



Program Review

Purpose

“Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices” – Academic Senate for California Community Colleges

Data Driven Decision Making

*Continual improvement
Evaluation of program resource needs
Fiscal stewardship and transparency
Culture of evidence*

Reporting Cycle

Program Review will be conducted every two years beginning Fall semester 2021.

Reporting Cycle Activities	Timeline
Program Review forms posted on the Program Review website :	August 22, 2023
Data is available on the ORPIE website:	
<ul style="list-style-type: none"> Instructional Program Review Dashboard 	Available now
<ul style="list-style-type: none"> Student Services Program Review Dashboard 	Coming August 28, 2023
<ul style="list-style-type: none"> State comparison data may be found on Data Mart or Cal-Pass Plus 	Available now
Program Review Office Hours and Data Support offered in a hybrid format in the Language Arts (LA) Room 115 and by zoom.	See the Program Review website schedule information.
Program Review draft due via Dynamic Forms.	Friday, October 6, 2023
Review and Feedback Steps to Finalize Program Review:	
<ul style="list-style-type: none"> Step 1a: Technical Review by IEC (for all) and Academic Senate (for any that include a faculty request). See the technical review rubrics. 	Friday, October 6, 2023
<ul style="list-style-type: none"> Step 1b: Content Review by Deans/Director. Feedback due to author. 	Friday, October 6, 2023
<ul style="list-style-type: none"> Step 2: Completed Revisions submitted by author for final approvals by Deans/Manager and Vice Presidents. Final draft will address technical and content review feedback. 	Friday, November 3, 2023
<ul style="list-style-type: none"> Step 3: Final Program Review Approvals by Deans/ Manager, Vice Presidents, and IEC. ORPIE will post final draft to the website. 	Friday, December 1, 2023
<ul style="list-style-type: none"> Step 4: Funding Requests proceed through governance structure. 	
<ul style="list-style-type: none"> Depending on the request either the Vice President or the IEC will assign the Program Review to the appropriate committee(s), including Planning Council for prioritization. 	Friday, December 1, 2023
<ul style="list-style-type: none"> Committees forward recommendations to the Budget Committee 	Friday, December 1, 2023

• Faculty Hiring timeline:	
• Academic Senate Q&A	Tuesday, November 14, 2023
• Senator Ratings due	Friday, November 17, 2023
• Academic Senate – Special Meeting to Review Rankings	Tuesday, November 28, 2023
• Prioritized requests for faculty positions will be provided by the Academic Senate to the Executive Team	Wednesday, November 29, 2023
<ul style="list-style-type: none"> ▪ President makes final faculty decisions and reports to Senate at Special Meeting. ▪ Based on approved faculty positions, faculty submit search committee membership and supplemental questions to HR and the Academic Senate. 	Tuesday, December 5, 2023
• Hiring committee participants appointed by the Academic Senate.	Tuesday, December 12, 2023
• The Budget Committee forwards all recommended non-faculty requests to the Executive Committee	Tuesday, December 12, 2023
• President announces all funded recommendations campus-wide	Monday, April 1, 2024

AUTHOR INFORMATION

Employee ID (E# or C#): First Name Last Name
Wing Email Address Office Phone

Dean/Manager First Name Last Name Email
Vice President First Name Last Name Email

Program Review - Draft

*Program-Review-Instruction_Accounting.docx

Program Review - Final Submission

*Program-Review-Instruction_Accounting updated 10312023 - Final.docx

This Program Review includes the following:

Pick all that apply.

Faculty Request

Facilities, Technology, Equipment Request

Classified Request

This Program Review includes the following:

Pick all that apply.

If the answer was "Yes" but one of the following is not picked it will affect the form's workflow and you will have to resubmit.

Faculty Request

Facilities, Technology, Equipment Request

Classified Request

Faculty Requests (up to 3)
One upload per request

Faculty Upload1
Faculty Upload2
Faculty Upload3

Faculty Requests (up to 3)
One upload per request

Faculty Upload1
Faculty Upload2
Faculty Upload3

Facilities, Technology or Equipment Draft Requests (up to 5)

Facilities, Technology or Equipment Update

Requests (up to 5)

FTE Upload1
Program-Review-Request-for-Funding-2023-24-Facilities,-Equipment,-Technology,-Other-Funding
(Accounting 1st request).docx
FTE Upload2
Program-Review-Request-for-Funding-2023-24-Facilities-Equipment-Technology-Other-Funding
(Accounting 2nd request).docx
FTE Upload3
FTE Upload4
FTE Upload5

