

Cerritos College
 Instructional Program Review - Goal Form
 Department: Accounting and Finance

Ref	Goal	Action to be Taken	Completion Date	Person Assigned
		SHORT-TERM GOALS		
S2 O1 O3	Attend the semi-annual California Society of Certified Public Accountant Accounting Educator's Committee	Submit the Perkins Funding request for travel reimbursement to the CalCPA AEC	September 2020	Teresa Aeryn Charles Osaki
		Attend the fall Accounting Educator's Committee meeting	October 2020	
		Share with the ACCT/FIN Dept. information gleaned from the AEC that will improve our program or student success	November 2020	
		Attend the spring Accounting Educator's Committee meeting	May 2021	
		Share with the ACCT/FIN Dept. information gleaned from the AEC that will improve our program or student success	September 2021	
S3 O5 T1	Get all ACCT/FIN classes approved for Distance Education instruction	Submit all courses not currently approved for distance education instruction to curriculum to be approved.	September 2020	Teresa Aeryn
		Revise and reactivate ACCT 134 – Spreadsheet Accounting II for online instruction	September 2021	Debra Johnson
S4 W1	Assess all SLO for all classes every semester.	Draft SLO's for each class.	September 2021	All ACCT/FIN Faculty
		Inform faculty of the SLO for each class they are assigned to teach each semester.	September 2021	
		Assess each SLO for each class every semester and upload the SLO assessments to eLumen.	December 2021	
		For our three course Accounting courses, draft improvement plans for those SLO deemed to be under the predetermined acceptable level	March 2022	
		Share the adopted improvement plans with all faculty for use in the respective classes.	April 2022	

W2 O4	Hire two Full-time Accounting/Finance faculty members	Complete the appropriate forms and submit request to hire two full-time faculty members	May 2021	Teresa Aeryn
		Post job announcements for the two full-time Accounting/Finance faculty position	February 2022	
		Establish a hiring/selection committee	February 2022	
		Screen all applicants	March 2022	
		Interview qualified applicants and extend offers	April 2022	
O1 S2 O4 T3	Promote student membership to the California Society of CPAs to increase student membership by 20 students per academic year	Establish a CalCPA student ambassador to Cerritos College	August 2020	William Tsang
		Prepare informational flyer for students on benefits and steps to being a student member of the CalCPA	October 2020	
		Track new student memberships to CalCPA	May 2021	
O2	Increase student awareness of available scholarships.	All ACCT/FIN faculty will announce all available scholarships to their accounting classes at least once each semester.	January 2021	William Tsang
		Post available scholarship on the Accounting Department website.	January 2021 to May 2021	
		Accounting faculty will post available scholarships on their website or on Canvas.	January 2021 and as new scholarships are announced	

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LONG-RANGE GOALS				
S1 S5 O3 T3	Develop the Pathways to Success Program for Accounting and Finance Students. Increase student attendance per academic year to 50 students.	Draft an outline of the Pathways to Success Program detailing the events to be held and guest speakers who will be invited.	August 2020	Peter Moloney and Charles Osaki
		Plan and hold Orientation for the faculty and students who are interested in participating in the program	September of each semester	
		Train faculty in mentoring the students participating in the program and assign mentors to program participants	Continuous	
		Professor check-in meetings	Continuous	
		Select and invite accounting and finance professionals as guest speakers	Continuous	
		Plan, organize, and hold a resume writing workshop for program participants	Once per semester	
		Plan, organize, and hold a student interviewing workshop for program participants	Once per semester	
		Plan, organize, and hold a business and dining etiquette workshop for program participants	Once per semester	
		Plan, organize, and hold a student networking event for program participants	Once per semester	
		Faculty and Cerritos College alumni will hold a discussion panel and will coach and advise program participants throughout the transfer process	Continuous	
		Develop a presentation for the counseling department so they may better inform students of the specific education and professional skills potential employers seek.	May 2021	
		Increase to 50 the number of student participants per academic year in the PSP.	May 2025	
O4 T1 T2	Increase our course offerings by adding one new course every two years	Research neighboring community colleges as to their variety of accounting and finance course offerings.	Continually through May 2031	Full-time Accounting & Finance Faculty

	to bring total courses actively offered to 25	Discuss as department meetings the addition of one new class every two academic years to the courses currently offered to bring total courses actively offered from 20 to 25.	May 2031	
		Prepare course outline and complete curriculum documents for approval of one new course every two academic years.	Continually through May 2031	
O4 T1	Review and update course outlines of courses currently offered on a cycle of two courses per academic year.	Review in eLumen, at a rate of two courses per academic year, the course outlines for all courses actively offered	Continually through May 2031	Full-time Accounting & Finance Faculty
		Discuss potential updates to course outlines at department meetings	Continually through May 2031	
		Complete appropriate curriculum documents to update course outlines to match current teaching methodologies at a rate of two courses per academic year	Continually through May 2031	