3/10/2023 9:08 AM

Q7 EFFECTIVENESS: STUDENT SUCCESSHighly Developed: Thoroughly analyzes trends in enrollment, degrees awarded, time-to-completion rates, and formulates comprehensive plans to address them.Developed: Describes trends in enrollment, degrees awarded, time-to-completion rates, and formulates plans to address them.Emerging: Describes trends in enrollment, degrees awarded, time-to-completion rates, and makes an attempt to plan to address them.Initial: Minimal description of trends and/or fails to formulate plan to address them.

Answered: 15   Skipped: 0

- 🟩 Highly Dev... 🟦 Developed 🟧 Emerging 🟦 Initial
- 🟧 N/A

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	73.33% 11	26.67% 4	0.00% 0	0.00% 0	0.00% 0	15	3.73

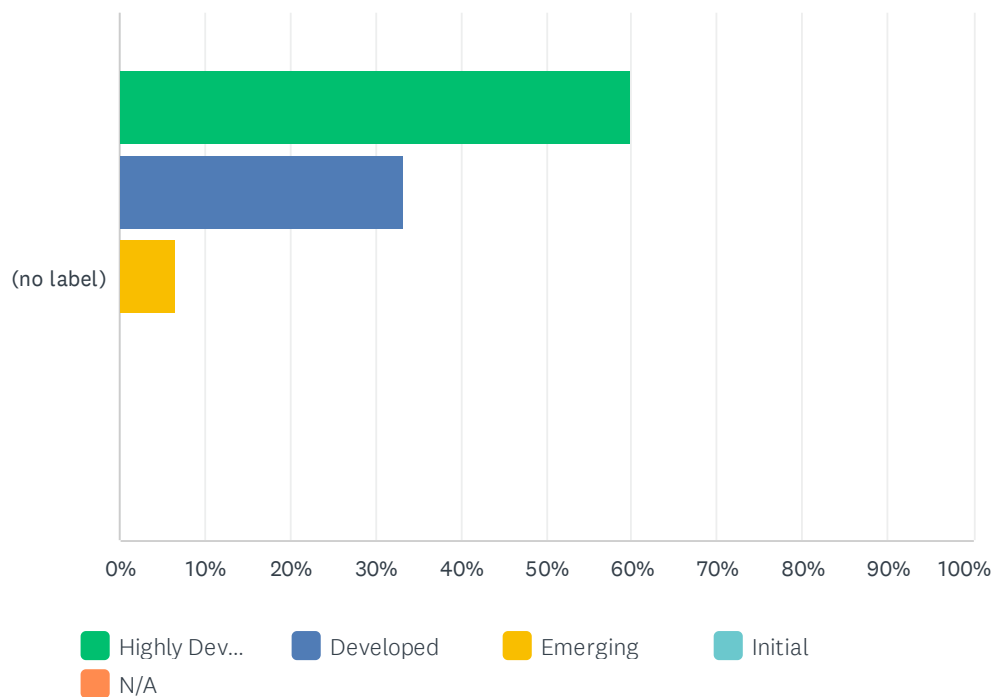| #	COMMENTS/FEEDBACK:	DATE
1	Linda utilizes data effectively to track student success. I love the vision of continuing to track transfers through National Clearinghouse.	3/23/2023 9:42 AM
2	Student success is clearly the first priority for the Business Administration program. Program lead works closely with students and utilizes campus-wide administration and faculty resources. Weaknesses in current system are noted, and efforts to seek solutions are in process.	3/23/2023 9:31 AM
3	The lead listed several success stories of students.	3/23/2023 8:50 AM
4	Business is one of the largest headcount programs at KCC. The lead monitors student success very closely. The lead can explicitly list changes to curriculum and programing from student feedback and monitoring of student success.	3/23/2023 7:58 AM

