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United Tribes Technical College

Academic Program DECISION TOOL

**Instructions:** This form is to be used in the cases of program issues or concerns or upon request of the UTTC Administration. Please complete all sections of this APHE template. If an item is not applicable, and there will be very few that are not, simply indicate “N/A”. Units with specialized accreditation may incorporate many of those materials into this report.

**Business Management AAS Degree**

**Date of Review:** Spring 2019

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# Part 1 – Program Concern (Completed by Supervisor)

## Description of the Issue to Be Addressed:

1. Identify the primary concern or reason for the program decision tool.

[ ]  Accreditation or approval challenges.

[ ]  Significant change in market needs.

[ ]  Lack of adequate enrollment.

[ ]  Lack of adequate resources (physical, human, financial).

[x]  Other (indicated below).

Discontinuation of degree program.

1. Provide a more detailed summary of the issue identified for the program of study?

The degree program does not adequately prepare students for management because it does not include classes that management students should have, such as accounting. The classes a student needs to be in management can be obtained under the Business Administration degree.

## Special Conditions to Be Considered

1. Check the conditions that apply:

[ ]  Diversity

[ ]  Program Management

[x]  Degree Alignment with Industry

[ ]  Delivery Options

[ ]  Mission Centrality

[ ]  Other [insert]

1. Are there any other contextual conditions that should be considered?

[x]  Yes [ ]  No

A degree in Business Administration is the degree most commonly asked for as an education qualification for a management position.

# Part 2 – Program Indirect Measures (Completed by Institutional Research)

## Enrollment

1. Program Enrollment (adjust the years to reflect the previous 4 years as applicable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 2015-16 | 2016-17 | 2017-18 | 2018-19 |
|  | AI/AN | NON | AI/AN | NON | AI/AN | NON | AI/AN | NON |
| New Students | 20 | 1 | 26 | 2 | 7 | 0 | 7 | 0 |
| Online Students | 0 | 0 | 11 | 3 | 7 | 0 | 1 | 0 |
| Dual Credit Students | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Students (with continuing) | 20 | 1 | 39 | 4 | 34 | 1 | 26 | 0 |
|  |  |  |  |  |  |  |  |  |
| # Students Completed | 1 | 0 | 1 | 0 | 3 | 1 |  |  |

## Persistence and Completion

1. Average fall to spring persistence rate in the program for the past 4 years: 67%
2. Average fall to fall retention rate in the program for the past 4 years: 41%
\*not applicable for certificate programs of study
3. Average time to completion for students in the program for the past 4 years: 3 semesters
*(3 of the 6 students transferred credits in; 3 completed in 4 semesters)*
4. Average completion rate in the program:

100% Time? 9% 150% Time? 7% 200% Time? n/a

1. Average placement rate for graduates of your program for the past 4 years: unknown

## Cost Analysis *A cost analysis is not required for this request as it is embedded in the Business Department.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Business Management*** |  | **Expense** | **Total (+/-)** |
| ***Annual Program Cost:*** |  |  |  |
| Personnel/Fringe |  |  |  |
| Supplies |  |  |  |
| Equipment |  |  |  |
| Travel |  |  |  |
| Other | PD, Consultants/Speakers |  |  |
| **Total:** |  | **$ 0.00** | **$ 0.00** |
|  |  |  |  |
| ***Annual Program Revenue:*** | ***#*** | ***Calculation/Funds*** | **Revenue** |  |
| Enrollment/Credits |  |  |  |  |
| FTE Funding |  |  | $ 0.00 |  |
| Tuition |  |  | $ 0.00 |  |
| Fees |  |  | $ 0.00 |  |
| Other Funding |  | $ 0.00 |  |
| **Total:** |  | **$ 0.00** | **$ 0.00** |
| **Net:** |  |  | **$ 0.00** |
|  |  |  |  |
| **Per FTE Program Cost/Revenue:** |  |  | **$ 0.00** |

# Part 3 – Program Information (Completed by Designated Faculty/Personnel)

## External Program Accreditation or Approvals

The Higher Learning Commission is a regional accrediting body for the institution. External accreditations or approvals are separate from HLC and are specific to the program of study.

[x]  This program of study does not require nor has any external accreditations or approvals.

[ ]  This program of study has had difficulty meeting external accreditations or approvals.

