BUSINESS ADMINISTRATION MAJOR EFFECTIVENESS PROGRAM 2014-2015

EXPANDED STATEMENT OF INSTITUTIONAL MISSION	STUDENT LEARNING OUTCOMES AND OBJECTIVES OF PROGRAM	ASSESSMENT CRITERIA AND PROCEDURES	ASSESSMENT RESULTS	USE OF RESULTS
University Mission: As a Christian university which embraces its Baptist heritage and namesake, William Carey University provides quality educational programs, within a caring Christian academic community, which challenge the individual student to excel in scholarship, leadership, and service in a diverse global society.	Learning Outcomes 1. Students in the BSB program will demonstrate proficiency in written business communication skills expected by potential employers.	Learning Outcomes 1. Students completing BUS 313 (Business Communication) will receive a satisfactory or better rating on cover letters and resumes evaluated using a rubric assessing standard conventions in writing, punctuation, spelling, grammar, and document structure.		
1. Provide academic programs to promote student learning 2. Promote Christian development and social responsibility 3. Serve Baptist churches, associations, and conventions 4. Provide an environment that supports student learning 5. Strengthen organizational and operational effectiveness 6. Strengthen financial resources Goal for Departmental Program/Unit: The School of Business strives to provide an environment that promotes student learning in the field of business within a caring Christian	Students in the BSB program will demonstrate proficiency in oral communication skills expected in professional business presentations. Students in the BSB program will demonstrate proficiency in analyzing a business case.	2. Students completing BUS 313 (Business Communication) will receive a satisfactory or better rating on the oral presentation for this course. Video taped presentations will be evaluated using a rubric to assess elements of communication proficiency. 3. Students completing BUS 485 (Strategic Management) will receive a satisfactory or better rating on a case analysis required for this course. Analyses will be evaluated by departmental faculty using a rubric to assess students' abilities in identifying and stating a problem, identifying and stating relevant alternatives, evaluating alternatives,		
Community. The educational experience in the School of Business is focused on providing students with the knowledge, skills, and ethical principles to assume leadership positions in their workplaces, communities, and the global business environment.	Students will demonstrate proficiency in the use of business computer software programs and their applications.	and making a recommendation. 4. Students completing BUS 310 (Microcomputer Applications) will receive a satisfactory or better rating on a course project evaluated using a rubric assessing their skills in selecting relevant data, building algorithms, and building and interpreting graphs.		

5. Students will demonstrate basic knowledge of fundamental terminology and concepts in the major areas of business: (a) economics, (b) accounting principles; (c) marketing; (d) management, (e) finance, (f) business communications, (g) business law, (h) operations management, (i) strategic management, (j) managerial accounting, (k) statistics, (l) microcomputer applications.	5.(i) Students completing core business courses will earn at least 60% on standardized assessments administered at the end of the term. (ii) Student performance on the Comprehensive Business Exam will be measured and compared to performance of peer institutions.	
Program Outcomes 1. Graduates of the School of Business will (i) be highly satisfied with their	Program Outcomes 1. As measured by the 2013 Business Graduate Follow-up Report, a	
business academic program and (ii) secure employment related to their field. 2. The School of Business will maintain consistency with the university's environment which affords the students the opportunity to develop to his or her highest potential and into responsible	majority of respondents will (i) rate the business academic program as good or higher and (ii) find the employment in their related field. 2. As measured by the 2014 Graduating Students' Survey or other methods, the majority of the School of Business students will rate the university at the highest	
leaders and citizens	level in providing an environment which will motivate students to (i) achieve their highest potential and (ii) develop into responsible leaders and citizens	

Students will gain an appreciation for the importance of constructive involvement in the community.	3. As measured by the Evaluation of Service Learning Experience Survey, students will indicate that the service learning experience in BUS 299 (Service Learning for Business) helped them learn about their communities and what they can do to help others.	
Departmental Outcomes: 1. To stay current with developments in their fields and attain their highest potential, faculty members will participate in professional development.	Departmental Outcomes: 1. The percentage of School of Business Faculty participating in professional development activities will increase from the 2012-2013 level.	
The School of Business will provide an environment that provides a caring, respectful relationship with students.	2. As measured by the 2014 BSB exit survey, a majority of graduating students will indicate that (i) faculty and staff are friendly and courteous, (ii) faculty are available for students, and (iii) faculty treat students fairly.	