5	Positive course evaluations. High Student success rates. Good enrollment data. Fairly high completion rates.	3/21/2023 1:10 PM
6	The advising workload of the lead faculty is a concern.	3/21/2023 12:05 PM
7	Linda's main focus is on the success of her students. Not only are her goals school related, but also related to their futures.	3/21/2023 10:35 AM
8	Clear evidence is provided for linkage to other campus supports and programming (i.e. TRiO) to help ensure retention and success	3/20/2023 11:27 AM
9	Strong planning and analysis taking place. The program lead identified some weaknesses in tracking advisees who drop out for a term and are not contacted in a systematic way.	3/10/2023 9:08 AM

Q8 BUDGETHighly Developed: Financial resources meet current needs and are projected to meet future needs.Developed: Financial resources meet current needs. Emerging: Evidence of a plan to acquire financial resources to meet current needs.Initial: Minimal evidence that financial resources meet current needs.

Answered: 15   Skipped: 0

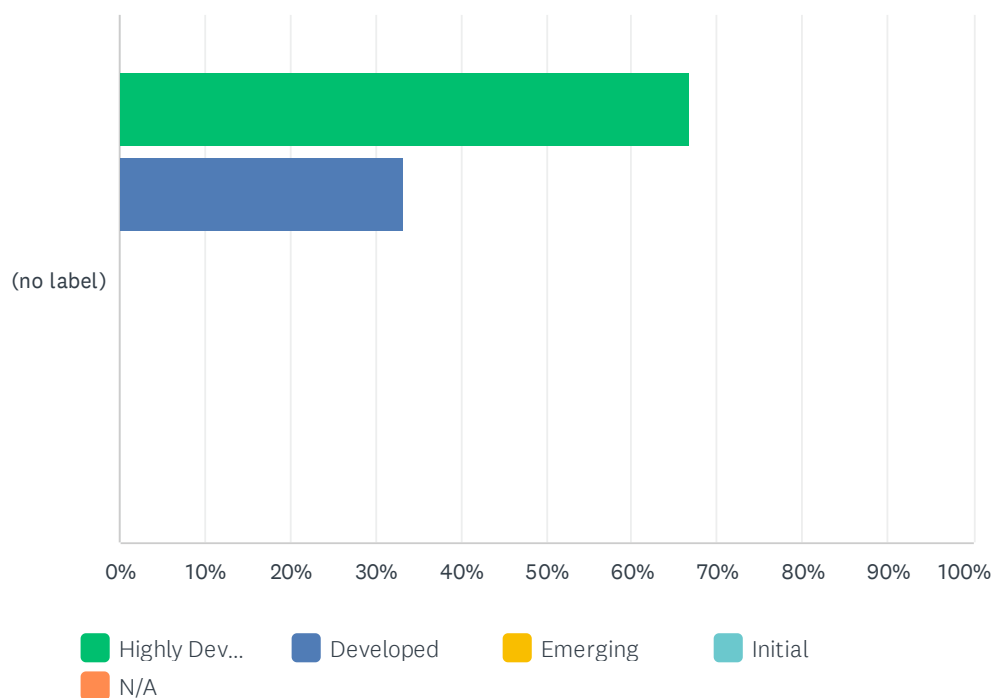|	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	60.00% 9	33.33% 5	6.67% 1	0.00% 0	0.00% 0	15	3.53

#	COMMENTS/FEEDBACK:	DATE
1	Enrollment is trending high and that is a wonderful sign of health for the program.	3/23/2023 9:42 AM
2	Program frequently has a positive CMA.	3/21/2023 1:10 PM
3	Program lead is very conscious of cost margin analyses and patterns. trends in enrollment	3/21/2023 12:05 PM

	may be a concern.	
4	Demonstrates strong attention to costing trends and continuing effort to effective and cost efficient content delivery (i.e. use of OER whenever possible).	3/20/2023 11:27 AM
5	Insufficient resources for online students outside of the Klamath Basin.	3/15/2023 1:52 PM

Q9 STRENGTHS AND WEAKNESSESHighly Developed: Strengths and weaknesses are described accurately and thoroughly.Developed: Most strengths and weaknesses are described accurately and thoroughly.Emerging: Some strengths and weaknesses are described accurately and thoroughly.Initial: Minimal evidence that strengths and weaknesses are described accurately and thoroughly.

