

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

Allison McGullion

Institution Response

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

- Associate of Applied Science in Business Administration – Accounting Track
- Associate of Applied Science in Business Administration – Human Resource Management Track
- Associate of Applied Science in Business Administration – Management Track

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.

- Associate of Applied Science in Business Administration – Finance Track
- Associate of Applied Science in Business Administration – Hospitality Management Track
- Associate of Applied Science in Business Administration – Office Systems Track
- Associate of Applied Science in Business Administration – Real Estate Management Track

The three accredited tracks are indicated as such on the West Kentucky Community & Technical College website under the Business Administration Program Offerings. The accreditation status is also indicated on each individual curriculum guide for the three degree tracks.

o 6. List all campuses where a student can earn a business degree from your institution.
- Main campus of West Kentucky Community & Technical College for live instruction and online instruction for distance learning students.

o 7. Person completing report:
- Name: Allison McGullion
- Phone: 270-534-3274
- Email address: allison.mcgullion@kctcs.edu
- ACBSP Champion name: Allison McGullion

Sources

There are no sources.

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

Allison McGullion

Institution Response

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

-There are no notes, conditions, or OFIs to which we were asked to respond.

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. A direct link to aggregate business student results should be placed on your business page website. The following items must be available to the public for accreditation.

Student Learning Outcome Assessment Results: Such as what you report in standard #4, ETS, MFT, accounting assessment, management assessment, critical thinking, communication, etc. [A link to Table 2 found in the evidence file must be placed on your website.](#)

Program Results for Business Students: Such as graduation rates, retention rates, job placement, etc. How do you make the results public? [A link to Table 7 found in the evidence file must be placed on your website.](#) Ensure the link goes directly to business students' results such as the example in the evidence file above under ACBSP Documents, Good Example of Public Information. This link provides a good example: <http://cravencc.edu/office-of-institutional-effectiveness/institutional-accreditation/acbsp-business-programs-accreditation/>.

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Institution Response

All Program Assessment Results are made public on the Business Administration Program's Accreditation Page. The referenced tables above are listed under the respective links on this page.

[Business Administration Accreditation Information Page](#)

Sources

- Quality Assurance Tables

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

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Allison McGullion

Institution Response

1 - Standard 1 Leadership

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

There have been no organizational or administrative personnel change within the business since our previous Quality Assurance Report was submitted.

West Kentucky Community and Technical College had a change in the institution's presidency during 2016. Long-time President, Dr. Barbara Veazey, retired in June 2016. Our new President, Dr. Anton Reece, started his presidency on October 1, 2016.

- 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.

There have been no new sites added where students can earn an accredited business degree since our previous Quality Assurance Report was submitted.

Sources

There are no sources.

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 standards.

QA Report

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

Assigned To
Allison McGullion

Institution Response

There were no notes or conditions related to Standard #2 Strategic Planning to be addressed.

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. 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

Allison McGullion

Institution Response

Please see Table 1. for Standard 3 Student and Stakeholder Focus for data.

Sources

- Quality Assurance Tables

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 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

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Institution Response

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

Associate in Applied Science in Business Administration

-Accounting Option Student Learning Outcomes

- i. Demonstrate an understanding of basic financial accounting concepts for decision-making, planning, and control.
- ii. Demonstrate the knowledge of cost systems in relation to management control and decision-making.
- iii. Explain the elements of internal control systems.
- iv. Demonstrate the use and function of emerging/existing communication and information processing and its application to accounting practice.
- v. Demonstrate the ability to identify, organize and communicate relevant data used in external financial reporting.

-Human Resource Management Option Student Learning Outcomes

- i. Describe the human resource manager's job responsibilities in successfully completing the staffing function.
- ii. Describe various aspects of federal and state legislation affecting human resource management.
- iii. Describe the components of performance appraisal systems, training and development activities, and the establishment of a safe work environment.
- iv. Identify the different skills necessary for effective and ethical supervision.

-Management Option Student Learning Outcomes

- i. Demonstrate an understanding of the functions of management.

- ii. Demonstrate an understanding of team building, employee empowerment, business ethics, decision-making, problem solving and quality.
- iii. Demonstrate an understanding of the role of marketing and customer focus in all organizations.
- iv. Determine an awareness of trends and their impact on management decisions.

b. Performance Results. Complete Table 2 for Standard 4 Student Learning Results found under the Evidence File above.

See Table 2 for Standard 4 Student Learning Results for data.

Sources

- Quality Assurance Tables

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

Status: Completed | Due Date: Not Set

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Allison McGullion

Institution Response

- 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.

See the referenced table for data for Standard 5 - Faculty and Staff Focus, a. Faculty and Staff Focus.

- 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.

See the referenced table for data for Standard 5 - Faculty and Staff Focus, b. Faculty Qualifications.

Sources

- Quality Assurance Tables

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

Allison McGullion

Institution Response

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.

No substantial revisions have taken place during this reporting period.

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.

No degree programs have changed names during this reporting period.

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.

No new degree programs are being added or developed during this reporting period.

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

No accredited programs have been terminated during this reporting period.

5. 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.

See the referenced table 7 for data for Standard 6 - Educational and Business Process Management.

Sources

- Quality Assurance Tables