BUSINESS ADMINISTRATION MAJOR EFFECTIVENESS PROGRAM 2013-2014

EXPANDED STATEMENT OF	STUDENT LEARNING OUTCOMES	ASSESSMENT CRITERIA AND	ASSESSMENT RESULTS	USE OF RESULTS
INSTITUTIONAL MISSION	AND OBJECTIVES OF PROGRAM	PROCEDURES		332 32 322 323
University Mission: As a Christian university which embraces its Baptist heritage and namesake, William Carey University provides quality educational programs, within a caring Christian academic community, which challenge the individual student to excel in scholarship, leadership, and service in a diverse global society.	Learning Outcomes 1. Students in the BSB program will demonstrate proficiency in written business communication skills expected by potential employers.	Learning Outcomes 1. Students completing BUS 313 (Business Communication) will receive a satisfactory or better rating on cover letters and resumes evaluated using a rubric assessing standard conventions in writing, punctuation, spelling, grammar, and document structure.	Learning Outcomes: 1. 95% of students completing BUS 313 received a rating of satisfactory or better using a rubric to evaluate the five components of the documents. (n=229)	Learning Outcomes: 1. Results reviewed by faculty. Mechanics of presenting information was identified as an area for improvement.
Provide academic programs to promote student learning Promote Christian development and social responsibility Serve Baptist churches, associations, and conventions Provide an environment that supports	Students in the BSB program will demonstrate proficiency in oral communication skills expected in professional business presentations.	2. Students completing BUS 313 (Business Communication) will receive a satisfactory or better rating on the oral presentation for this course. Video taped presentations will be evaluated using a rubric to assess elements of communication proficiency.	3. On average, students were rated satisfactory or better on 4.99 of six criteria used to evaluate oral presentations. (n = 82)	Results reviewed by faculty. Instructors identified areas for improvement. Body Language was identified as an area for improvement.
student learning 5. Strengthen organizational and operational effectiveness 6. Strengthen financial resources Goal for Departmental Program/Unit: The School of Business strives to provide an environment that promotes student learning in the field of business within a caring Christian Community. The educational	Students in the BSB program will demonstrate proficiency in analyzing a business case.	3. Students completing BUS 485 (Strategic Management) will receive a satisfactory or better rating on a case analysis required for this course. Analyses will be evaluated by departmental faculty using a rubric to assess students' abilities in identifying and stating a problem, identifying and stating relevant alternatives, evaluating alternatives, and making a recommendation.	On average, students were rated satisfactory on 1.86 of four criteria used to evaluate case analyses. (n=58)	3. Results reviewed by faculty. Identification of alternatives, evaluation of alternatives, and recommendations were identified as areas for improvement in the development of activities and assignments.
experience in the School of Business is focused on providing students with the knowledge, skills, and ethical principles to assume leadership positions in their workplaces, communities, and the global business environment.	Students will demonstrate proficiency in the use of business computer software programs and their applications.	4. Students completing BUS 310 (Microcomputer Applications) will receive a satisfactory or better rating on a course project evaluated using a rubric assessing their skills in selecting relevant data, building algorithms, and building and interpreting graphs.	5. On average, 92% of students demonstrated proficiency on Excel skills and 98% of students demonstrated proficiency on Access skills. (n = 49)	Results reviewed by faculty. An areas for improvement in Excel skills include charts. Areas for improvement in Access include calculated fields.

- 5. Students will demonstrate basic knowledge of fundamental terminology and concepts in the major areas of business: (a) economics, (b) accounting principles; (c) marketing; (d) management, (e) finance, (f) business communications, (g) business law, (h) operations management, (i) strategic management, (j) managerial accounting, (k) statistics, (l) microcomputer applications.
- 5.(i) Students completing core business courses will earn at least 60% on standardized assessments administered at the end of the term. (ii) Student performance on the Comprehensive Business Exam will be measured and compared to performance of peer institutions.
- 5i.(a) The percentage of students completing core courses scoring at least 60% on the end of course assessments are listed below.

Economics: 70.1% (115 of 164) Accounting Principles:40.1% (67 of 167) Marketing: 65.4% (89 of 136)

Management: 67.0% (73 of 109) Finance: 40.5% (34 of 84)

Business Communications: 89.7% (104 of 116) **Business Law**: 28.1% (16 of 57)

Operations Management: 82.6% (57 of 69) Strategic Management: 27.5%.(19 of 69) Managerial Accounting: 8.0% (6 of 75)

Statistics: 14.9% (14 of 94)

Microcomputer Applications: 54.1% (59 of 109)

(ii) The percentage of students demonstrating basic, proficient, or mastery level performance in each area of the Comprehensive Business Exam (CBE) are listed below. Peer Institution performance is indicated in parentheses. (n=69)

Accounting: 43.56% (44.18%) **Finance:** 40.29% (34.48%)

Economic Environment: 46.84% (47.89%)
Social Environment: 58.03% (60.67%)
Legal Environment: 48.41% (47.63%)
Management: 45.14% (59.64%)
International Business:67.80% (68.38%)

Marketing: 56.44% (68.37%)

Program Outcomes

- Graduates of the School of Business will (i) be highly satisfied with their business academic program and (ii) secure employment related to their field.
- The School of Business will maintain consistency with the university's environment which affords the students the opportunity to develop to his or her highest potential and into responsible leaders and citizens

Program Outcomes

- 1. As measured by the 2013 Business Graduate Follow-up Report, a majority of respondents will (i) rate the business academic program as good or higher and (ii) find the employment in their related field.
- 2. As measured by the 2014
 Graduating Students' Survey or other methods, the majority of the School of Business students will rate the university at the highest level in providing an environment which will motivate students to (i) achieve their highest potential and (ii) develop into responsible leaders and citizens

Program Outcomes

- Four 2013 business graduates responded to the Graduate Follow-up Report. (i) 100% of the respondents rated the overall academic program as excellent or good. (ii) 67% are employed full-time in their related field
- Sixty-nine 2014 Business undergraduate students were surveyed with the results:

 89% rated the college at its highest level (high achievement) in motivating students to achieve their highest potential, and (ii) 90% rated the college at its highest level (high achievement) in developing responsible leaders and citizens.

Results reviewed by faculty. Improvement plans for learning outcomes were developed by instructors of core business classes

Program Outcomes:

- Results were reviewed. Sample size of respondents made interpretation of results difficult to interpret.
- 2. Objective met. Results reviewed by faculty.