Answered: 15   Skipped: 0

- Highly Dev...
- Developed
- Emerging
- Initial
- N/A

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	66.67% 10	33.33% 5	0.00% 0	0.00% 0	0.00% 0	15	3.67

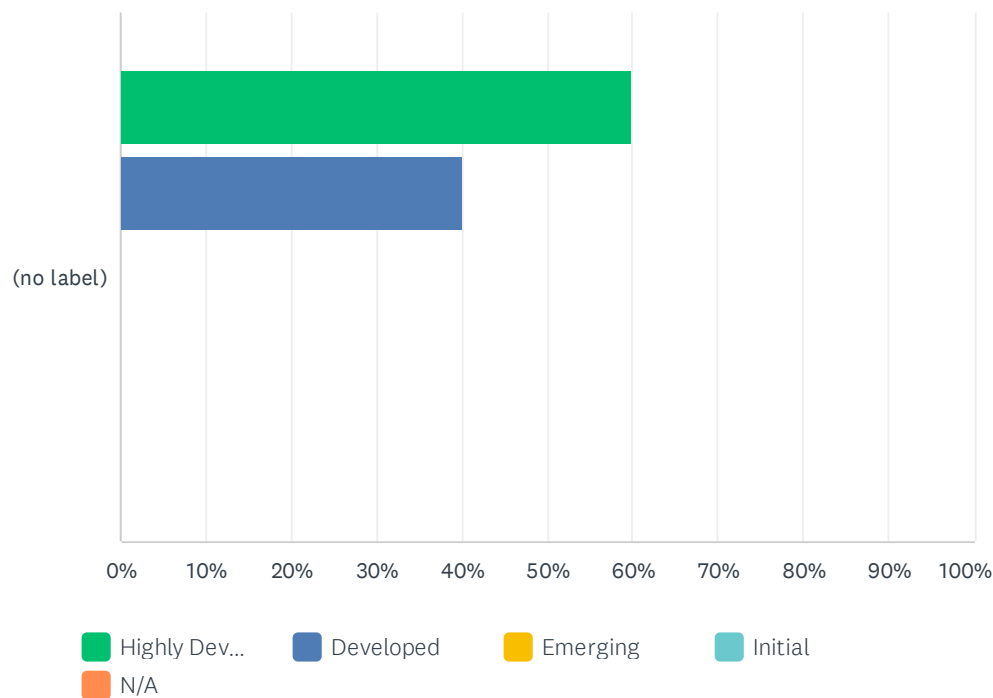| #	COMMENTS/FEEDBACK:	DATE
1	Linda runs the KCC "gold standard" program wise. Fully engaged with students and success. Good out reach to recruit students. Program is self supporting financially	3/23/2023 5:03 PM
2	I think Linda sufficiently address program strengths and opportunities for growth.	3/23/2023 9:42 AM
3	This program has so many strengths! One forward-thinking strength is the ability to analyze trends and weaknesses and proactively work to keep pace and find solutions. There is great work to be done in assuring course content is reflective of KCC's diverse student population.	3/23/2023 9:31 AM
4	Great Lead, Big Program, Great Advisory Team....	3/23/2023 9:17 AM

5	The program is aware of their weaknesses, so much so that they are referred to as "opportunities"	3/23/2023 8:50 AM
6	High staff engagement. Seasoned staff. Lot's of opportunities for students to engage with staff from NSO to advisement to clubs to events to focus groups.	3/21/2023 1:10 PM
7	Thorough and thoughtful evaluation, thank you!	3/21/2023 12:05 PM
8	Strengths and weaknesses were very clear and steps to overcome those weaknesses were reasonable.	3/21/2023 10:35 AM
9	Very thorough and specific.	3/15/2023 1:52 PM
10	Thoughtful and well described. Work is taking place to address the weaknesses identified.	3/10/2023 9:08 AM

Q10 NEW GOALS AND PLANHighly Developed: Multiyear planning process with evidence of use of assessment data in planning.Developed: Multiyear planning process with some assessment data.Emerging: Short-term planning process recently implemented.Initial: Minimal evidence of planning process.

