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Program Review
Form for External Review Committee

Instructional

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Form ID
118
Division
Business
Department
Business Administration
Program
Business Admin/Accounting Assoc.
Review Year
2006-2007
Member Names
Division Overview
<u>Program/Department Purpose</u>
State the purpose of the program/department. How is this purpose within the mission of Amarillo College? Afford quality transfer education with respect to Business Administration core subjects. In agreement with AC Goal IV. Guide Business

Administration students toward educational success by developing a core understanding of the fundamentals of Business. In agreement with AC Goal III

Does the answer include a purpose statement for the program/department? Does the answer indicate how this program/department is within the mission of Amarillo College?

Unacceptable

Recommendation

Hyperlinks should be included in references to the AC Strategic Goal and other documents or the reference needs to be quoted. Complete sentences should be used in the answer.

When was the last time the program's/department's purpose statement was reviewed/revised by faculty and staff in the program/department?

College Year 2004-2005 PET forms

2001 Program Review

Does the answer indicate the last time the program's/department's purpose statement was reviewed/revised by faculty and staff in the program/department? Does the answer indicate how this program/department is within the mission of Amarillo College? within the mission of Amarillo College?

Acceptable
Concern

Concern: The reader should be hyperlinked to the above referenced documents.

If the program/department offers continuing education credits, how are these courses consistent with the mission of Amarillo College?

This program /department does not offer CE credit.

Does the program/department offer continuing education credits? Does the answer indicate how these courses are consistent with the mission of Amarillo College?

Acceptable
N/A

Does the program have admissions policies?
no

Where are the policies published?

Are all the locations where the policies are published included in the answer?

Acceptable
Concern

Concern: Because all AC students have Admission policies to be adhered to, a statement regarding AC admission policies and a hyperlink to those policies would be helpful.

Explain how these policies are consistent with the mission of Amarillo College.

Does the explanation of how the policies are consistent with the mission of Amarillo College appear to be accurate?

Acceptable

Is the program/department accredited?

no

Which agencies or organizations accredit the department/program?

Are the complete names of the agencies or organizations which accredit the department/program cited?

Acceptable

N/A

How many years are in the accreditation cycle?

How many years are in the accreditation cycle?

Acceptable

N/A

N/A

When were the accreditations affirmed or granted?

When were the accreditations affirmed or granted?

Acceptable

N/A

What is the current status of the accreditation?

Are the current statuses of the accreditations identified (e.g. accredited, in process of renewal, in process of candidacy, other)?

Acceptable

N/A

If not required, is the program eligible for accreditation?

Acceptable

N/A

Has this program/department sought accreditation even though it is not required (e.g. yes; If no, explain)?

Acceptable

N/A

Is this program/discipline required to receive approval from an external agency or organization (other than the Texas Higher Education Coordinating Board) in order to offer courses?

no

Identify the external approver(s) for the

department/program.

IF the program/discipline is required to receive approval from an external agency or organization (other than the Texas Higher Education Coordinating Board) in order to offer courses, was (were) the external approver(s) for the department/program identified?

Acceptable

What approval schedule is required by the external approver(s)?

Was the approval schedule required by the external approver(s) identified?

Acceptable

N/A

When did the program/department last receive approval?

When did the program/department last receive approval?

Acceptable

N/A

Is the reason why the program/department is required to receive this approval clear?

Acceptable

N/A

Improvements

Identify at least one example of an improvement/revision which resulted from the annual PET forms for the last five years

Offer Business Administration Degree online

After reviewing at least one example of improvements/revisions that resulted from the annual PET forms for the last five years, determine the extent that this program/department has used the PET forms to make improvements/revisions. Does this meet the minimum expectations for using PET forms to make improvements/revisions to the program/department?

Unacceptable

Recommendation

[http://www.actx.edu/archives/files/uplink/Business Administration PET \(rev\) 2007 2008.pdf](http://www.actx.edu/archives/files/uplink/Business Administration PET (rev) 2007 2008.pdf)

PET FORM

COMMENT: Hyperlinks should be included within the answer and need to work take the reader to the actual document. These do not work. The answer should also address how this ties into the PET plan, reasoning behind addition, and if it was

taken to the Academic Affairs and approved.

Identify at least one example of improvements/revisions which resulted from the last Program Review.

Concentration on educating Business

Administration majors to the degree requirement which leads to the self advising option. This program cannot rely more heavily on the assistance of the Counseling and Advising Center as recommended in 2001 review as the Counseling and Advising Center business model has changed. During the 2001 program review there were 400 majors identified now the department has 543 Business Admin majors and still only 3 full time instructors.