Students will gain an appreciation for the importance of constructive involvement in the community.	As measured by the Evaluation of Service Learning Experience Survey, students will indicate that the service learning experience in BUS 299 (Service Learning for Business) helped them learn about their communities and what they can do to help others.	3. 97.1% (66 of 68) of students completing the BUS 299 Service Learning course survey indicated that the community service experience helped them learn about the community and what they can do to help others.	Objective met. Results reviewed by faculty.
Departmental Outcomes: 1. To stay current with developments in their fields and attain their highest potential, faculty members will participate in professional development.	Departmental Outcomes: 1. The percentage of School of Business Faculty participating in professional development activities will increase from the 2012-2013 level.	Departmental Outcomes: 1. 100% (11 of 11) of faculty participated in faculty development activities during the 2013 -2014 academic year compared to 92.3% in 2012-2013.	Departmental Outcomes 1. Objective met. Faculty members encouraged by the dean to seek external professional development activities. Departmental training activities will be offered.
The School of Business will provide an environment that provides a caring, respectful relationship with students.	2. As measured by the 2014 BSB exit survey, a majority of graduating students will indicate that (i) faculty and staff are friendly and courteous, (ii) faculty are available for students, and (iii) faculty treat students fairly.	2. In the 2014 BSB program Exit Survey, 95.1% (58 of 61) of the graduating students indicated that faculty and staff are friendly and courteous. 93.5% (57 of 61) of the graduating students indicated that faculty are available for students. 95.1% (58 of 61) of the graduating students indicated that faculty treat students fairly.	Objective met. Results reviewed by faculty. Evaluation criteria reviewed in departmental meetings to ensure faculty continue to meet expectations.

BUSINESS ADMINISTRATION MAJOR EFFECTIVENESS PROGRAM 2012-2013

EXPANDED STATEMENT OF	STUDENT LEARNING OUTCOMES	ASSESSMENT CRITERIA AND	ASSESSMENT RESULTS	USE OF RESULTS
INSTITUTIONAL MISSION	AND OBJECTIVES OF PROGRAM	PROCEDURES	ADDEDDITE NEOUTO	
University Mission: As a Christian university which embraces its Baptist heritage and namesake, William Carey University provides quality educational programs, within a caring Christian academic community, which challenge the individual student to excel in scholarship, leadership, and service in a diverse global society.	Learning Outcomes 1. Students in the BSB program will demonstrate proficiency in written business communication skills expected by potential employers.	Learning Outcomes 1. Students completing BUS 313 (Business Communication) will receive a satisfactory or better rating on cover letters and resumes evaluated using a rubric assessing standard conventions in writing, punctuation, spelling, grammar, and document structure.	Learning Outcomes: 1. 82.4% of students completing BUS 313 received a rating of satisfactory or better using a rubric to evaluate the six components of the documents. (n=193)	Learning Outcomes: 1. Results reviewed by faculty. Information presented in documents(Content) was identified as an area for improvement.
 Expanded Statement of Mission: Provide academic programs to promote student learning Promote Christian development and social responsibility Strengthen ties with Baptist churches, associations, and conventions Provide an environment that supports 	Students in the BSB program will demonstrate proficiency in oral communication skills expected in professional business presentations.	2. Students completing BUS 313 (Business Communication) will receive a satisfactory or better rating on the oral presentation for this course. Video taped presentations will be evaluated using a rubric to assess elements of communication proficiency.	2. On average, students were rated satisfactory or better on 5.25 of 6 criteria used to evaluate oral presentations. (n = 108)	Results reviewed by faculty. Instructors identified areas for improvement. Eye contact was identified as an area for improvement.
student learning 5. Strengthen organizational and operational effectiveness 6. Strengthen financial resources Goal for Departmental Program/Unit: The School of Business strives to provide an environment that promotes student learning in the field of business in a caring, Christian community. Graduates of baccalaureate-level programs in business administration will	Students in the BSB program will demonstrate proficiency in analyzing a business case.	3. Students completing BUS 485 (Strategic Management) will receive a satisfactory or better rating on a case analysis required for this course. Analyses will be evaluated by departmental faculty using a rubric to assess students' abilities in identifying and stating a problem, identifying and stating relevant alternatives, evaluating alternatives, and making a recommendation.	3. On average, students were rated satisfactory on 1.15 of 4 criteria used to evaluate case analyses. (n=71) Output Description:	3. Results reviewed by faculty. Identification of alternatives, evaluation of alternatives, and recommendations were identified as areas for improvement in the development of activities and assignments.
develop a depth of understanding of business principles and are given the opportunity to develop to their fullest potential in preparing for a career and/or undertaking post-baccalaureate studies.	Students will demonstrate proficiency in the use of business computer software programs and their applications.	4. Students completing BUS 310 (Microcomputer Applications) will receive a satisfactory or better rating on a course project evaluated using a rubric assessing their skills in selecting relevant data, building algorithms, and building and interpreting graphs.	4. On average, 68% of students demonstrated proficiency on Excel skills and 98% of students demonstrated proficiency on Access skills. (n = 47)	Results reviewed by faculty. An areas for improvement in Excel skills include creating charts. Areas for improvement in Access include calculated fields.

- 5. Students will demonstrate basic knowledge of fundamental terminology and concepts in the major areas of business: (a) economics, (b) accounting principles; (c) marketing; (d) management, (e) finance, (f) business communications, (g) business law, (h) operations management, (i) strategic management, (j) managerial accounting, (k) statistics, (l) microcomputer applications.
- 5.(i) Students completing core business courses will earn at least 60% on standardized assessments administered at the end of the term.
 (ii) Student performance on the Comprehensive Business Exam will be measured and compared to performance of peer institutions.
- 5i.(a) The percentage of students completing core courses scoring at least 60% on the end of course assessments are listed below.