Answered: 15   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	60.00% 9	40.00% 6	0.00% 0	0.00% 0	0.00% 0	15	3.60

#	COMMENTS/FEEDBACK:	DATE
1	I love your vision, Linda, for continued to provide access for students in this important program. Additional HyFlex offerings, utilizing OERs, hiring bi-lingual tutors for KCC students. This a wonderful vision for the program.	3/23/2023 9:42 AM

2	The new goals are strongly tied to the Strategic Plan.	3/23/2023 8:50 AM
3	Relevant goals related to student transfer, accelerated learning, engaged advisory committee.	3/21/2023 1:10 PM
4	There is a plan to address weaknesses over time and strategic goals have been set for the program overall.	3/10/2023 9:08 AM

Q11 OVERALL PROGRAM EVALUATIONHighly Developed: Evidence of ongoing systematic use of planning in selection of programs and services.Developed: Program exhibits evidence that planning guides program and services selection that supports the college.Emerging: There is evidence that planning intermittently informs some selection of services to support the college.Initial: Minimal evidence that plans inform selection the of services to support the college's mission.
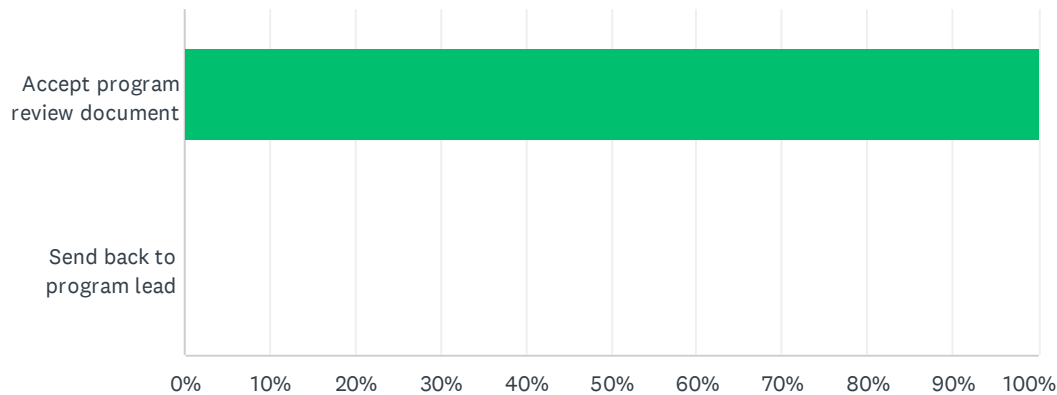
Answered: 15   Skipped: 0

Legend: Highly Dev... | Developed | Emerging | Initial
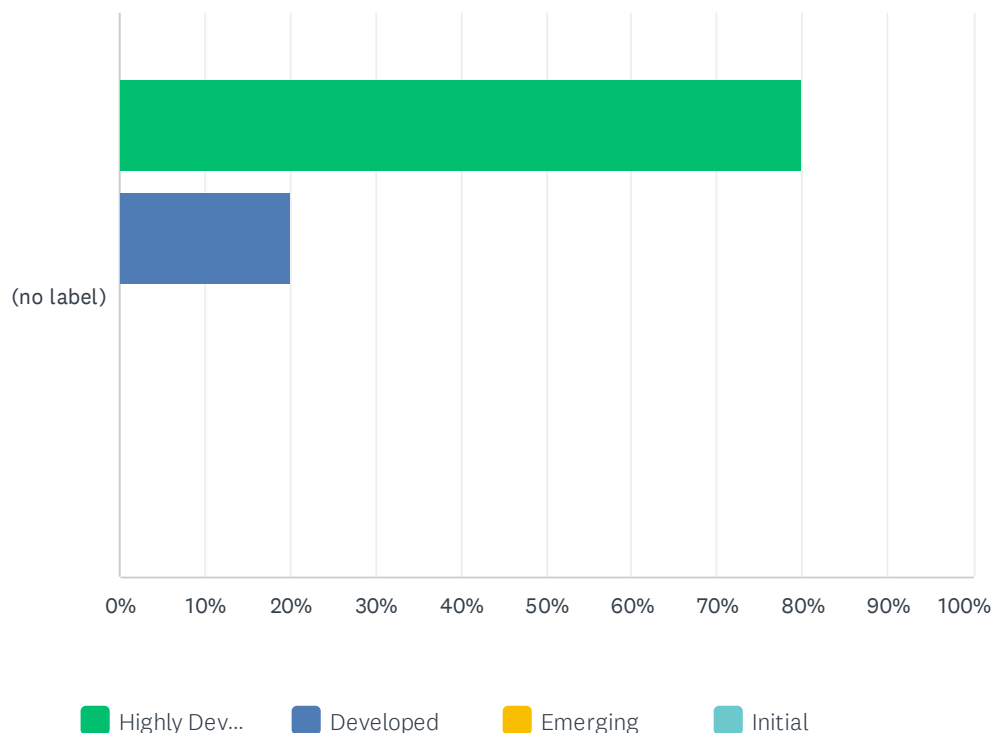
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	80.00% 12	20.00% 3	0.00% 0	0.00% 0	15	3.80