After reviewing at least one example of improvements/revisions that resulted from the last Program Review, determine the extent to which this program/department values the Program Review process to make improvements/revisions.

Acceptable

Concern

COMMENT: This is a good example but the paragraph is poorly written (incomplete sentences) and there are typos in it. Also it would be helpful if you could quote the actual program review recommendation. Since the

Department was unable to follow through with this particular recommendation, it would be a good idea to add another improvement/revision that could be accomplished.

Identify all the delivery approaches used for courses within this program/department: (Select all that apply.)

traditional classroom, web,

After reviewing all delivery approaches for courses within this program/department, is this program positioned for growth? Does the committee have recommendations for delivery options which will provide additional growth?

Traditional classroom, Web

After reviewing at least one example of improvements/revisions that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015, determine the extent to which this program/department has contributed to the implementation success of the Strategic Plan? Does this department/program understand how it relates to the institution's future based on the Strategic Plan?

Unacceptable

Recommendation

Unclear how the improvement is related to the Strategic Plan.

Identify at least one example of an improvement/revision that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015.

Offer business administration degree online

After reviewing at least one example of improvements/revisions that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015, determine the extent to which this program/department has contributed to the implementation success of the Strategic Plan? Does this department/program understand how it relates to the institution's future based on the Strategic Plan?

Acceptable

Recommendation

COMMENT: This particular question relates directly to Strategy 1.1 of the Strategic Plan. It would be helpful if the reader was either directed by hyperlink to this section of the Strategic Plan or it was directly quoted. Also, the second part of the question regarding the relation of the business division to the institution's future has not been addressed. The degree is now offered

online and this is something that should be noted.

Does this Committee have recommendations as to how this program/department may contribute to the implementation of the Strategic Plan?

Provide names and titles of those who determined the process used to assess outcomes of the program and/or courses in the department.

Robert Sloger, Chair Business Division David Hernandez, Chair Business Department

Has the program/department had a broad base of involvement from a majority of faculty and staff with the program/department regarding implementation of student learning outcomes of the program(s) (or department) and courses? What recommendations does the committee have for increasing involvement?

Unacceptable

Recommendation

COMMENT: This section needs to be updated as there have been changes since this was written.

Were any other faculty involved in the

implementation of student learning outcomes?

Explain the primary reasons behind the competencies that were selected.

At the time of this writing, competencies are not developed

Do the selected competencies appear to be valid?

Concern

COMMENT: Have the competencies been developed yet?

Identify the primary reasons for the assessment tool(s) selected.

At the time of this writing, competencies are not developed

Will the assessment tool(s) selected provide valid and reliable results?

Concern

COMMENT: Again, if no competencies have been developed, then there are no valid and/or reliable results. Competencies should be developed.

Evaluate the assessment approaches to date.

At the time of this writing, competencies are not developed

Will the assessment approaches(s) selected provide valid and reliable results?

Recommendation

For student or program/course outcome assessments, review the program's/department's five-year graph(s) of quantitative results or provide a brief narrative summary of qualitative results.

At the time of this writing, competencies are not developed

Review the program's/department's five-year graph(s) of quantitative results for student or program/course outcome assessments, or provide a brief narrative summary of qualitative results.

Recommendation

Same as previous comments.

What changes have been made in the curricula of the program/department because of the analysis of these results?

None

Have any changes been made in the curricula because of the analysis of these results?

Concern

Review the five-year graph(s) of course

completions for the program/department. Explain any increase or decrease that is more than a one-year anomaly.

The course completion percentage by the Business Administration Department for the last 5 years has stayed between 61% and 64%, with an average of 62%. The last two years the Business Administration Department has had a 62% rate of completion. ACCT and ACNT classes completion rates have been 58% to 63% with an average of 61%. The last two years being 58% and 61%. BUSI classes have had completion rates between 61% and 65% with an average of 63%. The last two years both being 62% . ECON classes have been between 60% and 65% with an average of 63%, the last two years being 62% and 65%. Data shows that the course completion rate for the Business Administration classes has remained steady the last five years with only a slight variance

Does the review of the five-year graph(s) of course completions demonstrate the use of analysis to implement a plan of action for retention? Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?

Acceptable

COMMENT: There completion rates within the business division are steady with no notable increase or decrease. Is there a plan for retention?