FTE Upload1
FTE Upload2
FTE Upload3
FTE Upload4
FTE Upload5

Classified Personnel Draft Requests (up to 3)
One upload per request

Classified Upload1
Classified Upload2
Classified Upload3

Classified Personnel Updated Requests (up to 3)
One upload per request

Classified Upload1
Classified Upload2
Classified Upload3

Supporting Materials (Optional)

Upload1
Upload2
Upload3

Supporting Materials (Optional)

Upload1
Upload2
Upload3

...3235363534

Bern Baumgartner

10/06/2023

Author - Draft Signature

Date

...3830303834

Bern Baumgartner

11/02/2023

Author - Final Signature

Date

Dean/Manager Draft Feedback

For your Goals, I am suggesting that you combine Goal 2 and 3 into a "Curriculum" goal and then have your 3rd goal be Pathway building from K-16, including dual enrollment if applicable. This would include building on the work you have already done with our 4 year partners and expanding partnerships and connections to our high school partners as well.

FileUpload2

IEC Feedback

All requirements have been met.

FileUpload4

Program Review Rubric Upload

Academic Senate Executive Board Feedback

FileUpload1

Program Review Rubric Upload

Dean/Manager Final Feedback

FileUpload2

...3636383134

Dorsie Brooks

11/13/2023

Dean/Manager Signature

Date

Vice President Feedback

Empty feedback box with scrollbars

FileUpload3

...3039323134

Kay Nguyen

12/06/2023

Vice President Signature

Date

Downloaded to the following Committee Teams folder on:

-- Choose --

Empty text box

...3934323632

Lauren Davis-Losenko

12/11/2023

IEC Signature

Date

Dean/Manager -
Feedback Signature

Electronically signed by Dorsie Brooks on 10/20/2023 9:49:38 AM

Academic Senate:
Technical Review
Signature

Signature not required

Academic Senate
Signature

Signature not required

IEC: Technical Review
Signature

Electronically signed by Shatarupa Ray on 10/19/2023 10:03:01 PM



Program Review Request Instruction

Program Review Purpose

“Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices” –Academic Senate for California Community Colleges, 2009

SUBMITTER INFORMATION

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Phone Number:	Alice: 714-892-7711, ext. 52209; Aleksandra: 714-895-8289
Who is your Dean/Supervisor?	Dorsie Brooks
Are you the Department Chair?	No

GENERAL PROGRAM QUESTIONS

Name of Program (Academic Programs should be listed per discipline):
Accounting

Please provide a brief description and any significant change in your program since the last Program Review cycle.
Transfer Component: The Accounting program provides core instruction for the two Business Administration Transfer Degrees, AS-T and AS-T 2.0, at Golden West College (“GWC”). The Business Administration AS-T is the original degree created in 2012 pursuant to S.B. 1440, which was sunsetted in 2021. Beginning with the 2021-22 academic year, the Business Administration AS-T 2.0 is the prevalent degree for transfer students majoring in Accounting, Finance, Management, Marketing, etc. at the university level. According to the ORPIE Data Dashboard, the Business Administration AS-Ts conferred the highest number of awards for the three most recent academic years (173 in 2020-21, 175 in 2021-22, and 169 in 2022-23). It is one of only three transfer degrees at GWC that conferred more than 100 awards during this 3-year period. Many of these AS-T 2.0 graduates go on to major in Accounting at CSUF, CSULB, and a number of other colleges and universities.



Program Review Request Instruction

The course requirements for the AS-T 2.0 comprise of 27 to 28 units in Accounting, Business, Economics, and Mathematics disciplines. At a required 8 units (Acct G101 and Acct G102), Accounting courses represent the highest number of units that students must take to attain this degree. As such, the Accounting program is an integral part of the Business Administration 2.0 program, which is the most sought-after transfer degree at GWC.

Career Education Component:

In addition, the Accounting program has a prominent career education component. First, there are students looking for elemental accounting instruction to get a job or advance in their current job. Given the student population that GWC serves and its proximity to neighboring Westminster, there are many students looking to get an accounting certificate in order to secure an entry-level position.

Second, there are students taking accounting courses in order to satisfy the 150-unit requirement to become a Certified Public Accountant (CPA). The California State Board of Accountancy increased the number of college units that CPA candidates need from 120 units to 150 units. This additional 30 units must be taken primarily in accounting courses, including a required course in accounting ethics. For the past decade, our accounting students have also included baccalaureate students who are fulfilling their requirements for CPA licensure.

