

Overview

Institution Name

Volunteer State Community College

Address

1480 Nashville Pike

Year Accredited

1998

Year Reaffirmed

2009

Years Covered by this Report

2012 - 2012

Date Submitted

10/05/2017

Completed By

Anderson, Patricia

Phone

615-230-3300

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patricia.anderson@volstate.edu

ACBSP Champion

Anderson, Patricia

ACBSP Co-Champion

Morris, Rob

I - Institutional Information

To complete this section, first click on the Edit/Checkout button. Then copy and paste the headings into the Institutional Response box below and enter your information.

O 4. List all accredited programs (as they appear in your catalog).

Note: Listing new programs here does not confer accreditation. New degree programs, majors or emphases must be in effect for at least two years and have graduates and follow the guidance in the process book before accreditation will be granted.

O 5. List all programs that are in your business unit that are not accredited by ACBSP and how you distinguish accurately to the public between programs that have achieved accredited status and those that have not.

O 6. List all campuses where a student can earn a business degree from your institution.

O 7 Person completing report:

Name:

Phone:

Email address:

ACBSP Champion name:

ACBSP Co-Champion name:

QA Report

Status: Completed | **Due Date:** Not Set

Assigned To

Not Assigned

Institution Response

O 4. List all accredited programs (as they appear in your catalog).

General Business Administration- A.A.S.

Accounting- A.A.S.

Note: Listing new programs here does not confer accreditation. New degree programs, majors or emphases must

be in effect for at least two years and have graduates and follow the guidance in the process book before accreditation will be granted.

O 5. List all programs that are in your business unit that are not accredited by ACBSP and how you distinguish accurately to the public between programs that have achieved accredited status and those that have not.

Paralegal Studies- A.A.S. degree is accredited by the American Bar Association,

Standing Committee on Legal Assistants (Committee Approval).

Accreditation Statement is found on our web page: "The A.A.S. in Business is accredited by the Accreditation Council for Business Schools and Programs".

<http://www.volstate.edu/BusinessDivision/>

O 6. List all campuses where a student can earn a business degree from your institution.

Main Campus - Gallatin, TN

O 7 Person completing report:

Name: **Patricia Anderson**

Phone: **615-230-3300**

Email address: **patricia.anderson@volstate.edu**

ACBSP Champion name: **Patricia Anderson**

ACBSP Co-Champion name:

Sources

- VolState_2014QA_webpage

II - Status Report on Conditions and Notes

O 8. Conditions or Notes to be addressed: You do not need to address Opportunity for Improvement (OFI).

Please explain and provide the necessary documentation/evidence for addressing each condition or note since your last report.

Are you requesting the Board of Commissioners to remove notes or conditions (if the justification for removal is lengthy consider attaching an appendix to QA report):

Remove Note:

Remove Condition:

Do not remove note or condition. Explain the progress made in removing the note or condition:

QA Report

Status: Completed | **Due Date:** Not Set

Assigned To

Not Assigned

Institution Response

O 8. Conditions or Notes to be addressed: You do not need to address Opportunity for Improvement (OFI).

Please explain and provide the necessary documentation/evidence for addressing each condition or note since your last report. N/A

Are you requesting the Board of Commissioners to remove notes or conditions (if the justification for removal is lengthy consider attaching an appendix to QA report): N/A

Remove Note: N/A

Remove Condition: N/A

Do not remove note or condition. Explain the progress made in removing the note or condition:

Sources

There are no sources.

III - Public Information

Item III in the QA report applies to Criterion 6.11 in the *Standards and Criteria* book.

Accredited business programs must routinely provide reliable information to the public on their performance, including student achievement.

1. Provide evidence on the main business page website, or on business program websites, that demonstrate accredited programs provide information to the public on business student achievement. For example, evidence of business student achievement may include aggregate data by accredited programs regarding some of the following business student achievement measures:

- Attrition and retention
- Graduation
- Licensure pass rates
- Job placement rates (as appropriate)
- Employment advancement (as appropriate)
- Acceptance into graduate programs
- Successful transfer of credit
- Other

Note: Website links submitted to document the implementation of this requirement must be on the business landing page, clearly identified, and lead directly to information regarding business student achievement. Provide the link in Section III of the online reporting portal.

QA Report

Status: Completed | **Due Date:** Not Set

Assigned To

Not Assigned

Institution Response

O 9. The business unit must routinely provide reliable information to the public on its performance, including student achievement such as assessment results.

Describe how you routinely provide reliable information to the public on your performance, including student achievement such as assessment results and program results.