#	COMMENTS/FEEDBACK:	DATE
1	Great vision for the program, strong metrics, and clear opportunities for continued growth around what students do after they graduate.	3/23/2023 9:42 AM
2	The Business Administration program utilizes all of its resources to keep courses, and certificate and degree pathways relevant and effective. Program leadership and faculty are regularly analyzing, adapting and working for student success.	3/23/2023 9:31 AM

| 3 | This program is very self-aware and constantly adapting to the needs of the students and community. | 3/23/2023 8:50 AM |
| 4 | This program is well run. It is very successful. The faculty and program lead should be commended for their efforts. | 3/21/2023 1:10 PM |

Q12 Should this academic program review be accepted by CIIC or sent back to the program lead for further work?

Answered: 15   Skipped: 0

ANSWER CHOICES	RESPONSES	
Accept program review document	100.00%	15
Send back to program lead	0.00%	0
TOTAL		15

Q13 Please highlight the strengths of the program.

Answered: 15   Skipped: 0

#	RESPONSES	DATE
1	N/A	3/24/2023 6:35 AM
2	Linda total dedication	3/23/2023 5:03 PM
3	Robust focus on data-informed decision-making, focus on student access and outcomes, and great vision for the future of the program	3/23/2023 9:42 AM
4	Effective partnerships with industry, government and education partners, utilizing analysis of business trends and student needs.	3/23/2023 9:31 AM
5	HS connection is Great.	3/23/2023 9:17 AM
6	The program lead and the department are proactive to ensure their sustainability.	3/23/2023 8:58 AM
7	Great staff with a heart for students and a willingness to change.	3/23/2023 8:50 AM
8	The program has high enrollment and each student is valued. The lead monitors student success very closely and adapts as needed.	3/23/2023 7:58 AM

9	Experienced faculty, engaged faculty, engaged students, goal directed, well organized, strong advisory committee.	3/21/2023 1:10 PM
10	A well-respected program with a talented, caring Lead who does an awful lot of work.	3/21/2023 12:05 PM
11	This program is highly developed and centered on the future success of the students. A gold standard program.	3/21/2023 10:35 AM
12	Staff, content, and applicability to existing labor markets	3/20/2023 11:27 AM
13	The program has a positive reputation with the outside community and local high schools. Advisee's are contacted at least once/term.	3/15/2023 1:52 PM
14	The program lead, faculty interest, solid planning, and good communication in the team.	3/10/2023 9:08 AM
15	Excellent reputation and faculty dedication. The program review is indicative of how detail-oriented, positive, and forwarding thinking these faculty are. Wonderful work!	3/6/2023 2:35 PM

Q14 Please outline weaknesses of the program.