Changes Since Last Program Review:

The program added one full-time faculty member starting in 2022-23. The strength of an additional full-time faculty has translated to a 13% increase in FTEs (142 in 2021-22; 160 in 2022-23). This positive trend has continued in the current academic year 2023-24. Comparing enrollment statistics for terms for which data is available (Summer 2023 and Fall 2023), FTEs have again increased 12%. By the end of 2023-24, we anticipate that FTEs will increase more than 15% from the previous academic year.

In 2022, the department added a Bookkeeping certificate program as the first program in a series of career education programs designed to provide students with general accounting skills. This is the first step towards a previous program review goal to break up the current Staff Accountant Certificate of Achievement into several stackable certificates to give students more options.

What are your program's strengths? (Answers could include but not limited to KPI data)

The Accounting department offers a variety of accounting education in core courses and specialized accounting topics. The department's strengths are highlighted as follows:

- Unique course offerings not offered by OCC or Coastline: Payroll Accounting, Forensic Accounting, Internal Controls Compliance.
- Transfer courses (Acct G101 and Acct G102) experience significant spikes in enrollment, retention



Program Review Request Instruction

rate, and student success as compared to 2021-2022, with these increases expected to continue into the current academic year.

- o Enrollment: 725 in 2021-22, 850 in 2022-23 → an increase of 17%.
- o Enrollment to date, 2023-24: 553 → already 65% of 2022-23 total enrollment.
- Continued increases in retention for the last 3 years: 80% in 2020-21 and 2021-22, 82% in 2022-23 .
- Significant increase in student success for the last 2 years: 65% in 2021-22, and 74% in 2022-23.

What are the challenges for your program? (If there are regulations or requirements for your program that require additional support, please note those here)

The Accounting Departments expects its trend of increasing enrollment to continue into future years. However, with the current fiscal state of the budget, the department is capped at a certain LHE. Thus, we are unable to offer enough core transfer courses in Accounting G101 and Accounting G102, which limits our pipeline to other accounting courses.

Additionally, to continue with a previous program review goal of offering a series of stackable certificates for career education students, we need to build a new certificate for students on the CPA track. This new program will require new accounting courses to be written in areas such as Financial Analysis and Accounting Ethics, the latter of which is now a required course for all who want to become CPAs.

We believe that if given the LHE allocation, we will be able to fill more sections of Accounting G101 and Accounting G102. The addition of another full-time accounting faculty provides the department with the capacity to create new programs and new courses. Given the current enrollment trends and input from our Advisory Committee, we believe that we can fill new courses if they are written and offered.

Describe any trends and contributing factors related to enrollment, retention, and success for this past cycle.

The accounting department improved retention and success rates in the last year. During the last four years, we increased our retention rate by 7.9% (from 74.3% in 2019-2020 to 82.2% in 2022-2023) and our success rate increased by 11.2% (from 62.8% in 2019-2020 to 74% in 2022-2023).

The accounting department has implemented the following trends over the past two years to ensure improving enrollment, retention, and success. There trends include:

- (1) A new hire of full-time faculty.
- (2) Redesigned Canvas shells to include materials on helping students with time management and motivation.
- (3) Transformed instruction to use blended learning (technology-mediated instruction) and accommodate diverse learners by providing various study resources.
- (4) Employed regular monitoring to increase retention and success rate.
- (5) Worked with the advisory board and various professionals to create employable and equitable



Program Review Request Instruction

certificates.

(6) Engaged in experimental teaching and participated in various trainings.

How does your department/program support the goals of diversity, equity, inclusion, and accessibility? (Answers could include but not limited to gaps in success data, modality of course offerings, part/length of term (full-term, non full-term, etc.)

The accounting department has implemented the following strategies over the past two years to ensure inclusivity and support for the diverse population of students served. There strategies include:

(1) Transition to OER for Accounting G101 and Accounting G102, our transfer courses with the highest number of students. Accounting G100 will be transitioning to OER in 2023-24. The adoption of zero-cost textbooks in these courses reflects the department's commitment to provide equity-minded education to students.

(2) Encourage students to use student services and apply for additional funding, such as scholarships, grants, and internships.

(3) Transformed instructions to provide inclusive instructions and created a culture of trust and respect.

(4) Increased number of embedded tutors to provide additional resources and decrease educational gaps.