Student Learning Outcome Assessment Results: Such as what you report in Standard 4, accounting assessment, management assessment, critical thinking, communication, etc. How do you make the results public?

Program Results: Such as what you report in Standard 4, graduation rates, retention rates, job placement, etc. How

do you make the results public?

We have a very active and robust Business Advisory Council which meets twice a year. The Business Advisory Council provides insight to workforce needs and certifications required to meet specific job placement demands. They are kept abreast of new programs through the Business Division that are developed to meet these workforce trends and job demands. In addition to their useful input, our Business Advisory Council represents many of the employers who hire our new graduates.

Additional student data can be found on this site: <http://www.volstate.edu/Research/>

<http://www.volstate.edu/research/Documents/Factbook.pdf>

<https://recopia.volstate.edu:8443/idashboards/?guestuser=guest>

<https://recopia.volstate.edu:8443/idashboards/?guestuser=guest>

<https://recopia.volstate.edu:8443/idashboards/?guestuser=guest>

Paralegal Studies Program moved Fall 2014 from the Business and Technology Division and will no longer be included in ACBSP. Our Paralegal Studies Program is accredited by the American Bar Association.

Sources

- Academic Proficiency Profile
- Awards by Year
- Completion Graduation and Transfer out Rates
- Job Placements by Year
- VolState_2014QA_Employer Survey Trend Table GBA 2010-2013

1 - Standard 1 Leadership

Organization

- a. List any organizational or administrative personnel changes within the business unit since your last report.
- b. List all new sites where students can earn an accredited business degree (international campus, off-campus on-campus, online) that have been added since your last report.

QA Report

Status: Completed | **Due Date:** Not Set

Assigned To

Not Assigned

Institution Response

Organization

- a. List any organizational or administrative personnel changes within the business unit since your last report.

Patricia Anderson, Dean, Business and Technology - began September 2014

Dr. George Pimentel, Vice President of Academic Affairs - began Spring 2014

Paralegal Studies moved to the Social Sciences & Education Division- Spring 2015

- b. List all new sites where students can earn an accredited business degree (international campus, off-campus on-campus, online) that have been added since your last report.

None

Sources

- VolState_2014QA_Standard 1 number 7 backup

2 - Standard 2 Strategic Planning

You do not have to respond to Standard #2 Strategic Planning if you do not have any notes or conditions in this standard.

QA Report

Status: Completed | **Due Date:** Not Set

Assigned To

Not Assigned

Institution Response

There is no response.

Sources

There are no sources.

3 - Standard 3 Student and Stakeholder Focus

Complete the table for Standard 3 - Student- and Stakeholder-Focused Results, found under the Evidence File tab above in the ACBSP Documents Folder. Provide three or four examples of assessment data, reporting what you consider to be the most important data. It is not necessary to provide results for every process in your QA report.

QA Report

Status: Completed | **Due Date:** Not Set

Assigned To

Not Assigned

Institution Response

The attached tables reflect strength in our Business Program from the Student and the Stakeholder/ Employer perspective, in addition to providing job placement data.

The Class Climate data is derived from student surveys which reflect their evaluations of the class content and instructor's knowledge.

The Employer Survey Trend Table is from the Employers' perspective and their evaluations of the VolState graduate as an employee.

Criterion 3.8: Pre & Post Tests were given for INFS 1010 course because it is a required course for both the Business A.A.S. degree and the Accounting A.A.S. degree. In addition, Pre & Post tests were also administered for Accounting 1010.

Sources

- VolState_2014QA_2015-2016 Business Division IE Plan
- VolState_2014QA_AAS Business Placement Info 2011-2013
- VolState_2014QA_Class Climate Surveys course averages
- VolState_2014QA_Employer Survey Trend Table GBA 2010-2013

4 - Standard 4 Measurement and Analysis of Student Learning and Performance

- a. **Program Outcomes.** List outcomes by accredited programs. Program outcomes should be used as part of a student learning assessment plan and be measurable.

AAS

AS

AS Accounting, etc.

- b. **Performance Results.** Complete Table 2 for Standard 4 Student Learning Results found under the Evidence File in the ACBSP documents folder above.

1. Provide a **minimum of three examples of assessment data**, reporting what you consider to be the most important data. It is not necessary to provide results for every process.
2. **You must have at least one example of results for each accredited program.**

QA Report

Status: Completed | Due Date: Not Set

Assigned To

Not Assigned

Institution Response

Program Learning Outcomes measured by the GBA exit exam:

General Business Administration A.A.S. & Accounting A.A.S.