Provide the program's/department's plan of action for improving any identified problem or results from the implementation of the plan of action.

No problem identified

Will the plan of action likely improve the number of course completers?

Acceptable

Does the program/department provide for alternative methods of awarding credit?

Has the program/department provided for alternative methods of awarding credit? If not, which alternative methods would be recommended?

What approaches are used to assure outcomes are comparable to those expected of students who enrolled and completed the course?

Unacceptable

COMMENT: This question was not answered.

For general education and/or core curriculum required by this program/department, identify the relevant competencies approved by the Academic Affairs Committee (see Catalog section entitled Degrees and Certificates: General Education Competencies).

Business Administration offers the Associated in Science Degree. This degree is awarded upon the completion of a curriculum which has been designed to parallel the first two years of a four-year college or university program. Total degree requires 63 hours. As for the Accounting Associate Degree and Certificate of Completion, these degrees are awarded upon the completion of the curriculum that affords 64 hours for an associate degree and 31 hours for a certificate of completion. In addition, the relevant competencies for this degree are mathematical, Application of Skills, Technological Literacy, Communication Skills and Ethics, Integrity and Diversity. However at this writing actual measures are not established in this curriculum.

Have all relevant competencies for general education and/or core curriculum been identified for this program/department? If not, which are obviously a part of this program/department's general education competencies?

Unacceptable
Concern

COMMENT: The relevant competencies have been developed but they have not been presented in detail in the answer to the question. The measures for the competencies need to be developed and included in the answer. This particular answer also needs some revision as far as typos and grammatical errors are concerned.

Explain how outcomes for the competencies have been assessed and achieved and provide links to the documentation.

At the time of this writing, competencies are not developed

Is the explanation of assessment approach(es) for general education competencies (outcomes) thorough? Is the analysis of the results accurate? Have links to documentation which verify the assessment results been included?

Unacceptable

Outline a plan for correcting any weaknesses. At the time of this writing, competencies are not developed

If assessment results and analysis are included, is there a plan for correcting any weaknesses included?

Unacceptable

Do students/graduates in this program/department have to be certified or licensed?

no

Review the results for certification/licensure results of the program/department and/or job placement for the past five years. Explain any increase or decrease that is more than one-year anomaly.

Provide a plan of action for the identified problem.

IF students/graduates in this program/department have to be certified or licensed, do the results over the past five-years indicate that certification/licensure have been equal to or greater than the average of the past five-years AND/OR equal to the statewide or national benchmark for this certification/licensure? IF NOT, does the analysis and plan of action appear that the program/department has thoroughly reviewed the problem?

Acceptable

Is the program's/department's plan of action for improving any identified problem

or results likely to improve the certification/licensure results? Did program/department explain any increase or decrease that is more than a one-year anomaly? Does the plan correct any weaknesses included? If not, what is missing?

Acceptable

IF the department or program offers one or more technical programs (Associate in Applied Science or Certificates), has the program/department included an explanation of the job placement success during the past five years AND are these results at least equal to the statewide annual benchmark (90%)?

Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?

The placement has been weak at best. It has been recommended by the accounting advising committee to deactivate the Accounting Associate and Accounting Certificate programs.

This recommendation was submitted to the Academic Affairs Committee on 10/03/06.

[http://www.actx.edu/archives/files/uplink/Accounting Advisory Committee Meeting Minutes 092106.pdf](http://www.actx.edu/archives/files/uplink/Accounting_Advisory_Committee_Meeting_Minutes_092106.pdf)

Is the program's/department's plan of action for

improving any identified problem or results likely to improve the job placement rate for graduates of the technical program(s)? If not, what is missing?

The program is recommended to the Academic Affairs Committee on 10-03-06 to be deactivated as recommended by the program's advisory committee.

[http://www.actx.edu/archives/files/uplink/Accounting Advisory Committee Meeting Minutes 092106.pdf](http://www.actx.edu/archives/files/uplink/Accounting_Advisory_Committee_Meeting_Minutes_092106.pdf)

**IF the department or program offers one or more technical programs (Associate in Applied Science or Certificates), has the program/department included an explanation of the job placement success during the past five years?
Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?**

Acceptable

COMMENT: Please make sure the hyperlinks work properly. Has the program been deactivated through Academic Affairs? Include hyperlink to the Academic Affairs minutes where the program was deactivated.

Is the program's/department's plan of action for improving any identified problem or results likely to improve the job placement rate for graduates of the technical program(s)?