Economics: 42.0% (71 of 169) Accounting Principles:44.4% (79 of 178) Marketing: 62.9% (88 of 140)

Management: 48.4% (60 of 124) Finance: 24.3% (18 of 74)

Business Communications: 87.2% (95 of 109)
Business Law: 20.0% (13 of 65)

Operations Management: 75.0% (57 of 76) Strategic Management: 24.7% (18 of 73) Managerial Accounting: 18.5% (15 of 81) Statistics: 31.6% (31 of 98)

Microcomputer Applications: 38.9% (49 of 126)

(ii) The percentage of students demonstrating basic, proficient, or mastery level performance in each area of the Comprehensive Business Exam (CBE) are listed below. Peer Institution performance is indicated in parentheses. (n=69)

Accounting: 34.79% (44.18%) **Finance**: 31.89% (34.48%)

Economic Environment: 37.67% (47.89%)
Social Environment: 46.39% (60.67%)
Legal Environment: 37.71% (47.63%)
Management: 42.04% (59.64%)
International Business: 56.49% (68.38%)

Marketing: 46.38% (68.37%)

Program Outcomes

- Graduates of the School of Business will (i) be highly satisfied with their business academic program and (ii) secure employment related to their field.
- The School of Business will maintain consistency with the university's environment which affords the students the opportunity to develop to his or her highest potential and into responsible leaders and citizens

Program Outcomes

- 1. As measured by the 2012 Business Graduate Follow-up Report, a majority of respondents will (i) rate the business academic program as good or higher and (ii) find the employment in their related field.
- 2. As measured by the 2013
 Graduating Students' Survey or other methods, the majority of the School of Business students will rate the university at the highest level in providing an environment which will motivate students to (i) achieve their highest potential and (ii) develop into responsible leaders and citizens

Program Outcomes

- 1. Fourteen 2012 business graduates responded to the Graduate Follow-up Report. (i) 100% of the respondents rated the overall academic program as excellent or good. (ii) 92% are employed full-time in their related field.
- 2. Seventy-eight 2013 Business undergraduate students were surveyed with the results: (i) 81.0% rated the college at its highest level (high achievement) in motivating students to achieve their highest potential, and (ii) 82.0% rated the college at its highest level (high achievement) in developing responsible leaders and citizens.

Improvement plans for learning outcomes were developed by instructors of core business classes

Results reviewed by faculty.

Program Outcomes:

- Objective met. Results reviewed by faculty.
- 2. Objective met. Results reviewed by faculty.

Students will gain an appreciation for the importance of constructive involvement in the community.	As measured by the Evaluation of Service Learning Experience Survey, students will indicate that the service learning experience in BUS 299 (Service Learning for Business) helped them learn about their communities and what they can do to help others.	3. 96% (72 of 75) of students completing the BUS 299 Service Learning course survey indicated that the community service experience helped them learn about the community and what they can do to help others.	Objective met. Results reviewed by faculty.
Departmental Outcomes: 1. To stay current with developments in their fields and attain their highest potential, faculty members will participate in professional development.	Departmental Outcomes: 1. The percentage of School of Business Faculty participating in professional development activities will increase from the 2011-2012 level.	Departmental Outcomes; 1. 92.3% (12 of 13) of faculty participated in faculty development activities during the 2012 -2013 academic year compared to 84.62% in 2011-2012.	Departmental Outcomes 1. Objective met. Faculty members encouraged by the dean to seek external professional development activities. Departmental training activities will be offered.
The School of Business will provide an environment that provides a caring, respectful relationship with students.	2. As measured by the 2013 BSB exit survey, a majority of graduating students will indicate that (i) faculty and staff are friendly and courteous, (ii) faculty are available for students, and (iii) faculty treat students fairly.	2. In the 2013 BSB program Exit Survey, 98.6% (69 of 70) of the graduating students indicated that faculty and staff are friendly and courteous. 97.1% (67 of 69) of the graduating students indicated that faculty are available for students. 98.6% (69 of 70) of the graduating students indicated that faculty treat students fairly.	Objective met. Results reviewed by faculty. Evaluation criteria reviewed in departmental meetings to ensure faculty continue to meet expectations.