(5) Started offering 8, 10, and 12-week classes to ensure that the diverse needs of students are met.

(6) Monitored all classes for accessibility.

(7) Reduced students' anxiety by being flexible and providing creative outlets. We worked closely with the BAT team to help students in crises.

(8) Decreased students' withdrawals by providing interactive learning, relatable content, and creating a sense of belonging.

How does your department/program collaborate with other areas on campus to advance student success?

We participated in campus life and collaborated with counselors, special programs specialists, and classified professionals to provide competent and relevant advice regarding college transfer pathways, certificate programs, finding support networks, GWC infrastructure, resources, and opportunities.

How does your department/program utilize technology to support student success?

The accounting department has utilized technology to support student success in the following ways:

(1) Developed a variety of assessment methods and learning strategies to better serve our diverse population.

(2) Improved accessibility content for students with disability.

(3) Added a new class (Excel for Accounting & Finance ACCT G105) to increase technological literacy.

Do any of the courses in your program have a CTE TOP code?

Yes



Program Review Request Instruction

AWARDS

What type of awards does your program offer?

- Certificates
- Associate Degree
- Associate Dress for Transfer

Please provide the information for the number of awards for Associate Degrees (CCI-approved), Associate Degrees for Transfer (State-approved), and Certificates of Achievement for this program. Please put N/A if an area is not applicable for your program.

	3 years ago	2 years ago	1 year ago
Certificates	15	15	9
Associate Degrees	15	8	11
Associate Degrees for Transfer	0	0	0

Please comment on the trends for the number of awards. You may then comment on any other relevant information provided by the Office of Research and Planning, and Institutional Effectiveness (ORPIE).

The Business Administration AS-T and Business Administration AS-T 2.0 encompass all transfer students majoring in Accounting, Business, Management, Finance, etc. For the last 5 years (2018 to 2023), both Business Administration AS-Ts has had 166, 159, 173, 175, and 169 completers, respectively. A sizable portion of these awards are accounting majors transferring to 4-year institutions. These statistics are not captured or reflected in the numbers above. The above completion represents only the CTE programs in the Accounting major. The above numbers do not include the transfer component of the Accounting Department.

Update since the last program review: we added the Bookkeeping Certificate of Achievement that prepares students with the necessary accounting knowledge and software proficiency to become bookkeepers and accounting clerks for a variety of businesses and organizations.

FTES and FTEF

For the below questions, please provide your FTES (full-time-equivalent students, resident) divided by your FTEF (full-time-equivalent faculty). Please submit your rates from three years ago, two years ago, and this past year.



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Please note: For programs with earned credit please use FTES (Res)/FTEF. For non-credit, please use FTES (Total)/FTEF.

	3 years ago	2 years ago	1 year ago (this past year)
FTES/FTEF Ratio:	30	26	29

Outside of hiring new faculty or staff, please discuss the data trends above, and your plans for serving more students.

The accounting department continues to implement, improve, and refine the following steps to ensure institutional and operational efficiency. These steps include:

- (1) To increase student contact and regular monitoring, we agreed to have full-time faculties teaching the core courses (ACCT G101 and ACCT G102), which are sizable and heavily waitlisted.
- (2) We are developing a rotation schedule for our CPA courses, so each course (e.g., Internal Control Compliance, ACCT G215) is listed every other semester.
- (3) We offer a diverse blend of online, hybrid, hyflex, and on-campus courses.
- (4) We organized the Faculty Inquiry Group (FIG) to collaborate with part-time faculty to provide equitable education and retain students.

CURRICULUM

After a thorough review of your courses in CurricUnet, with the assistance of your CCI representative, answer the following questions.

If you do not currently have a representative on CCI, you may contact either:

Gary Kirby: gkirbyjr@gwc.cccd.edu

Monica Jovanovich: mjovanovich@gwc.cccd.edu

Do you have any courses that have not been updated to CCI, within the required timeframe (6 or more years for a transfer-level course, 3 years or more for a CTE course)?

- Yes
- No

Are there courses in your Program (Degree/Certificate) that have not been successfully offered since the last Program Review? Please note, classes that were cancelled, they were not successfully offered)

- Yes
- No

Do you have active courses that are not part of a degree or certificate?

- Yes
- No

Please indicate the name of the course(s) and the name(s) of the certificate(s) or degree(s) you intend to connect it to when you submit your revision to CCI.

Not applicable. All courses are part of an approved program.