Acceptable

Curricula

Does the program/department have affiliation(s)/agreement(s)/contract(s) with any other entity for the purpose of delivering instructional content?

Review the affiliation(s)/agreement(s)/contract(s), consider Amarillo College's mission, and then make a recommendation to:

Provide an analysis of the review.

If the program/department has affiliation(s)/agreement(s) with any other entity for the purpose of delivering instructional content, do these affiliations/agreements make it clear that Amarillo College maintains the responsibility for controlling all aspects of the educational program? Has the College ensured the quality of the program with these affiliations/agreements? If so, how? What is the schedule for reviewing the

quality of these programs? Has the College ensured that programs remain with Amarillo College's mission?

Unacceptable

How many curricula changes were approved by the Academic Affairs Committee during the past five years?

1

Which steps in the curricula change process had faculty involvement prior to submitting the curricula proposal(s) to the Academic Affairs Committee?

Determination by the faculty that the program was not being effective and therefore brought up the concern to the advisory committee.

Was the departmental faculty involvement documented and broad in representation? If not, what steps within curricula change process should have had more proof of greater departmental faculty involvement? Is the primary responsibility for curricula changes under the control of faculty? Does the program have a qualified faculty member in charge of the program's coordination and curriculum development?

Unacceptable

Is any program within the department a technical program (e.g. AAS or certificate)?

yes

When was the last Advisory Committee meeting?

September 21, 2006

Provide a link to the minutes of the last Advisory Committee(s) minutes in the Electronic Archives.

<http://www.actx.edu/archives/files/uplink/Accounting Advisory Committee Meeting Minutes 09 2106.pdf>

Provide a link to the appropriate committee membership of the Advisory Committee(s) in the Electronic Archives.

<http://www.actx.edu/archives/files/uplink/Accounting Advisory Committee Meeting Minutes 09 2106.pdf>

If the department offers an AAS and/or certificate, do the minutes of the Advisory Committee prove that the curricula for each program is appropriate to the degree and/or certificate? Has the Advisory Committee been consulted in designing each degree and certificate? Has the Advisory Committee met at least once a year and been provided ample opportunity to guide the faculty in curricula changes?

Unacceptable

Is the membership of the Advisory Committee broad enough to provide the scope of advice necessary for input on curricula? If not, what changes are recommended to the program/department?

Unacceptable

Enrollment Data

After receiving the data indicating the number of students enrolled in the program/department, by total students, number of full-time equivalents, and number of completers, determine if there is more than a one-year anomaly.

If so, provide the faculty and staff analysis of their assessment of the problem.

The Business Administration Department has shown no significant changes the in number of students enrolled (headcount). The average enrollment for the last five years was 1869 students with the last two years headcount being 1893 and 1969 respectively. After reviewing Table 1E (Fall Full-time Equivalent Students - FTES) in the AC Databook, the Business Administration Departments FTES has steadily increasing from 310 FTES in Fall 2001 to 385

FTES in Fall 2005 a 24 percent increase. The Accounting Associate and Accounting Certificate FTES has decreased from 51 in Fall 2001 to 38 in Fall 2005 - a 25 percent decrease. The course completion percentage by the Business Administration Department for the last 5 years has stayed between 61% and 64%, with an average of 62%. Data shows that the course completion rate for the Business Administration classes has remained steady the last five years with only a slight variance.

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics?

Acceptable

Commendation

Good job with the increase in FTE's.

Create an action plan for needed improvement and commendation for any dramatic

improvement.

No action required

Does the action plan or commendation address the problem addressed within the analysis? Does it appear that implementation of the action plan will resolve the problem and correct the decline?

Acceptable

Does the External Review Committee have any other analysis or recommendations for increasing enrollments based on the program/department's data?

Acceptable

COMMENT: No recommendations at this time.

For programs/departments with majors, review the graphs of program majors and the number of new majors by year.

Provide an analysis of the program's/department's faculty and staff assessment of the problem and an action plan for needed improvement and commendation for any dramatic improvement.

No significant change in the number of majors has occurred during the last five years. The

average for the last five years has been 1459 majors with the last two years number of major being 1456 and 1495 respectively. The only area of concern has been with the Accounting Associate and the Accounting Certificate programs. The Accounting Advisory committee studied the enrollment, majors, and graduates of those programs and their recommendation is to deactivate both the Accounting Associate degree and Accounting Certificate programs. This recommendation was sent to Academic Affairs and it has been approved effective Spring 07.