BUSINESS ADMINISTRATION MAJOR EFFECTIVENESS PROGRAM 2011-2012

EXPANDED STATEMENT OF INSTITUTIONAL MISSION	STUDENT LEARNING OUTCOMES AND OBJECTIVES OF PROGRAM	ASSESSMENT CRITERIA AND PROCEDURES	ASSESSMENT RESULTS	USE OF RESULTS
University Mission: As a Christian university which embraces its Baptist heritage and namesake, William Carey University provides quality educational programs, within a caring Christian academic community, which challenge the individual student to excel in scholarship, leadership, and service in a diverse global society.	Learning Outcomes 1. Students in the BSB program will demonstrate proficiency in written business communication skills expected by potential employers.	Learning Outcomes 1. Students completing BUS 313 (Business Communication) will receive a satisfactory or better rating on cover letters and resumes evaluated using a rubric assessing standard conventions in writing, punctuation, spelling, grammar, and document structure.	Learning Outcomes: 1. 83.4% of students completing BUS 313 received a rating of satisfactory or better using a rubric to evaluate the six components of the documents.	Learning Outcomes: 1. Results reviewed by faculty. Grammar, spelling, and punctuation (mechanics) used in documents were identified as areas for improvement.
Expanded Statement of Mission: Provide academic programs to promote student learning Promote Christian development and social responsibility	Students in the BSB program will demonstrate proficiency in oral communication skills expected in professional business presentations.	Students completing BUS 313 (Business Communication) will receive a satisfactory or better rating on the oral presentation for this course. Video taped presentations will be evaluated using a rubric to assess elements of communication proficiency.	On average, students were rated satisfactory or better on 5.33 of 6 criteria used to evaluate oral presentations.	Results reviewed by faculty. Instructors identified areas for improvement. Eye contact was identified as an area for improvement.
 Strengthen ties with Baptist churches, associations, and conventions Provide an environment that supports student learning Strengthen organizational and operational effectiveness Strengthen financial resources Goal for Departmental Program/Unit: The School of Business strives to provide an environment that promotes student learning in	Students in the BSB program will demonstrate proficiency in analyzing a business case.	3. Students completing BUS 485 (Strategic Management) will receive a satisfactory or better rating on a case analysis required for this course. Analyses will be evaluated by departmental faculty using a rubric to assess students' abilities in identifying and stating a problem, identifying and stating relevant alternatives, evaluating alternatives, and making a recommendation.	On average, students were rated satisfactory on 2.14 of 4 criteria used to evaluate case analyses.	3. Results reviewed by faculty. Identification of alternatives, evaluation of alternatives, and recommendations were identified as areas for improvement in the development of activities and assignments.
the field of business in a caring, Christian community. Graduates of baccalaureate-level programs in business administration will develop a depth of understanding of business principles and are given the opportunity to develop to their fullest potential in preparing for a career and/or undertaking post-baccalaureate studies.	Students will demonstrate proficiency in the use of business computer software programs and their applications.	4. Students completing BUS 310 (Microcomputer Applications) will receive a satisfactory or better rating on a course project evaluated using a rubric assessing their skills in selecting relevant data, building algorithms, and building and interpreting graphs.	4. On average, 88.7% of students demonstrated proficiency on Excel skills and 84% of students demonstrated proficiency on Access skills.	Results reviewed by faculty. An areas for improvement in Excel skills include creating charts. Areas for improvement in Access include calculations and the creation of reports.
	5. Students will demonstrate basic knowledge of fundamental terminology and concepts in the major areas of business: (a) economics, (b) accounting principles; (c) marketing; (d) management, (e) finance, (f) business communications, (g) business law, (h) operations management, (i) strategic management, (j) managerial accounting, (k) statistics, (l) microcomputer applications.	5.(i) Students completing core business courses will earn at least 60% on standardized assessments administered at the end of the term. (ii) Student performance on the Comprehensive Business Exam will be measured and compared to performance of peer institutions.	5i.(a) The percentage of students completing core courses scoring at least 60% on the end of course assessments are listed below. Economics: 54.02% Accounting Principles: 41.9% Marketing: 66.4% Management: 32.3% Finance: 3.2% Business Communications: 93.0% Business Law: 31.3% Operations Management: 87.8% Strategic Management: 35.2%. Managerial Accounting: 10.0%	Results reviewed by faculty. Improvement plans for learning outcomes were developed by instructors of core business classes

		Statistics: 28.7% Microcomputer Applications: 41.0%	
		(ii) The percentage of students demonstrating basic, proficient, or mastery level performance in each area of the Comprehensive Business Exam (CBE) are listed below. Peer Institution performance is indicated in parentheses. Accounting: 44.72% (43.29%) Finance: 46.05% (34.69%) Economic Environment: 40.78% (43.86%) Social Environment: 44.73% (62.28%) Legal Environment: 38.13% (49.34%) Management: 47.37% (63.01%) International Business:61.86% (68.74%) Marketing: 64.47% (74.63%)	
Program Outcomes 1. Graduates of the School of Business will (i) be highly satisfied with their business academic program and (ii) secure employment related to their field.	Program Outcomes 1. As measured by the 2011 Business Graduate Follow-up Report, a majority of respondents will (i) rate the business academic program as good or higher and (ii) find the employment in their related field.	Program Outcomes 1. Nine 2011 business graduates responded to the Graduate Follow-up Report. (i) 100% of the respondents rated the overall academic program as excellent or good. (ii) 75% are employed full-time in their related field.	Program Outcomes: 1. Objective met. Results reviewed by faculty.
2. The School of Business will maintain consistency with the university's environment which affords the students the opportunity to develop to his or her highest potential and into responsible leaders and citizens	2. As measured by the 2012 Graduating Students' Survey or other methods, the majority of the School of Business students will rate the university at the highest level in providing an environment which will motivate students to (i) achieve their highest potential and (ii) develop into responsible leaders and citizens	2. Seventy-six 2012 Business undergraduate students were surveyed with the results: (i) 87.0% rated the college at its highest level (high achievement) in motivating students to achieve their highest potential, and (ii) 82.0% rated the college at its highest level (high achievement) in developing responsible leaders and citizens.	Objective met. Results reviewed by faculty.
3. Students will gain an appreciation for the importance of constructive involvement in the community.	3. As measured by the Evaluation of Service Learning Experience Survey, students will indicate that the service learning experience in BUS 299 (Service Learning for Business) helped them learn about their communities and what they can do to help others.	3. 98% (60 of 62) of students completing the BUS 299 Service Learning course survey indicated that the community service experience helped them learn about the community and what they can do to help others.	Objective met. Results reviewed by faculty.
Departmental Outcomes: 1. To stay current with developments in their fields and attain their highest potential, faculty members will participate in professional development.	Departmental Outcomes: 1. The percentage of School of Business Faculty participating in professional development activities will increase from the 2010-2011 level.	Departmental Outcomes; 1. 84.62% (10 of 13) of faculty participated in faculty development activities during the 2011 -2012 academic year compared to 76.9% in 2010-2011.	Departmental Outcomes 1. Objective met. Faculty members encouraged by the dean to seek external professional development activities. Departmental training activities will be offered.

