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| **2022 Self-Study Report****ABUS, Business AA and Certificate** |
| **Instructions**: The following pages will guide your submission of your Academic Program Review Self-Study. Please type your responses directly into the document. The completed self-study instrument and all attachments must be submitted to the Academic Program Review Coordinator and your Academic Dean by **September 22, 2022.** **March 3,** **2022 September 22,** **2022 October 25,** **2022**  **Nov-Dec 2022 Every Fall from 2023-2026** |
| **Program Under Review** |
| **Degree:****Certificates:** | **If the program has gone through accreditation in the past year, the information from the accreditation packet can be inserted into the corresponding areas on the self-study.** | **Contact Information for lead on** **Self-Study****Name:****Campus:****Phone:****Email:****Date of APR Completion:** | **Date of Review:**  |
| Areas in **grey** are used by the peer review team to give feedback on your self-study and do not require your contribution. |

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| **I. Program Description, Mission, Vision, & Equity Statement**  |
| **1. What is the description of the program as stated in the current CAC catalog:** (Should contain: description, program certifications, accreditations, awards, and skills attained.) | **Does the program description provide the following information? a) A synopsis of the program and curricular outcomes.** | **Peer Review Comments:**  |
| Exemplary3  | Adequate 2 | Opportunity for Improvement 1 |
| **Program certifications, accreditations, and awards.** |
| Exemplary3 | Adequate2 | Opportunity for Improvement 1 |
| **The skills that graduate from the program will attain.** |
| Exemplary3 | Adequate2 | Opportunity for Improvement 1 |
| **2. Does your program have a mission and/or a vision statement? If it does, please write them below and indicate where they appear.**  | **Does the program have a mission and/or a vision statement? If so, are the program’s mission or vision statements clear and reflective of the program?** |  |
| Exemplary 3 | Adequate2 | Opportunity for Improvement 1 |
| **3. Describe how the program’s description, mission and/or vision aligns with the College’s Mission and Vision:****CAC Vision and Mission Statements:****Vision:**Central Arizona’s premier choice in education and career excellence.**Mission:**Central Arizona College serves as a TRUE Learning community by empowering our students and staff to succeed.**Teaching. Reaching. Understanding. Empowering. Learning.** | **Is the program aligned with the college’s mission, vision, and strategic goals?** |  |
| Exemplary 3 | Adequate2 | Opportunity for Improvement 1 |
| **4. Equity Statement and Evidence:** What efforts have been made to make the program more equitable? [**(Resources here)**](https://www.insidehighered.com/blogs/higher-ed-gamma/how-stand-equity-higher-education) | **Appropriate efforts have been made to make the program more equitable?** |  |
| Exemplary 3 | Adequate2 | Opportunity for Improvement 1 |

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| **II. Program Curriculum:**  |
| **1. When reviewing the curriculum for the certificate and/or degree, are there any courses that need to be added, deleted, or modified?**  | **Was any information given as to possible revisions to the course description, articulation, additions, revisions, or deletions anticipated?** | **Peer Review Feedback:** |
| Exemplary3 | Adequate2 | Opportunity for Improvement 1 |

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| **III. Program Outcomes and Assessment** |
| **1. What are the Program Learning Outcomes (PLOs) for the program degree or certificate as currently indicated in ACRES? If this program contains multiple degrees and/or certificates, the learning outcomes should be provided for each one.**  |  **Are the Program Learning Outcomes (PLOs) for the program provided and are they relevant to the program’s goals?** | **Peer Review Feedback:** |
| Exemplary 3 | Adequate 2 | Opportunity for Improvement 1 |
| **2. Are the outcomes from your program determined or influenced by any external organization, agency, or accreditor? If so, please explain. Are there any available accreditations which the program does not have, but may benefit from seeking?** | **Are any of the program outcomes determined or influenced by any external organization, agency or accreditor identified and explained? If not, mark not applicable. (NA)** |  |
| Exemplary3 | Adequate2 | Opportunity for Improvement 1 |
| **3. Assessment Results: Use this Assessment Reporting Form to share your assessment results. Attach assessment data or rubrics as an appendix. (Click on the link to attach your Assessment Reporting Form)** | **The information in the Assessment Reporting Form should answer the following questions** |  |
|  **A. What PLOs and/or MSLOs and CSLOs did you assess this year?**  | **Are the PLO’s or MSLOs that were assessed identified and the department/program strategies for assessing learning outcomes described and information provided on how assessment results are collected, analyzed, and discussed?** |  |
| Exemplary3 | Adequate2 | Opportunity for Improvement 1 |
| **B. Describe the assessment method used and criteria for successful achievement of student learning outcomes. (e.g., rubrics, licensing exam, internship, portfolio, exam, research paper, performance exam, EAC, etc.)** |  **Was the assessment method and criteria identified?** |  |
| Exemplary3 | Adequate 2 | Opportunity for Improvement 1 |
| **c. How many students were proficient in the PLOs OR MSLOs and CSLOs and how many were not? What was determined to be proficient? (i.e., 70% = proficient)**  | **Was data provided on assessment results on how many students were proficient?** |  |
| Exemplary3 | Adequate 2  | Opportunity for Improvement 1 |
| **D. What changes/improvements were made or will be made in response to the outcomes of the assessment process?** | I**s an explanation provided on how MSLO and CSLO assessment results have facilitated changes/improvements to the outcomes of the assessment process?** |  |
| Exemplary 3 | Adequate 2 | Opportunity for Improvement 1 |