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics regarding students enrolled as majors within the program/department? Does the action plan or commendation address the problem addressed within the analysis? Does it appear that implementation of the action plan will resolve the problem and correct the decline? Does the External Review Committee have any other analysis or recommendations for increasing the number of students majoring in this program/department based on this program's/department's data?

Acceptable

Resources

Review the five-year graph(s) of the student-to-faculty ratio in the program/department.

Explain any increase or decrease that is more than a one-year anomaly.

Data shows little change in student/faculty ratio over the last 5 years. The average for the last 5 years has been 25 students per faculty member with the last two years being 25 and 27 students per faculty member. It should be noted that the student/faculty ratio data is diluted. It does not show the true ratio on the Washington Street Campus. The total ratio is diluted because of the small enrollments at the Moore County and Hereford campuses. Dual Credit enrollment in economics classes also dilutes the ratio. Most accounting, business, and economics classes on the Washington Street Campus have over 35 students.

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics regarding student-to-faculty ratio within this program/department?

Acceptable

Provide an action plan for improvement of any

identified problem.
No action required

Does the action plan or commendation address the problem addressed within the analysis? Does it appear that implementation of the action plan will resolve the problem and correct the decline? Does the External Review Committee have any other analysis or recommendations regarding student-to-faculty ratio within this program/department?

Acceptable

In the database for [Roster of Instructional Staff](#) (also known as Roster of Faculty), review the credentials of each full-time and part-time faculty member within the program/department. If any faculty member does not meet the SACS and THECB requirements, evaluate whether additional documentation is significant to grant an exemption.

The full-time and part-time faculty members all meet the requirements as set by SACS and THECB.

Identify any faculty teaching a transfer course which, according to the information within the database for [Roster of](#)

Instructional Staff (also known as Roster of Faculty) do not meet the requirements of faculty teaching a transfer course and explain the credential problem. Identify any faculty teaching a technical course which, according to the information within the database for **Roster of Instructional Staff** (also known as Roster of Faculty) do not meet the requirements of faculty teaching a technical course and explain the credential problem based on SACS requirements and/or THECB requirements. Identify any faculty teaching a developmental course which, according to the information within the database for **Roster of Instructional Staff** (also known as Roster of Faculty) do not meet the requirements of faculty teaching a developmental course and explain the credential problem.

Acceptable

COMMENT: Make sure the links work.

List the names and the last date for all full-time faculty evaluations based on the schedule indicated in the Faculty Performance Review (FPRP).

Hernandez 3-05 Glasscock 3-05 Beckham 3-05

If any full-time faculty member (or Board-

appointed faculty member) has not been completed the Faculty Performance Review (FPRP) within the past two years and is listed in the aforementioned Roster of Instructional Staff (also known as Roster of Faculty), identify the faculty member's name and the date of the last FPRP.

Acceptable

COMMENT: The answer to this question may need to be updated.

List the names of each part-time faculty and the last date of evaluation by students and supervisor for each course taught.

Robertson, Esquivel, Neal, Lightfoot, Aldrich, Mills and McGee are all evaluated each semester.

If any part-time faculty member has not been evaluated by both students and supervisor for each course taught within the past year and is listed in the aforementioned Roster of Instructional Staff (also known as Roster of Faculty), identify the faculty member's name and state the specific problem.

Acceptable

COMMENT: Include the dates of the last evaluation (which semester?).

Amarillo College's Board Policy Manual defines each faculty member's academic freedom as "full freedom in the classroom in discussing the subject being taught and to pursue research and publications. However, a faculty member must not attempt to force on students a personal viewpoint and must at all times allow for diversity of opinion." Has anyone in the program/department filed a grievance for violation of the aforementioned academic freedom?

no

If anyone within the department has filed a grievance for violation of academic freedom based on the definition stated in Amarillo College's Board Policy Manual, briefly describe the violation (excluding personal identifiers) and the total number of violations.

Acceptable

null

Which of the following library collections/resources/services have been used by faculty, staff and/or students within the past five years? (Select all that apply.)

Reserve collection Reference collection

Interlibrary loan Classroom instruction Electronic

journals Meeting services Other
Peer tutoring

Does it appear that the library collections/resources/services used by the faculty, staff, and/or students within the past five years are accurate and thorough?

Acceptable

null

Which two or three collection/resources/services should be improved to support Amarillo College's mission regarding teaching and service?

Peer tutoring

Has the program/department identified which two or three collections/resources/services should be improved to support Amarillo College's mission regarding teaching and service?