2. The School of Business will provide an environment that provides a caring, respectful relationship with students.	2. As measured by the 2012 BSB exit survey, a majority of graduating students will indicate that (i) faculty and staff are friendly and courteous, (ii) faculty are available for students, and (iii) faculty treat students fairly.	2. In the 2012 BSB program Exit Survey, 96.1% (73 of 76) of the graduating students indicated that faculty and staff are friendly and courteous. 97.4% (74 of 76) of the graduating students indicated that faculty are available for students. 92.1% (70 of 76) of the graduating students indicated that faculty treat students fairly.	Objective met. Results reviewed by faculty. Evaluation criteria reviewed in departmental meetings to ensure faculty continue to meet expectations.

BUSINESS ADMINISTRATION MAJOR EFFECTIVENESS PROGRAM 2010-2011

EXPANDED STATEMENT OF INSTITUTIONAL MISSION	STUDENT LEARNING OUTCOMES AND OBJECTIVES OF PROGRAM	ASSESSMENT CRITERIA AND PROCEDURES	ASSESSMENT RESULTS	USE OF RESULTS
University Mission: As a Christian university which embraces its Baptist heritage and namesake, William Carey University provides quality educational programs, within a caring Christian academic community, which challenge the individual student to excel in scholarship, leadership, and service in a diverse global society.	Learning Outcomes 1. Students in the BSB program will demonstrate proficiency in written business communication skills expected by potential employers.	Learning Outcomes 1. Students completing BUS 313 (Business Communication) will receive a satisfactory or better rating on cover letters and resumes evaluated using a rubric assessing standard conventions in writing, punctuation, spelling, grammar, and document structure.	Learning Outcomes: 1. 89% of students completing BUS 313 received a rating of satisfactory or better using a rubric to evaluate the six components of the documents.	Learning Outcomes: 1. Results reviewed by faculty. Grammar, spelling, and punctuation (mechanics) used in documents were identified as areas for improvement.
Expanded Statement of Mission: 1. Provide academic programs to promote student learning 2. Promote Christian development and social responsibility	Students in the BSB program will demonstrate proficiency in oral communication skills expected in professional business presentations.	Students completing BUS 313 (Business Communication) will receive a satisfactory or better rating on the oral presentation for this course. Video taped presentations will be evaluated using a rubric to assess elements of communication proficiency.	On average, students were rated satisfactory or better on 4.28 of 6 criteria used to evaluate oral presentations.	Results reviewed by faculty. Instructors identified areas for improvement. Eye contact and body language were identified as areas for improvement.
 Strengthen ties with Baptist churches, associations, and conventions Provide an environment that supports student learning Strengthen organizational and operational effectiveness Strengthen financial resources Goal for Departmental Program/Unit: The School of Business strives to provide an environment that promotes student learning in	Students in the BSB program will demonstrate proficiency in analyzing a business case.	3. Students completing BUS 485 (Strategic Management) will receive a satisfactory or better rating on a case analysis required for this course. Analyses will be evaluated by departmental faculty using a rubric to assess students' abilities in identifying and stating a problem, identifying and stating relevant alternatives, evaluating alternatives, and making a recommendation.	On average, students were rated satisfactory on 1.91 of 4 criteria used to evaluate case analyses.	3. Results reviewed by faculty. Identification of alternatives and recommendations were identified as areas for improvement in the development of activities and assignments.
the field of business in a caring, Christian community. Graduates of baccalaureate-level programs in business administration will develop a depth of understanding of business principles and are given the opportunity to develop to their fullest potential in preparing for a career and/or undertaking post-baccalaureate studies.	Students will demonstrate proficiency in the use of business computer software programs and their applications.	4. Students completing BUS 310 (Microcomputer Applications) will receive a satisfactory or better rating on a course project evaluated using a rubric assessing their skills in selecting relevant data, building algorithms, and building and interpreting graphs.	4. On average, 95% of students demonstrated proficiency on Excel skills and 100% of students demonstrated proficiency on Access skills.	Results reviewed by faculty. Areas for improvement in Excel skills include spreadsheet formatting and formulas. An area for improvement in Access skills is the creation of reports.
	5. Students will demonstrate basic knowledge of fundamental terminology and concepts in the major areas of business: (a) economics, (b) accounting principles; (c) marketing; (d) management, (e) finance, (f) business communications, (g) business law, (h) operations management, (i) strategic management, (j) managerial accounting, (k) statistics, (l) microcomputer applications.	 5.(i) Students completing core business courses will earn at least 60% on standardized assessments administered at the end of the term. (ii) Student performance on the Comprehensive Business Exam will be measured and compared to performance of peer institutions. 	5i.(a) The percentage of students completing core courses scoring at least 60% on the end of course assessments are listed below. Economics: 51.2% Accounting Principles: 45.1% Marketing: 69.4% Management: 66.7% Finance: 5.2% Business Communications: 92.0% Business Law: 16.7% Operations Management: 80.00% Strategic Management: 59.1%. Managerial Accounting: 8.7%	Results reviewed by faculty. Improvement plans for learning outcomes were developed by instructors of core business classes.