Program Review Request Instruction

STUDENT LEARNING OUTCOMES

Do any of your SLOs use the exact wording as the course objectives?

(SLOs should be written to reflect the course objectives while not using the exact same language as the course objectives).

- Yes
 No

How has your department/program utilized SLO (Student Learning Outcome) results to make changes or improvements to your Program?

SLOs are assessed every semester by every instructor on a rotational basis. For example, SOL 1 is assessed in Fall Year 1, SLO 2 is assessed in Spring Year 1, and SLO 3 is assessed in Fall Year 2. The rotation ensures that all SLOs for a class are assessed on a 3-year cycle.

Department use SLOs regularly to improve instructor teaching methods, address equity gaps, and increase success and retention rates. The Accounting Department meets at the end of the semester periodically to discuss challenges experienced in teaching course objectives and share learning outcomes achieved by students.

For example, a recurring observation from Accounting G101 SLO assessments by multiple instructors is the lack of time devoted to the statement of cash flows. The statement of cash flows is the last topic covered in Accounting G101. In order to ensure that the learning objectives for the statement of cash flows are adequately addressed, all instructors teaching Accounting G102 devote a portion of class time at the beginning of the course to cover the statement of cash flows. By allotting time in Accounting G102 to re-emphasize concepts from the statement of cash flows, we ensure that students understand the elements from this financial statement. This lesson also serves to review financial accounting concepts that students need to navigate Accounting G102. Thus far, Accounting G102 have been able to incorporate this review without compromising any time towards Accounting G102 course content. Students have also indicated that this review has been beneficial to prepare them for what they need to learn in Accounting G102.

GOALS AND REQUESTS FOR FUNDING

Requests – If you are requesting any of the following, they MUST be addressed within your Department goals. These forms must be submitted separately from the Program Review.

- Faculty
- Facilities, Equipment, Technology & Other
- Classified Personnel



Program Review Request Instruction

GWC Strategic Plan Goals Legend

1. **Enrollment:** GWC will increase credit and noncredit enrollment while providing efficient academic programs and student services.
2. **Equity and Success:** GWC will support, enhance, and develop equity-minded services and academic programs that lead to student success.
3. **Completion:** GWC will ensure students' timely completion of degrees and certificates by providing high quality academic programs and student services.
4. **Workforce Preparation:** GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.
5. **Facilities:** GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.
6. **Professional Development:** GWC will support the success of all employees by providing professional development opportunities that focus on the achievement of the College Goals.
7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

GOALS FROM PREVIOUS PROGRAM REVIEW CYCLE

Please refer to your previous Program Review cycle and summarize all outcomes for each goal.

Summary and Outcomes of Previous Goals (from the last Program Review) including resource requests and if they were funded or not.

(1) Faculty Request – The Accounting Department requested one full-time tenure-track faculty to replace a faculty member that terminated in 2015.

Update: This request has been granted and fulfilled. The department hired a new faculty member in 2022.

(2) Registered CTEC Provider - The Accounting Department sought to become a registered provider of courses approved by the California Tax Education Council (CTEC). All those that charge a fee to provide income tax services in the state of California must become a California Registered Tax Preparer (CRTP). To become a CRTP, one must complete 60 hours of qualifying education and 20 hours of continuing education every year in courses approved by CTEC. In November 2019, department faculty wrote two tax courses for submission to CTEC for approval. Due to COVID delays and turnover in GWC non-credit management, management never submitted the courses to CTEC for approval.

Update: The Accounting Department does not have the requisite tax faculty to recreate tax courses to submit to CTEC. The Accounting Department can continue to explore avenues to become a CTEC provider, but it will depend on (1) the ability to secure a faculty who specializes in tax education, and (2) the availability of funds to pay said faculty member on a consultant rate for a lengthy number of hours required to rewrite the courses.



Program Review Request Instruction

(3) Program Revision – The department wanted to revise its current Staff Accountant Certificate of Achievement into several stackable certificates. Instead of offering only one option in general accounting education, the department 's goal was to devise several specialized certificates to provide multiple education options for our diverse student population.

Update: The Accounting Department added a Bookkeeping Certificate of Achievement in 2022, which is to be the first of several certificates. The Staff Accountant Certificate of Achievement is in the process of revision in 2023-24. With additional LHE allocation, we hope to add another certificate in CPA Track for students needing accounting units for CPA licensure.

(4) Dual Enrollment – Establish a dual-enrollment course in the department's survey course: Accounting G100 - Introduction To Accounting.

