

1. GOALS FOR BUSINESS ADMINISTRATION

Mid-Range (1-3 years)	Mapped to SWOT	Action to be Taken	Completion Date	Person Assigned
Convert the Candela OER textbooks to the Waymaker program within next year	S4	Coordinate with Lumen Learning in developing OER materials and add-in tools for Canvas: align learning outcome assessments to quizzes and assignments	June 2017	Bob Livingston
Develop three additional new OER textbooks	S4	Coordinate with Lumen Learning in developing OER materials for BA 113, 118, 132	June 2017	Bob Livingston
Communicate more effectively program A.A./B.A. pathways	O2, W1, W4, W8	Update BA Website to inform students of pathways to A.A. / B.A. degrees and communicate Website for online students. Visit individual classroom to inform students of certificates and degrees. Create interactive Web exercises for student awareness of the BA programs.	June 2017	Bob Livingston
Improve the current Waymaker content	S4, W6, T1	BA faculty working with Lumen Learning giving feedback on content and system improvements	June 2017	Wendy Wright
Enhance and develop Program Leads and strategic partnerships	S1, O4,O5, W5, T2,	Attend conferences, participate in industry associations and events	June 2018	Jianli Hu
Expose students to current industry practices, helping to bridge academics to local businesses.	S3, S6,	Coordinate department field trips Invite guest speakers Attend business events	June 2018	Wendy Wright
Hire one additional full-time instructor	W9, O3, T3	Gain approval to hire one additional full-time instructor	June 2018	Cindy Moriarty
Explore opportunities for International business and educational partnerships.	S7, W5, O3, T2	Create cohort programs for international students to study at Cerritos College. Create exchange programs for students and instructors.	June 2018	Jianli Hu

Provide training for succession planning	T3	Setting aside specific time to shadow chair to learn school processes: meetings, curriculum, textbook ordering, CTE funding, evaluations, grants, and everything else.	June 2018	Marcela Daltro
Stay abreast of emerging industry trends	S1, O5	Join professional business associations	June 2018	Cindy Moriarty
Improve long-term student learning using SLO's as the way to measure this.	O1,S4, O6	<ul style="list-style-type: none"> a. Assess and analyze SLOs so that they are aligned with course objectives. b. Update SLOs as needed c. Update rubrics for measuring SLOs. d. Update and analyze data from e-Lumen e. Develop classroom assessment techniques. f. Re-analyze data for potential revisions. 	Spring 2018	Cindy Moriarty & Marcela Daltro
Diversify and pursue opportunities outside the Retailing Industry	T2	<ul style="list-style-type: none"> a. Research and analyze industry job providers, other than retail management in our district. b. Solicit/contact key industry providers, other than retail management, in our district to join Advisory Committee. c. Invite participating industry job providers to meet for inaugural Advisory meeting. 	January 2018	Marcela Daltro
Put together a Department Strategic Planning Retreat	W3	Coordinate a fall and spring retreat at an offsite location.	May 2018	Wendy Wright
Develop our part-time instructors teaching skillset.	W4	Sharing Best teaching practices with full-time and part-time BA faculty	June 2018	Marcela Daltro
Work toward increasing the number of BA faculty	O3	Provide evidence to the Faculty, Executive Council and/or committee working on faculty prioritization as to the need to increase the number of BA faculty.	June 2018	Cindy Moriarty

Assess and update existing curriculum	W1	Review enrollments and completion rates to determine viability and sustainability of individual courses and programs	October 2017	Cindy Moriarty & Marcela Daltro
Create Process to evaluate SLOs	S1, O3	Review SLO data and determine which class SLOs need to be updated or rewritten.	June 2018	Marcela Daltro & Jianli Hu