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| **IV. Program Graduates** |
| **1. Discuss how the program supports current or future needs for the job market in Pinal County, the state of Arizona, and/or the United States.** | **Was information given on how the program supports current or future needs for the job market in Pinal County, the state and/or the United States?** | **Peer Review Feedback:** |
| Exemplary 3 | Adequate 2 | Opportunity for Improvement 1 |
| **2. For degree programs, identify any specific in-state baccalaureate programs into which this program is particularly suited for transfer.**  | **Are any of the program outcomes determined or influenced by any external organization, agency or accreditor identified and explained? If not, mark not applicable (NA)** |  |
| Exemplary 3 | Adequate 2 | Opportunity for Improvement 1 |
| **3. Indicate if there are any articulation agreements in place for degree graduates.** | **Are articulation agreements in place for degree graduates?** |  |
| Exemplary 3 | Adequate 2 | Opportunity for Improvement 1 |
| **4. Discuss how the program gets feedback on its program and curriculum from external sources, such as advisory boards, employers, articulation task forces, accreditors, etc.** | **Was information given on how the program gets feedback on its program and curriculum from external sources such as advisory boards, employers, articulation task forces, accreditors, etc.?** |  |
| Exemplary 3 | Adequate 2 | Opportunity for Improvement 1 |

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| **V. Program Specific Resources:***In this section, please focus on program specific resources. You may, but do not have to, discuss resources available to the college at large such as Blackboard, the Learning Centers, Library, etc. However, if these resources are impacting your program in a positive or negative way which you would like to discuss, please do so.* |
| **1. Discuss the adequacy of the budgetary resources, human resources, technological resources, classrooms, labs and space, academic support for students (i.e.: learning center, library) and student support (i.e.: advising) available to the program over the past 5 years:** | **Was the adequacy of the budgetary resources, human resources, technological resources, classrooms, labs and space, academic support for students over the past 5 years evaluated?** | **Peer Review Feedback:** |
| Exemplary 3 | Adequate 2 | Opportunity for Improvement 1 |
| **2. Does the program have sufficient resources to be effective and relevant? Explain:**  | Sufficient Resources | Insufficient Resources  | No Response  |  |
| **3. What future goals does the program have? Will extra resources and funding be required to achieve it?**  | **Were future goals identified along with the extra resources and funding that would be required to achieve them?** |  |
| Exemplary3 | Adequate2 | Opportunity for Improvement 1 |
| **4. Does the program have the resources to meet future goals? Explain:**  | Sufficient Resources | Insufficient Resources | No Response |  |

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| **VI. Program Alignment with Institutional Strategic Goals:** |
| **1. How is the program directly or indirectly helping the College achieve its current strategic goals? Consider each strategic goal and provide a brief comment or description on how the program works to achieve it.**