Update: Because of turnover in the Dual Enrollment management and the Dean of Business positions, the department did not make any progress on this goal. In 2023, GWC now has a new dean overseeing Dual Enrollment as well as a permanent Dean of Business and Career Education that is well-connected with local area high schools. We hope to resume work on this goal and strike a partnership agreement with a neighboring high school.

GOALS FOR CURRENT PROGRAM REVIEW CYCLE

Current goals should be connected to GWC's Strategic Plan Goals.

GOAL 1 (Required)

Description of goal:

OPEN EDUCATIONAL RESOURCES (OER) FOR INTRODUCTORY ACCOUNTING COURSES:

To enhance equity and attract new students into Accounting, the Accounting Department wants to adopt OER for its introductory course sequence. This 3-course series includes Accounting G100, Accounting G101, and Accounting G102. Many students who take these courses have difficulty affording publisher textbooks. In particular, Accounting G100 is a survey course designed for students to try out Accounting for the first time, so the ability to offer it with OER will attract more students to the class and hopefully major in Accounting.

The majority of accounting students take the core transfer courses of Accounting G101 and Accounting G102. In Fall 2023, Accounting had 569 FTEs, of which 402 FTEs belonged to students taking these two courses (71%). The transition of both courses to OER benefits the majority of students.

What actions will be taken to accomplish the goal?

- (1) Full-time faculty leads the transition effort for Acct G101 and Acct G102.
- (2) Full-time faculty will train part-time faculty to transition their courses to OER.



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(3) Full-time faculty will create OER content for use in Acct G100. Content creation will involve the development of text, problems, and videos for use in Canvas and on a stand-alone basis.

What metric will you use to measure your goal?

By the next program review date of 2025, Accounting G100, Accounting G101, and Accounting G102 will all use OER.

Which of the College's missions and goals does this goal support? (check all that apply)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

GOAL 2 (Required)

Description of goal:

CURRICULUM (2-PART GOAL)

Part 1: Establishment of "Intuit QuickBooks Certified User" Certiport Testing Center

The Accounting Department wants to build a Certiport testing center for students who wish to take the QuickBooks certification exam upon completion of the QuickBooks courses. QuickBooks is the flagship accounting software used by small businesses. The QuickBooks certification is widely recognized by industry professions. Students who display the QuickBooks certification badge markedly increase their employability.

To become an Intuit QuickBooks Certified User, students need to pass two QuickBooks courses. At the end of the semester, they can schedule to take the test at the Certiport Testing Center on campus. Testing fees approximate \$700 and are covered by special funding (e.g. Strong Workforce, Perkins). The opportunity to earn an industry-recognized certification free of charge at Golden West College contributes towards providing equity-based education and advancement and makes our QuickBooks courses very attractive to prospective students.

Part 2: Revision of Staff Accountant Certificate of Achievement

This goal is a roll-over from the 2021 program review: to continue to revise its current Staff Accountant Certificate of Achievement into several stackable certificates. Currently, the Staff Accountant certificate is a one-stop shop for any student who wishes to obtain a certificate in general accounting education. The department's goal is to devise several specialized certificates to better meet student needs. For example, students who are looking to become a bookkeeper, students who



Program Review Request Instruction

want to advance from their current position of employment, and students wishing to become a Certified Public Accountant (CPA) all have different educational needs and goals.

What actions will be taken to accomplish the goal?

Part 1: Establishment of "Intuit QuickBooks Certified User" Certiport Testing Center

- (1) Revise the current 3-unit QuickBooks course (Accounting G235) into two 2-unit courses to be commensurate with content and examination.
- (2) Convert room Technology 205 to enable Certiport testing.
- (3) Purchase exam licenses.
- (4) Secure annual funding for exam applicants.

Part 2: Revision of Staff Accountant Certificate of Achievement

- (1) Revised current Staff Accountant Certificate of Achievement and bring forth to CCI for hearing.
- (2) In conjunction with the Accounting Advisory Committee, devise a list of accounting courses appropriate for a CPA Track program.

What metric will you use to measure your goal?

Part 1: Establish "Intuit QuickBooks Certified User" Certiport Testing Center

- (1) Approval of new QuickBooks courses – Accounting G120 and Accounting G121.
- (2) Inclusion of Accounting G120 and Accounting G121 into current program certificates.

Part 2: Revision of Staff Accountant Certificate of Achievement

CCI approval of revised Staff Accountant Certificate of Achievement.