		Statistics: 21.1%	
		Microcomputer Applications: 34.3%	
		31.370	
		(ii) The percentage of students demonstrating basic, proficient, or mastery level performance in each area	
		of the Comprehensive Business Exam (CBE) are listed below. Peer Institution performance is indicated in	
		parentheses. Accounting : 35.1% (43.0%) Finance: 33.3% (34.8%)	
		Economic Environment: 40.4% (40.8%) Social Environment: 52.6% (63.9%)	
		Legal Environment: 49.1% (54.1%) Management: 52.6% (69.8%) International Business:63.2%	
		(69.8%) Marketing: 73.7% (79.85%)	
Program Outcomes 1. Graduates of the School of Business will (i) be highly satisfied with their business academic program and (ii) secure employment related to their field.	Program Outcomes 1. As measured by the 2010 Business Graduate Follow-up Report, a majority of respondents will (i) rate the business academic program as good or higher and (ii) find the employment in their related field.	Program Outcomes 1. Ten 2010 business graduates responded to the Graduate Follow-up Report. (i) 100% of the respondents rated the overall academic program as excellent or good. (ii) 78% are employed full-time in their related	Program Outcomes: 1. Objective met. Results reviewed by faculty.
2. The School of Business will maintain	2. As measured by the 2011 Graduating	field. 2. Fifty-nine 2011 Business	Objective met. Results reviewed by
consistency with the university's environment which affords the students the opportunity to develop to his or her highest potential and into responsible leaders and citizens	Students' Survey or other methods, the majority of the School of Business students will rate the university at the highest level in providing an environment which will motivate students to (i) achieve their highest potential and (ii) develop into responsible leaders and citizens	undergraduate students were surveyed with the results: (i) 93.0% rated the college at its highest level (high achievement) in motivating students to achieve their highest potential, and (ii) 81.0% rated the college at its highest level (high achievement) in developing responsible leaders and citizens.	faculty.
3. Students will gain an appreciation for the importance of constructive involvement in the community.	3. As measured by the Evaluation of Service Learning Experience Survey, students will indicate that the service learning experience in BUS 299 (Service Learning for Business) helped them learn about their communities and what they can do to help others.	3. 100% (32 of 32) of students completing the BUS 299 Service Learning course survey indicated that the community service experience helped them learn about the community and what they can do to help others.	Objective met. Results reviewed by faculty.
Departmental Outcomes: 1. To stay current with developments in their fields and attain their highest potential, faculty members will participate in professional development.	Departmental Outcomes: 1. The percentage of School of Business Faculty participating in professional development activities will increase from the 2009-2010 level.	Departmental Outcomes; 1. 76.9% (10 of 13) of faculty participated in faculty development activities during the 2010 -2011 academic year compared to 92% in 2009-2010.	Departmental Outcomes 1. Objective not met. Faculty members encouraged by the dean to seek external professional development activities. Departmental training activities will be offered.

 2. The School of Business will provide an	2. As measured by the 2010-2011 BSB	2. In the 2011 BSB program Exit Survey,	2. Objective met. Results reviewed by
environment that provides a caring,	exit survey, a majority of graduating	94.0% (47 of 50) of the graduating	faculty. Evaluation criteria reviewed in
respectful relationship with students.	students will indicate that (i) faculty	students indicated that faculty and staff	departmental meetings to ensure faculty
	and staff are friendly and courteous, (ii)	are friendly and courteous. 98.0% (49	continue to meet expectations.
	faculty are available for students, and	of 50) of the graduating students	continue to meet enperturions.
	(iii) faculty treat students fairly.	indicated that faculty are available for	
	(III) faculty freat students fairly.	students. 92% (46 of 50) of the	
		students. 92% (40 of 50) of the	
		graduating students indicated that	
		faculty treat students fairly.	

BUSINESS ADMINISTRATION MAJOR INSTITUTIONAL EFFECTIVENESS PROGRAM

2009-2010

2009-2010								
EXPANDED STATEMENT OF INSTITIONAL PURPOSE	STUDENT LEARNING OUTCOMES AND OBJECTIVES OF PROGRAM	ASSESSMENT CRITERIA AND PROCEDURES	ASSESSMENT RESULTS	USE OF RESULTS				
University Mission: The mission of William Carey University is to provide quality liberal arts and professional programs within a caring Christian academic community. The individual student is encouraged to develop his or highest potential in scholarship, leadership, and service. The university	Learning Outcomes 1. Students in the BSB program will demonstrate proficiency in written business communication skills expected by potential employers.	Learning Outcomes 1. Students completing BUS 313 (Business Communication) will receive a satisfactory or better rating on cover letters and resumes evaluated using a rubric assessing standard conventions in writing, punctuation, spelling, grammar, and document structure.	Learning Outcomes: 1. 87% of students completing BUS 313 received a rating of satisfactory or better using a rubric to evaluate the six components of the documents.	Learning Outcomes: 1. Results reviewed by faculty. Grammar, spelling, and punctuation (mechanics) used in documents were identified as areas for improvement.				
collaborates with churches, organizations, and individuals to affirm its Baptist heritage and namesake –William Carey. Expanded Statement of Purpose: 1. Provide academic programs to	 Students in the BSB program will demonstrate proficiency in oral communication skills expected in professional business presentations. 	 Students completing BUS 313 (Business Communication) will receive a satisfactory or better rating on the oral presentation for this course. Video taped presentations will be evaluated using a rubric to assess elements of communication proficiency. 	On average, students were rated satisfactory or better on 4.84 of 6 criteria used to evaluate oral presentations.	 Results reviewed by faculty. Instructors identified areas for improvement. Voice, eye contact and body language were identified as areas for improvement. 				
promote student learning. 2. Promote Christian development and social responsibility 3. Strengthen ties with Baptist churches, associations, and conventions 4. Provide an environment that supports student learning 5. Strengthen organizational and operational effectiveness 6. Strengthen financial resources	3. Students in the BSB program will demonstrate proficiency in analyzing a business case.	3. Students completing BUS 485 (Strategic Management) will receive a satisfactory or better rating on a case analysis required for this course. Analyses will be evaluated by departmental faculty using a rubric to assess students' abilities in identifying and stating a problem, identifying and stating relevant alternatives, evaluating alternatives, and making a recommendation.	On average, students were rated satisfactory on 2.14 of 4 criteria used to evaluate case analyses.	3. Results reviewed by faculty. Identification of alternatives, evaluation of alternatives, and recommendations were identified as areas for improvement in the development of activities and assignments.				
Goal for Departmental Program/Unit The School of Business strives to provide an environment that promotes student learning in the field of business in a caring, Christian community. Graduates of baccalaureate-level programs in business	 Students will demonstrate proficiency in the use of business computer software programs and their applications. 	4. Students completing BUS 310 (Microcomputer Applications) will receive a satisfactory or better rating on a course project evaluated using a rubric assessing their skills in selecting relevant data, building algorithms, and building and interpreting graphs.	 On average, 90.3% of students demonstrated proficiency on Excel skills and 96.8% of students demonstrated proficiency on Access skills. 	 Results reviewed by faculty. Areas for improvement in Excel skills include charts and chart formatting. Areas for improvement in Access skills include sorting, summary options, and formatting in the development of activities and assignments. 				
administration will develop a depth of understanding of business principles and are given the opportunity to develop to their fullest potential in preparing for a career and/or undertaking post-baccalaureate studies.	5. Students will demonstrate basic knowledge of fundamental terminology and concepts in the major areas of business: (a) economics, (b) accounting principles; (c) marketing; (d) management, (e) finance, (f) business communications, (g) business law, (h) operations management, (i) strategic management, (j) managerial accounting, (k) statistics, (l) microcomputer applications.	 5.(i) Students completing core business courses will earn at least 60% on standardized assessments administered at the end of the term. (ii) Student performance on the Comprehensive Business Exam will be measured and compared to performance of peer institutions. 	5i.(a) The percentage of students completing core courses scoring at least 60% on the end of course assessments are listed below. Economics: 60.87% Accounting Principles: 41.75% Marketing: 62.64% Management: 54.63% Finance: 0.00% Business Communications: 78.13% Business Law: 22.00% Operations Management: 85.51% Strategic Management: 33.33%. Managerial Accounting: 6.25% Statistics: 35.06% Microcomputer Applications: 37.04%	5. Results reviewed by faculty. Improvement plans for learning outcomes were developed by instructors of core business classes. A special topics course in International Business was added to the 2009 – 2010 schedule of course offerings.				