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| **CAC Strategic Goals:** | **Aligned Program Goals:** |
| **Student Success***Ensure student success through retention, persistence, completion, and transfer* |  |
| **Access***Ensure all Pinal County residents and others have access to high quality innovative post-secondary opportunities* |  |
| **Workforce***Ensure students acquire the skills necessary for job placement and that meet employer needs in Pinal County and Region* |  |
| **Community***Ensure Pinal County residents have access to lifelong learning and cultural enrichment* |  |
| **Environment***Ensure a safe, sustainable environment that promotes learning, communication, diversity and satisfaction among students and employees*. |  |
| **Stewardship***Ensure optimization of fiscal resources through a balanced budget to support the needs and expectations of students and the community* |  |
| **Infrastructure***Ensure a physical and technological infrastructure that supports changes in learning and working environment* |  |

 | **Was a description provided on how the program has directly or indirectly assisted the college in achieving its strategic goals.** | **Peer Review Feedback:** |
| Exemplary 3 | Adequate 2 | Opportunity for Improvement 1 |

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| **VII. Program Effectiveness for Graduates** |
| **1. Describe how you measure the success of degree and certificate program graduates. For example, are graduate surveys conducted? Are surveys given to employers to determine satisfaction with program graduate employees?**  | **Was information provided on how the program measures the success of the degree and certificate program graduates?** | **Peer Review Feedback:** |
| Exemplary 3 | Adequate 2 | Opportunity for Improvement 1 |

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| **VIII. Program Improvement Efforts** |
| **1. Describe efforts made to improve the program during the past five years."** (For example, this can include professional development, curriculum revision, the purchase of equipment, using assessment to enhance instruction, etc.) | **Was a description provided of the ways the program has engaged in program improvement?** |  |
| Exemplary3 | Adequate2 | Opportunity for Improvement 1 |

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| **IX. Data and Trends** |
| **Leave this section Blank for now. It will be inputted by IR. You will be asked to comment on the trends and information indicated by the data.** [**(Click here for Data Package)**](https://centralaz.sharepoint.com/%3Ax%3A/s/AcademicProgramReview/EXAnLHmKjERCiw1HAbks5msBmxHU77Egm06iIYMVo2S6eg?e=IJbcC3) |
| **1. Program enrollment data for the past 5 years** A. Discuss and explain the factors influencing the enrollment trends: B. How has the program typically recruited students and marketed the program:  | **Has the program enrollment trends for the program increased, remained consistent or decreased?** | **Peer Review Feedback:** |
| Increasing 3 | Consistent 2 | Decreasing 1 |
| **Were the factors influencing enrollment trends discussed?** |
| Exemplary 3 | Adequate 2 | No information was given 1 |
| **Was information given on how the program typically recruits students and markets the program?** |
| Exemplary 3 | Adequate 2 | No information was given 1 |
| **2. Program graduation rate trends for the past 5 years**

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| **Sum of AwardCount** | **Fiscal Year** |  |  |  |  |  |
| **Awards** | **FY2017** | **FY2018** | **FY2019** | **FY2020** | **FY2021** | **FY2022** | **Grand Total** |
| **Associate of Applied Science** | **9** | **12** | **4** | **6** | **12** | **6** | **49** |
| Business | 9 | 12 | 4 | 6 | 12 | 6 | 49 |
| **Certificate** | **49** | **40** | **51** | **29** | **39** | **11** | **219** |
| Business | 11 | 9 | 13 | 11 | 6 | 7 | 57 |
| AGEC - Business | 38 | 1 |   |   |   |   | 39 |
| AGEC-B (Business) |   | 30 | 38 | 18 | 33 | 4 | 123 |
| **Grand Total** | **58** | **52** | **55** | **35** | **51** | **17** | **268** |

A. Discuss and explain the graduation trends. What efforts has the program made to help students achieve completion? | **Have the graduation rates increased in the past 5 years?** |
| Increasing 3 | Consistent 2 | Decreasing 1 |
| **3. Students who enroll in a four-year college** **4. Do students who graduate get an external certification or licensure?**  | **Has the number of program enrollees or graduates who studied at an in-state baccalaureate-level institution during the past 5 years increased, stayed consistent or decreased?** |
| Increasing 3 | Consistent 2 | Decreasing 1 |
| **5. Average Salary for Students and Graduates**  | **Were graduation trends and efforts to help students to achieve completion addressed?** |
| Exemplary 3 | Adequate 2 | No information was given 1 |
| **6. Data Summary:** Provide a summary of this section. Indicate trends observed in the data, identify areas of strengths, and areas for improvement.  | **Was a summary of the Program Enrollment and Graduation Trends provided and was there a reflection of areas of strengths and improvement for the program**. |
| Exemplary 3 | Adequate 2 | No information was given 1 |