Which of the College's missions and goals does this goal support? (check all that apply)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

GOAL 3 (Required)

Description of goal:

K-16 PARTNERSHIPS

The Accounting Department wishes to increase the number of students majoring in Accounting by establishing partnerships with neighboring high schools and universities. The profession has a shortage of workers, which presents an opportunity for students who choose Accounting as they can secure jobs with a high degree of certainty.



Program Review Request Instruction

What actions will be taken to accomplish the goal?

(1) Through relationships that full-time faculty have with neighboring universities, the department will track the number of GWC students that go on to major in accounting at either CSUF and CSULB. If feasible, next steps can be considered to launch a field trip for prospective accounting students to visit these campuses and listen to speakers from the Accounting Department.

(2) Another recruitment pathway is a dual enrollment program with high school partners. Department faculty will obtain an understanding of the dual enrollment process with the Division Dean and Dean of IR and Dual Enrollment. Collectively, we can decide whether to create a dual enrollment course in the department's survey course: Accounting G100 - Introduction To Accounting.

What metric will you use to measure your goal?

Department faculty and the Business Division Dean will identify an appropriate high school partner and develop a dual enrollment agreement. Alternatively, the parties may conclude that based on current conditions of GWC and the high schools, that a dual enrollment partnership is not feasible at this time.

Which of the College's missions and goals does this goal support? (check all that apply)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

OTHER INFORMATION

What additional information would you like to share about your program?

There are two funding requests submitted as part of Program Review 2023:

1. Equipment request for textbooks and calculators: see "Program-Review-Request-for-Funding-2023-24-Facilities,-Equipment,-Technology,-Other-Funding (Accounting 1st request).docx"
2. Training request to facilitate OER transition: see "Program-Review-Request-for-Funding-2023-24-Facilities,-Equipment,-Technology,-Other-Funding (Accounting 2nd request).docx"

Submitter's Signature: *Alice Kit Rivera,*
Aleksandra Uchlik

Date: 10/6/2023

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns



Program Review Request Instruction

I have concerns

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	Alice
Submitter's Last Name:	Rivera
Submitter's Email:	arivera78@gwc.cccd.edu
Submitter's Phone Number:	714-892-7711, ext. 52209
Who is your Dean/Supervisor?	Dorsie Brooks
Are you the Department Chair?	no
Who is your Vice President?	Kay Nguyen
Program/Department:	Accounting

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):

Funding Request Goal: The goal of this funding request is to address equity and success concerns and improve completion via the purchase of certain instructional materials (namely, textbooks and calculators) for use in the classroom by students.

Program Goal: The Accounting program provides core instruction for the Business Administration AS-T 2.0 transfer degree at Golden West College. The program also has a prominent career education component for students looking to acquire elemental accounting instruction to get a job or advance in their current job. There are also students taking accounting classes to fulfill the 150-unit requirement to become licensed Certified Public Accountants.

Data to support the Program's Goal (if necessary/desired)

[Data Dashboards](#)

If additional data is necessary/desired, fill out a [Research Request](#) - May take up to 4 weeks

none

What actions will the program take to accomplish this goal?

Upon approval, the Business and Career Education Division will purchase the requested items from the quoted vendors.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

What metric will you use to measure this goal?

- (1) One copy of OpenStax Principles of Accounting, Volume 1, Financial Accounting will be on file at the GWC Library. The remaining copies will be labeled as "Property of GWC Accounting Department" and remain in the accounting classrooms for use by students and instructors.
- (2) One copy of OpenStax Principles of Accounting, Volume 2, Managerial Accounting will be on file at the GWC Library. The remaining copies will be labeled as "Property of GWC Accounting Department" and remain in the accounting classrooms for use by students and instructors.
- (3) Ten calculators, labeled as "Property of GWC Accounting Department," will be stored in the accounting classrooms for use by students who don't have access to one.

Which of the College's missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Please describe how this goal supports the College's missions and goals ([Vision 2030](#)).

Students who prefer to read text in a physical format will have access to a hard copy of the textbooks in the classroom and the library. Having the physical textbooks on hand addresses the multiple learning styles of GWC students.

Students who don't have access to calculators can use them while working through problems in the classroom.