EXPANDED STATEMENT OF INSTITIONAL PURPOSE	STUDENT LEARNING OUTCOMES AND OBJECTIVES OF PROGRAM	ASSESSMENT CRITERIA AND PROCEDURES	ASSESSMENT RESULTS	USE OF RESULTS
INSTITIONAL PURPOSE		PROCEDURES	(ii) The percentage of students demonstrating basic, proficient, or mastery level performance in each area of the Comprehensive Business Exam (CBE) are listed below. Peer Institution performance is indicated in parentheses. Accounting: 48.15% (40.41%) Finance: 38.89% (35.03%) Economic Environment: 57.40% (56.40%) Social Environment: 40.74% (35.03%) Legal Environment: 85.19% (83.38%) Management: 85.19% (82.86%) International Business:75.92% (81.71%) Marketing: 83.33% (77.50%)	USE OF RESULTS
	Program Outcomes 1. Graduates of the School of Business will (i) be highly satisfied with their business academic program and (ii) secure employment related to their field.	Program Outcomes 1. As measured by the 2009 Business Graduate Follow-up Report, a majority of respondents will (i) rate the business academic program as good or higher and (ii) find the employment in their related field.	Program Outcomes 1. Thirteen 2009 business graduates responded to the Graduate Follow-up Report. (i) 91% of the respondents rated the overall academic program as excellent or good. (ii) 90% are employed full-time in their related field.	Program Outcomes: 1. Objective met. Results reviewed by faculty.
	2. The School of Business will maintain consistency with the university's environment which affords the students the opportunity to develop to his or her highest potential and into responsible leaders and citizens	2. As measured by the 2010 Graduating Students' Survey or other methods, the majority of the School of Business students will rate the university at the highest level in providing an environment which will motivate students to (i) achieve their highest potential and (ii) develop into responsible leaders and citizens	2. Fifty-nine 2010 Business undergraduate students were surveyed with the results: (i) 81.0% rated the college at its highest level (high achievement) in motivating students to achieve their highest potential, and (ii) 80.0% rated the college at its highest level (high achievement) in developing responsible leaders and citizens.	Objective met. Results reviewed by faculty.
	Departmental Outcomes: 1. To stay current with developments in their fields and attain their highest potential, faculty members will participate in professional development.	Departmental Outcomes: 1. The percentage of School of Business Faculty participating in professional development activities will increase from the 2008-2009 level.	Departmental Outcomes; 1. 92% of faculty participated in faculty development activities during the 2009 - 2010 academic year compared to 85% in 2008-2009. 83% of faculty members participated in external faculty development opportunities, and 42% of faculty members participated in internal faculty development activities.	Departmental Outcomes 1. Faculty members encouraged by the dean to seek external professional development activities. Departmental training activities will be offered.
	The School of Business will provide an environment that provides a caring, respectful relationship with students.	2. As measured by the 2009-2010 BSB exit survey, a majority of graduating students will indicate that (i) faculty and staff are friendly and courteous, (ii) faculty are available for students, and (iii) faculty treat students fairly.	2. In the 2010 BSB program Exit Survey, 98.0% (48 of 49) of the graduating students indicated that faculty and staff are friendly and courteous. 98.0% (48 of 49) of the graduating students indicated that faculty are available for students. 100% (48 of 48) of the graduating students indicated that faculty treat students fairly.	2. Objective met. Results reviewed by faculty. Evaluation criteria reviewed in departmental meetings to ensure faculty continue to meet expectations.