[ ]  This program of study has an external accreditation or approval.

|  |  |  |
| --- | --- | --- |
| Name of accrediting/approval body: |  |  |
| Date most recently accredited/approved: |  |  |
| Next reaccreditation/approval date: |  |  |

[ ]  We are seeking an external accreditation or approval for this program of study.

|  |  |  |
| --- | --- | --- |
| Name of accrediting/approval body: |  |  |
| Timeline for seeking accreditation: |  |  |

## Community Needs Alignment

1. Labor Market Information *(*[*https://www.careeronestop.org*](https://www.careeronestop.org)*)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Occupation** | **Employment Outlook (% Growth)** | **Projected Annual Job Openings** | **Current Median Wage** |
| General & Operations Manager | +17% over 10 years | 720 | $89,930 |
|  |  |  |  |

1. What are labor market needs related to this field of study that are particular to Indian Country?

Most management positions within Indian Country require a Business Administration degree.

1. How well does your program meet labor market knowledge, skills, and abilities needed?

The Business Management degree is very similar to the Business Administration degree with the exception of accounting classes. Accounting is an essential knowledge, skill or ability needed for business management positions.

## Program Outcomes Qualitative Data

1. What are some challenges to program recruitment and enrollment? *These may include specialized requirements for program entry, student preparedness, or other challenges.*

One challenge to program recruitment and enrollment is the student’s confusion as to what is the difference between Business Management and Business Administration. Students could possible choose Business Management as an easier degree because it does not require accounting classes but the degree does not adequately prepare the student for a business management position.

1. What are some challenges to persistence or completion in your program? *These may include bottleneck courses, scheduling, student preparedness or other challenges.*

There are no challenges. Students complete the program as it is defined now. The problem is that the program is the same as the Business Administration program without the accounting classes.

1. What mechanism do you use to get feedback on how well graduates are prepared for the career field or further education? What is the feedback have you received about graduates in the field?

Currently there is no mechanism as the department has not requested any feedback from graduates that are in the field. However, research of state and tribal colleges have shown that most have either a Business Management or Business Administration program but not both. The objectives for both programs are the same.

## Program Resources

1. How well are the physical resources meeting the needs of your students and program? *Physical resources include space, equipment, supplies, or technology.*

The physical resources are meeting the needs of the students and the program.

1. How well are the human resources meeting the needs of your students and program? *Human resources include faculty, field placements, counselors, adjuncts, or tutors.*

The human resources are meeting the needs of the students and program.

1. How well are the financial resources meeting the needs of your students and program? *Financial resources include tuition support, scholarships, salaries, or ongoing subscription or other program costs.*

Most students are meeting their financial obligations through the resources provided by the college.

## Special Program Challenges (if applicable)

1. Student Complaints

What is the difference between Business Management and Business Administration? Why should I take one over the other?

1. Faculty Load or Scheduling

No challenges at this time.

1. External Conditions or Stressors to the Program

None at this time.

1. Other Challenges Specific or Unique to the Program

This program is the same as the Business Administration program without the accounting classes.

## Department Action Plan

1. Highlight the main goals of the Departmental Action Plan that relate to this program of study.

Recruit, retain, and graduate competent business students. Apply and evaluate effective systems of business education assessment. Recruit and retain highly qualified faculty.

1. Highlight the main facilitators (things that are working) that relate to this program of study.

The classes are the same as the Business Administration degree program.

1. Highlight the main challenges that relate to this program of study.

The classes are the same as the Business Administration degree program which leads to confusion of students as to which degree program to take. This degree program does not adequately prepare students for business management positions.

## Other Relevant Program Comments or Information

None.

# Summary and Actionable Insights

The section is to be completed in conjunction with the Institutional Effectiveness Committee. It is an opportunity to provide information to institutional decision-makers about the details of the program. Program action is determined by the collective group, which includes program faculty.

## SWAT

## Actionable Insights

1. Aligning the associate degree in the department to the bachelor degree in the department would strengthen the program and work toward increasing the completion rate.
2. An experienced accounting instructor would be beneficial for students.

## Program Action

[ ] Retain program of study as is

[ ] Expand program of study to another level, specialty, or delivery option

[ ] Revise program of study to better meet the needs of current labor market or industry

[ ] Consolidate program of study with another program

[x] Terminate program of study

## Action Plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Action / Communication** | **Responsible** | **Timeline** | **Budget** |
| Report to HLC in the institutional update for the next academic year. | Academic VP | Next HLC | $0 |
| Business Department do a RAP with each student currently in the BMGT program to ensure smooth teach-out | Business Dept. Chair | Semester end  | $0 |
| Remove program from catalog | Business Dept. Chair | Next catalogue | $0 |
| Notify Enrollment Svcs, Curriculum Committee, AV Module Manager, VPs of program termination  | IEC Chair | March 1, 2019 | $0 |