



**PET FORM**  
**Planning and Evaluation Tracking**  
**(2012-2013 Assessment Period)**

Division of: [Business](#)

Person Responsible for this Division: [B. Moseley](#)

Department of: [Business Administration](#)

Person Responsible for this Form: [S. Beckham](#)

Purpose Statement (With Last Updated Date): [To provide business programs that afford the business community a labor ready work force.](#)

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**Goal Statement #1:** [Deliver quality instruction to a diverse student population that facilitates graduation. AC Strategic Plan through 2015: Strategy 1.4.1: Instructional leadership will ensure students completing any course will meet student learning outcomes annually 08/01/2011 - 08/01/2015 and No Excuses: Goal 5 – Degree Attainment.](#)

**Outcome/Objective Statement : Objectives/Outcomes (including assessment tools and standards):** [Students completing Business Administration courses will graduate at a rate equal to or greater than the institutional average.](#)

**Results:** [The latest data available shows that the three year graduation rate for Fall 2007, 2008, and 2009 among students in the Business Administration Department compared favorably to the institutional averages. Using data from the Amarillo College Databook—Tables 3A showing unduplicated annual headcount for students receiving credit and Table 8A for students receiving degrees—the graduation rate as a percent of headcount was derived for the Business Administration Department and the overall college. For the years 2009, 2010, and 2011—the institutional average was 7.35%, 7.30%, and 7.76% respectfully for an average of 7.47% for the three years. The graduation rates for the Business Administration Department was 22.18%, 19.33%, and 25.83% covering those same years for an overall average of 22.45%.](#)

Head Count	2009	2010	2011	Head Count	2009	2010	2011
C & T Business	302	326	333	College	14016	15430	15638
Grad	67	63	86	Grad	1030	1127	1213
Percent	22.18	19.33	25.83	Percent	7.35	7.30	7.76

- Analysis

Provide Previous Data/Result Analysis

(Include if benchmark was met and how results relate to outcome statement):

Using latest available data, graduation rates for the department improved from an overall rate of 5.9% to 22.45%.

- Improvements

- List any Improvements Made in the **2011-2012** (Last Academic) Year Based on the **2011-2012** PET Results:
  - A) As a department, we have actively promoted our degree to students along with transfer opportunities.
  - B) Business Administration department has already been actively working with our Division Counselor to improve graduation rates such as having the counselor come into the classroom to go over degree plans and transfer options.
- Evaluate Why Improvements Were Successful/Were Not Successful: Improvements have been Successful - Even with the soft economy, students continue to find value in a business degree at the price point that Amarillo College offers.

- Recommendations/Actions for **2011-2012**

- Person Responsible: S. Beckham
  - Action Plan: Continue to promote the Business Administration degree and to actively counsel and track students through their degree plan.
  - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date): Continuous
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**Goal Statement #2:** Enhance the student's understanding of the nation's founding business principles.

**Objectives/Outcomes (including assessment tools and standards):** Using an embedded test format, 90% of the students enrolled in Economics, Accounting, and Introduction to Business will correctly answer 3 out of 5 questions—thus demonstrating knowledge of basic business principles.

- Results (Provide Numbers and Percentages for Quantitative Data)
    - **2009-2010 Data:** Numbers = 3.85 out of 11 and Percentage =s 35% Pre Test  
**2009-2010 Data:** Numbers = 8.4out of 12 and Percentage =s 70% Post Test
    - **2010-2011 Data:** Numbers = 4 out of 18 and Percentage =s 22% Pre Test  
**2010-2011 Data:** Numbers = 10 out of 12and Percentage =s 83% Post Test
    - **2012-2013 Data:** Numbers= 15 out of 19 and Percentage = 79% Pre Test
  
  - Analysis
    - Provide Previous Data/Result Analysis  
(Include if benchmark was met and how results relate to outcome statement): While the '10 pro test results of 22% improved to 79%,in '12 the 2013 post test result will give a better indication of performance to the benchmark set in the Objective/Outcomes statement. When comparing the 2012/13 reporting period to 2010/11--pre test results improved by 259%. The post test results in 2013 will give a more true indication of performance.
  
  - Improvements
    - List any Improvements Made in the **2012-2013** (Last Academic) Year Based on the **2010-2011** PET Results:
    - Evaluate Why Improvements Were Successful/Were Not Successful:
  
  - Recommendations/Actions for **2012-2013**
    - Person Responsible (Who will complete the action?): Business Administration Faculty.
    - Action Plan: While the results did not obtain the 90% benchmark, the faculty continues to look for ways to improve content delivery and comprehension.  
Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date): Spring 2013.
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