Students who complete course work in the General Business Administration program and the Accounting A.A.S. will be able to:

- Identify the components of effective written and spoken communications within the business environment.
- Define terms and concepts used in the business environment.
- Identify fundamental concepts and skills in computer technology used in academia or the professions.
- Demonstrate an ability to classify and record transactions involving double entry accounting and prepare the financial statements for a variety of business entities.
- Demonstrate knowledge of basic supervisory principles and skills.
- Demonstrate comprehension of business mathematical concepts.

Sources

- VolState_2014QA_GBA Exit Exam Outcomes 2012-13_2014-15

5 - Standard 5 Faculty and Staff Focus

- a. **Faculty and Staff Focus** Complete Table 3a Standard 5 - **Faculty- and Staff-Focused Results** found under the Evidence File above. Provide three or four examples of assessment data, reporting what you consider to be the most important data. It is not necessary to provide results for every process.
- b. **Faculty Qualifications** Complete Table 3b. Standard 5 - **New Full-Time and Part-Time Faculty Qualifications** found under the Evidence File above. This table is for **new full-time and part-time faculty members since your last self-study or QA report. Do not include faculty members previously reported**, in accordance with Criterion 5.2 in the Standards and Criteria.

QA Report

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Institution Response

In regards to the Business Division's faculty annual evaluations for this period, all earned a minimum of a 3 on a rating scale of 1-5 in each faculty member's evaluation. A rating of a "3" indicates the faculty member is doing their job on a 'Satisfactory' level.

Faculty and students from our Business Unit have also participated in International- Study Abroad programs. An attachment with a tab for 'faculty' and a tab for 'students' is also included.

On being rated by the students in their classes, a Class Climate Survey reflects a high level of competency in the instruction/ delivery of content. On a range of 1 to 5 ('1' = strongly agree to a '5' = strongly disagree), faculty scored high marks as the data reflects.

The changes in faculty since the last QA report are presented in the attachment '...Standard 5 back-up'

Sources

- VolState_2014QA_Class Climate Surveys course averages
- VolState_2014QA_Standard 5 back-up
- VolState_2014QA_Study Abroad

6 - Standard 6 Educational and Business Process Management

a. Curriculum

1. List any existing accredited degree programs/curricula that have been **substantially revised** since your last report and attach an updated Table 6 Curriculum Summary found under the Evidence File tab above.
2. List any degree programs that have changed names whether or not there are curriculum changes. This information will be used to update your list of accredited programs on the ACBSP website.
3. List any **new degree programs** that have been developed since your last report and attach a Table 6 Curriculum Summary found under the Evidence File tab above.

Note: If you have a new degree at a level currently accredited by ACBSP, then report information on: student enrollment, program objectives, instructional resources, facilities and equipment, admissions requirements, graduation statistics, core professional components (CPCs), and the outcomes assessment process to ACBSP. If the new degree is at a higher level than what is currently accredited, the school must complete a self-study to add the degree.

4. List any accredited programs that have been terminated since your last report.

Note: If you do not have any new or revised programs, you do not need to complete Table 6 Curriculum Summary.

5. Provide three or four examples of organizational performance results, reporting what you consider to be the most important data, using Table 7 - Standard 6 - Organizational Performance Results, found under the Evidence File tab above. It is not necessary to provide results for every process.

QA Report

Status: Completed | **Due Date:** Not Set

Assigned To

Not Assigned

Institution Response

1. List any existing accredited degree programs/curricula that have been substantially revised since your last report and attach an updated Table 6 Curriculum Summary found under the Evidence File tab above.

Management A.A.S.

2. List any new degree programs that have been developed since your last report and attach a Table 6 Curriculum Summary found under the Evidence File tab above.

Business Administration A.S.

Computer Information Technology A.A.S.

Information Systems A.S.

Note: If you have a new degree at a level currently accredited by ACBSP, then report information on: student enrollment, program objectives, instructional resources, facilities and equipment, admissions requirements, graduation statistics, core professional components (CPCs), and the outcomes assessment process to ACBSP. If the new degree is at a higher level than what is currently accredited, the school must complete a self-study to add the degree.

3. List any accredited programs that have been terminated since your last report.

Banking A.A.S.

Business and Commerce A.S.

Commercial Music A.A.S.

Hotel and Restaurant Management A.A.S.

Aviation A.S.

4. Provide three or four examples of organizational performance results, reporting what you consider to be the most important data, using Table 6.1 Standard 6 - Organizational Performance Results, found under the Evidence File tab above. It is not necessary to provide results for every process.

Sources

- Tables
- VolState_2014QA_Changes 2013-14 Catalog from 2012-13 Catalog
- VolState_2014QA_Management A.A.S. Conc