Answered: 15   Skipped: 0

#	RESPONSES	DATE
1	N/A	3/24/2023 6:35 AM
2	The ability to clone this program organization and professionalism to other KCC programs.	3/23/2023 5:03 PM
3	Opportunities for growth: more professional development opportunities for Program Lead; more focus on data on student success after graduation.	3/23/2023 9:42 AM
4	Program could be even more successful with student employment and transfer data.	3/23/2023 9:31 AM
5	Additional PD for partners and Adjuncts	3/23/2023 9:17 AM
6	Helping High School student achieve a Business Degree . Reaching online students the same as F2F students. More HyFlex options	3/23/2023 8:58 AM
7	The speed of the changing needs of businesses makes it difficult to adapt the program quick enough to stay relevant.	3/23/2023 8:50 AM
8	Weaknesses are minimal and are monitored.	3/23/2023 7:58 AM
9	This is an exemplary program.	3/21/2023 1:10 PM
10	It's a hard time to be a business degree program when the industry only seems to want to hire bodies to fill spaces, rather than talent. The Lead works very hard and takes on a huge advising load.	3/21/2023 12:05 PM
11	Linda is the lead and key to this program. This may be a problem in the future if there is a change in faculty. Linda is just too priceless!	3/21/2023 10:35 AM
12	Identifies need for additional promotion, as well as more resources to be able	3/20/2023 11:27 AM
13	Difficulty reaching high school students interested in pursuing Business Administration. Insufficient resources for online student outside of the local area.	3/15/2023 1:52 PM
14	Some issues with current student tracking and outreach to attract HS students for program recruitment.	3/10/2023 9:08 AM
15	Data collection appears to be a major weakness that will be addressed by working with IR. Communication and outreach are also areas for improvement.	3/6/2023 2:35 PM

Q15 Please make recommendations for program improvement.

Answered: 15   Skipped: 0

#	RESPONSES	DATE
1	N/A	3/24/2023 6:35 AM
2	Keep rolling. You nailed it.	3/23/2023 5:03 PM
3	See above in Q14	3/23/2023 9:42 AM
4	Follow program provided remedies described in program review.	3/23/2023 9:31 AM
5	Would love more HS connection with Industry Folks.	3/23/2023 9:17 AM
6	The addition of HyFlex courses may increase enrollment in this program.	3/23/2023 8:58 AM
7	Continue to work with the advisory committee to stay on top of trends.	3/23/2023 8:50 AM
8	Identifying the student goal is always difficult to then measure success in the students' lens. Transfer rates can be high and be prior to earning a credential at KCC. Finding the success in the student lens and the KCC lens simultaneously for transferring students can be a challenge to measure.	3/23/2023 7:58 AM
9	None at this time.	3/21/2023 1:10 PM
10	branding, marketing, and perhaps a department retreat to strategize how to address shifts in national hiring practices. Developing a marketing strategy that identifies a KCC niche (as noted) or unique factors that would be attractive to potential students	3/21/2023 12:05 PM
11	All recommendations I would have were covered by Linda in her presentation. It is a well rounded program with room to grow.	3/21/2023 10:35 AM
12	I don't have anything additive	3/20/2023 11:27 AM
13	Continue to focus on the areas you outline in your review.	3/15/2023 1:52 PM
14	None to offer at this time.	3/10/2023 9:08 AM
15	Keep up the great work! Thanks for all the work you put into this detailed program review.	3/6/2023 2:35 PM

Q16 Please enter your name.

Answered: 15   Skipped: 0

#	RESPONSES	DATE
1	Rick Ball	3/24/2023 6:35 AM
2	Mike Homfeldt	3/23/2023 5:03 PM
3	Zach Jones	3/23/2023 9:42 AM
4	Holly Owens	3/23/2023 9:31 AM
5	Chris Stickles	3/23/2023 9:17 AM
6	Edis	3/23/2023 8:58 AM
7	Geoffrey LaHaie	3/23/2023 8:50 AM
8	Bill Jennings	3/23/2023 7:58 AM
9	Jamie Jennings	3/21/2023 1:10 PM
10	Tom Nejely	3/21/2023 12:05 PM
11	Joni Hansen	3/21/2023 10:35 AM
12	Peter Lawson	3/20/2023 11:27 AM

13	Kelley Fritz	3/15/2023 1:52 PM
14	Charles Massie	3/10/2023 9:08 AM
15	Rochelle Daniel	3/6/2023 2:35 PM