Acceptable

null

Does your program/department have discipline accreditation?

no

How has the library participated in this discipline's accreditation?

Does the program/department have a discipline accreditation? IF SO, has the

library participated in completing the approver's evaluation?

Acceptable

null

After assessing the strengths and weaknesses of the program's/department's access to technology, what improvements would ensure that students have access and training in the use of technology?

Students have access to PC's if they don't own one and are able to take any online tests by using the library, testing center or any lab in the business building that is open.

Does the program's/department's assessment of strengths and weaknesses include ways to improve both students' access to & training in the use of technology?

Acceptable

null

What improvements would ensure that students use technology?

none

Does the program's /department's answer include improvements that would ensure that students use technology? Are the

**recommendation(s) of this
program/department feasible?**

Acceptable

null

Review program/department operations. Does any operation present the possibility for violations of security, confidentiality, or integrity of student records?

no

What changes need to be made to prevent violations of this nature?

After a review of this program's /department's operations based on this Self-Study and any other information available to this Committee, does any operation present the possibility for violations of security, confidentiality, or integrity of student records? If so, describe those operations and identify the violation possibility in detail.

Acceptable

COMMENT: How are the records, etc. secured?

What changes need to be made to prevent violations of this nature?

Acceptable

null

Which support services need to be strengthened to better serve students in this program/department?

Peer tutoring

Explain what aspects of the services need to be strengthened.

Attract more peer tutors

Do the Self-Study recommendations of this program/department for support services that need to be improved appear to be valid?

Acceptable

null

Describe any indicators or problems that prevent a healthy, safe and secure environment for the students, faculty and staff of this program/department.

none

Are recommendations to assure a healthy, safe and secure environment for staff and students of this program/department valid? Are any of these recommendation(s) more significant and/or urgent?

Acceptable

null

Describe any indicators or problems that hamper adequate physical facilities, both on and off campus, to meet the needs of the program/department.

none

Do any of the problems or concerns regarding adequate physical facilities appear to be significant and/or urgent? Are there any other needs which this Self-Study didn't cite but are critical based on other information? Which of these needs are most significant and/or urgent?

Acceptable

null

Budget

Which program/department outcomes have resulted in budget requests to date?

There are currently 6 smart classrooms on the 4th floor of the business building as a direct result of Perkins.

Have any of this program's/department's outcomes resulted in budget requests to date? If not, why not?

Acceptable

Project the program's/department's strategic initiatives for the next five years based on the

program's/department's outcomes.

The department's strategic initiative is to maintain current enrollment. With current staffing there is maximum number of students for the classroom sizes. Each instructor is using the Web and Hybrid courses as well as delivering courses in lecture form. This means that regardless of method of course delivery, this department is still affording quality transfer education and an understanding of the fundamentals of business. All in agreement with AC Goal III and IV.

Has this program/department been able to project strategic initiatives for the next five years based on the program's/department's outcomes? If not, what appears to be blocking this program/department from accomplishing this?

Acceptable

Publications

If the program/department publishes any advertising or recruitment documents (electronic or paper), do the documents accurately represent Amarillo College and the program/department?

yes

If no, explain what is inaccurate.

IF the program/department has published any advertising or recruitment documents (electronic or paper), check at least one copy of each document and determine whether it accurately represents Amarillo College and the office/department?

Acceptable

COMMENT: What are these documents and where can they be found?

IF anything appears to be inaccurate, identify the apparent violation.

Acceptable

Does the program/department publish any documents (electronic or paper) with references to SACS accreditation?

yes

Are the references in compliance with SACS approved statement?

yes

Which reference is not in compliance? Describe how you will assure compliance for all references in the future.

IF the program/department has published any document(s) with a reference to SACS accreditation, are all references consistent with the approved statement? (Approved

reference: Amarillo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Amarillo College.) IF any references are inconsistent, identify all documents with the inconsistent reference(s).

Acceptable

COMMENT: What are these documents and where can they be found.?

IF the Self-Study did identify the inconsistencies, does the plan for assuring future compliance appear to correct the problem? IF the Self-Study did NOT identify all inconsistencies, what plan does this Committee recommend?

Acceptable

Other

State any additional comments/concerns which may impact this program/department during the next five years.

IF additional comments/concerns were

included in the Self-Study regarding items which may impact this program/department during the next five years, what recommendations and/or concerns are warranted? IF NO such items were included in the Self-Study but this Committee feels such comments or concerns are valid, cite them and include any relevant recommendations.