The availability of physical textbooks and calculators in the classroom support completion and ultimately, equity and student success.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- Technology
- Equipment
- Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
5 hardcover copies of OpenStax Principles of Accounting, Volume 1, Financial Accounting, \$50.00 each. https://www.amazon.com/Principles-Accounting-Financial-OpenStax-hardcover/dp/1947172689/ref=tmm_hrd_swatch_0?encoding=UTF8&qid=&sr=	\$275
5 hardcover copies of OpenStax Principles of Accounting, Volume 2, Managerial Accounting, \$45.00 each. https://www.amazon.com/Principles-Accounting-2-Managerial/dp/1947172603	\$250
10 large display calculators, \$7.99 each. https://www.amazon.com/Desktop-Calculator-Sensitive-Standard-Function/dp/B08R6VTVJG/ref=sr_1_1_sspa?crd=2R1W65U644FE0&keywords=calculators&qid=1695606729&srefix=calculators%2Caps%2C167&sr=8-1-spons&sp_csd=d2lkZ2V0TmFtZT1zcF9hdGY&psc=1	\$100
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Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.

No

Will there be an on-going cost for this request? What is the total cost of ownership?

No

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

No concerns

I have concerns about this recommendation



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

I believe department or wing funds exist to cover this request: partial full payment

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

- Funding recommended
- Funding not recommended

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	Alice
Submitter's Last Name:	Rivera
Submitter's Email:	arivera78@gwc.cccd.edu
Submitter's Phone Number:	714-892-7711, ext. 52209
Who is your Dean/Supervisor?	Dorsie Brooks
Are you the Department Chair?	no
Who is your Vice President?	Kay Nguyen
Program/Department:	Accounting

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):

Funding Request Goal: The goal of this funding request is to enable department part-time faculty to transition their courses to use OER. This request is related to 2023 Program Review goal #1 to implement OER in the department's core introductory courses: Accounting G100, Accounting G101, and Accounting G102.

Program Goal: The Accounting program provides core instruction for the Business Administration AS-T 2.0 transfer degree at Golden West College. The program also has a prominent career education component for students looking to acquire elemental accounting instruction to get a job or advance in their current job. There are also students taking accounting classes to fulfill the 150-unit requirement to become licensed Certified Public Accountants.

Data to support the Program's Goal (if necessary/desired)

[Data Dashboards](#)

If additional data is necessary/desired, fill out a [Research Request](#) - May take up to 4 weeks

none

What actions will the program take to accomplish this goal?

Upon approval, department full-time faculty will conduct meetings with part-time faculty that teach Accounting G100, Accounting G101, and Accounting G102 and assist them in transitioning to OER texts.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

What metric will you use to measure this goal?
All sections of Accounting G100, Accounting G101, and Accounting G102 will use zero-cost textbooks by the next program review date of 2025.

Which of the College’s missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Please describe how this goal supports the College’s missions and goals (Vision 2030) .
The adoption of zero-cost textbooks for use by students taking lower-division introductory courses in Accounting will achieve GWC’s goal of providing equity-based education. The Accounting Department hopes to reach all students by removing the barrier of textbook affordability. Additionally, the department hopes to educate all faculty on how to OER, as OER is expected to be more prevalent in community college education in the future.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- Technology
- Equipment
- Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
10 hours of special assignment time for full-time faculty to conduct meetings with part-time faculty to assist them in transitioning their courses to OER. Meeting topics will address mapping current text topics to OER text topics, aligning the OER text to course learning outcomes (SLOs),	\$650 10 hours of training time x \$62.63 per hour = \$626.30, rounded up to \$650 total. The faculty rate of \$62.63 per hour is from the 2023-24 Faculty Special Rates Salary



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

setting up Canvas assignments and assessments, and ensuring course accessibility.	Schedule, Special Assignment, Full-time Miscellaneous Non-instructional Rate E.2.
20 hours of special assignment time for part-time faculty to conduct meetings with full-time faculty to transition their courses to OER. Meeting topics will address mapping current text topics to OER text topics, aligning the OER text to course learning outcomes (SLOs), setting up Canvas assignments and assessments, and ensuring course accessibility.	\$900 20 hours of training time x \$44.238 per hour = \$884.76, rounded up to \$900 total. The faculty rate of \$44.238 per hour is from the 2023-24 Faculty Special Rates Salary Schedule, Special Assignment, Part-time Miscellaneous Non-Instructional Rate E.3.
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Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.

No

Will there be an on-going cost for this request? What is the total cost of ownership?

No

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns about this recommendation
- I believe department or wing funds exist to cover this request: partial full payment

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

- Funding recommended
- Funding not recommended

President's Signature: Click or tap here to enter text.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Date: Click or tap to enter a date.