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| **X. Evaluation of Program Strengths, Viability and Areas for Improvement:** |
| **1. After completing the APR Self Study, identify areas of strength and areas for improvement in the program. Is the program still a viable program? Discuss the next steps for the program and Action Plan Ideas.**  | **Were areas of strength and areas for improvement identified? Is an evaluation provided on whether the program is still viable? Were the next steps for the program and action plans identified?** | **Peer Review Feedback:** |
| Exemplary 3 | Adequate 2 | Opportunity for Improvement 1 |

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| **XI. Overall Evaluation of the APR Self Study** |
|  **Are key findings that arose from the analysis and review process clearly presented?** | **Peer Review Feedback:** |
| Exemplary 3 | Adequate 2 | Opportunity for Improvement 1 |
| **Does the review provide a clear direction and vision for the program moving forward?** |  |
| Exemplary 3  | Adequate 2 | Opportunity for Improvement 1 |
| **Does the review present specific strategies and recommendations for moving the program forward?**  |  |
| Exemplary 3 | Adequate 2 | Opportunity for Improvement 1 |

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| **Scoring Rubric****If all sections were applicable:** |
| **Exemplary 99 - 84 (85% and above)***If all sections were applicable:*The program self-study fully addressed the core criteria in the self-study and review process. It discussed how goals and objectives are linked to the college mission and strategic goals. The program's student learning outcomes, curriculum comparison and assessment results have informed changes in curriculum, pedagogy, and instructional resources. Action Plans for improvement were identified based on the results of the self-study process. | **Good 83 - 69 (70 – 84%)***If all sections were applicable:*The program self-study addressed the core criteria in their self-study and review process, but some information was missing. It discussed how goals and objectives are linked to the college mission and strategic goals, and included action plan strategies, but more data, statistics and specific goals could have been identified. The program's student learning outcomes, curriculum comparison and assessment were given but specific information on how it would affect pedagogy and instructional resources was not provided. | **Opportunity for Improvement 68 and less (69% and below)***If all sections were applicable:*Not all the core criteria were addressed and there was information and statistics missing in many of the self-study areas. A reflection of how the self-study will lead to an Action Plan for improvement was not provided.  | **Peer Review** **Feedback:** |
| **If 2 of the sections were not applicable:** |
| Exemplary 102 – 87 (85% and above) Same criteria as above | Good 86 - 71 (70 – 85%) Same criteria as above | Opportunity for Improvement 70 - Below (69% and below) Same criteria as above |  |

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| **Identified Strengths and Recommendation for Program Action Plan:** |
| **The reviewers noted the strengths of the program and would like to recommend the following actions to be considered when working with the dean to develop an action plan as a result of the Academic Program Review process.****Strengths:****Action Plan Recommendations:** |
| **Academic Review Process Insight Statement**Take moment to reflect how this process has helped guide the direction of your program. |
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| **Instructions**: In this form, program directors along with the appropriate Dean should indicate any goals or action plans for program improvement over the next 5 years, which have been identified as a result of the academic program review process. |
| **Goal/Action 1: (**Type your goal here.)Strategic Goals Associated: |
| Cost/Resource Implications: | Timeline for Achievement: | Measure of Success: |
| **Goal/Action 2:** Strategic Goals Associated: |
| Cost/Resource Implications: | Timeline for Achievement: | Measure of Success: |
| **Goal/Action 3:** Strategic Goals Associated: |
| Cost/Resource Implications: | Timeline for Achievement: | Measure of Success: |
| **Goal/Action 4:** Strategic Goals Associated: |
| Cost/Resource Implications: | Timeline for Achievement: | Measure of Success: |
| **One Year Action Plan Update**To be completed each December and submitted to appropriate Dean and Academic Program Review Coordinator |
| Discuss progress made toward Action Plan goals after one year:Submitted by: Update by Fall 2023 |
| **Two Year Action Plan Update** |
| Discuss progress made toward Action Plan goals after one year:Submitted by: Update by Fall 2024 |
| **Three Year Action Plan Update** |
| Discuss progress made toward Action Plan goals after one year:Submitted by: Update by Fall 2025 |
| **Four Year Action Plan Update** |
| Discuss progress made toward Action Plan goals after one year:Submitted by: Update by Fall 2026 |