February 27, 2021

The following information is provided from the Associate Degree Board of Commissioners accreditation decisions from the November 16-17, 2020 virtual meeting.

Business programs identify opportunities for improvement, along with ACBSP, to help them plan to move to higher levels of academic excellence. ACBSP's Core Value of Continuous Improvement and Organizational Learning, that "Business schools and programs should pursue regular cycles of planning, execution and evaluation of every process and system. Ongoing improvement of these processes and systems leads to ever higher quality and student/stakeholder satisfaction." The institution and ACBSP identified these standards as having some opportunities for improvement.

Decisions regarding initial accreditation:

San Diego Miramar College (San Diego, CA, USA)

Full Accreditation granted.

Basis for the decision/program comments:

Criterion 1.1 Leadership Strategies
- The College has a robust Strategic Planning process that provides a clear direction for all areas of the College including the Business Unit. It is designed to help the College and the Business Unit respond to the current and projected educational needs of the residents of its service area and the economic, demographic, and community trends.

Categories: Approach, Deployment, Results, Improvements

Criterion 2.1 Strategic Planning Process
- According to the Self-Study and interviews with administrators and faculty, the Business Unit is driven by their strategic plan. They have used data collected for strategic planning purposes to update, alter, remove and/or create new programs within the framework of Program Review and SLOC.

Categories: Approach, Results, Improvements

Criterion 3.1 Stakeholders
- After interviewing past and present students and advisory board members, it was evident to the Site Team that the Business Unit faculty is highly regarded by all. They are dedicated, involved, interested in their students, college and the community. They are to be commended.

Categories: Results
Verified: This Strength was verified on site.

Criterion 3.2 Stakeholder Satisfaction
The Business Unit has a strong and supportive Business Advisory Board that submits timely feedback on the curriculum and program offerings.

**Categories:** Results

**Criterion 3.3 Student Support**
- After review of the written response and review of the College’s website and links, the Business Unit has met this Criterion. It is evident through student emails provided in Standard 3 from current and past students that the Business Unit involves the College’s student support services in the learning process.

**Categories:** Deployment

**Criterion 3.4 Stakeholder Results**
- A strength of the Business Unit is the documented results of the multiple surveys utilized by the Business Unit, such as the student satisfaction survey.

**Criterion 3.5 Business/Industry Relations**
- The Business Unit has many valuable and multi-faceted relationships with business and industry partners. One, "example of the results and impact of the linkage between business and industry and the Business Department at San Diego Miramar College is the collaborative partnership formed with SAY San Diego, a local non-profit organization whose mission is to promote self-sufficiency and independence to clients served by the organization."

What is impressive about this strength of the Business Unit is its ability, planning, and acting upon the feedback provided by business and industry partners, such as changes in the curriculum.

**Categories:** Results

**Criterion 4.1 Student Learning Outcomes Assessment**
- As indicated in the Self-Study evidence, the College sets institutional benchmarks for awards conferred, course success, and course retention. The benchmarks are based on 5-year averages for these measures. The program uses the benchmarks as a comparison tool to measure its effectiveness in student achievement.

**Categories:** Approach, Deployment, Results, Improvements

**Criterion 4.2 Program Evaluation**
- As indicated in the Self-Study evidence, each program in the Business Unit conducts a full program review every three years along with annual updates in accordance with the College program review process. The program reviews are timed to correspond with the student learning outcome assessment cycle.

**Categories:** Approach, Deployment, Results, Improvements

**Criterion 5.1 Human Resource Planning**
- The San Diego Community College District and the College create and maintain appropriate programs, practices and services that support its diverse personnel. The District offers extensive professional development opportunities, programs and training through the Employment and Professional Development department. Human Resources offers and provides mandated training, core workshops, customized training programs, personal enrichment topics, online training and a lending library.

The District provides incentives for personnel to take classes and further their education, in that staff receive reimbursement for tuition for completed course work and are eligible for advancement on the salary schedule based on units completed as stipulated in collective bargaining agreements for faculty and staff.

The College offers programs, workshops and staff development through Instructional Improvement (FLEX) events and college specific offerings.

**Categories:** Approach

**Criterion 5.6 Faculty Evaluation**
• As stated in the Self-Study and after talking with full and part-time faculty, all tenured, tenure-track, adjunct, and restricted college faculty are to be evaluated. Based on the AFT contract specific details are outlines in ARTICLE XV - EVALUATION OF FACULTY. What makes this unique, and a strength, is that it includes adjunct faculty and officially makes them a part of the Business Unit.

**Categories:** Approach, Deployment, Results, Improvements

**Criterion 5.8 Faculty Instructional Development**

• As stated in the Self-Study evidence, all new faculty are required to participate in new employee orientation and attend a series of workshops designed to introduce the new employee to the practices and procedures related to classroom management, grade reporting, collective bargaining and the Faculty Evaluation Process as well as the role of the Academic Senate in support of curriculum development.

**Categories:** Results

• Evidence provided in the Self-Study verified that the SDCCD Online Learning Pathways website provides assistance for faculty to be successful in preparing and teaching fully or partially online, hybrid, and web-enhanced on-campus courses. Online Learning Pathways for the San Diego Community College District, allows completion of quality courses developed and taught online by instructors.

Faculty Resources:

- Distance Education Resources
- The Online Faculty Training Program Signup
- Guides and Videos showcasing how to use Canvas and Zoom
- Online Zoom Training Sessions
- Introduction to Canvas Course
- Newsletter and updates from the Dean of the SDCCD Online Learning Pathways

**Categories:** Approach, Deployment, Results, Improvements

**Criterion 6.9 Educational Innovation**

• One program of the College that all Business Unit members must utilize is the "Instructional Improvement or "Flex," which is a mandatory program for all classroom faculty members. It consists of a number of paid hours that each faculty member devotes to activities intended to improve instructional quality. The criteria for these is quite broad, which allows for individual creativity and innovation."

**Categories:** Results

**SELF-STUDY SUMMARY**

• The Site Team was very impressed with the amount of information provided in the Self-Study. The links provided were working and gave the team access to additional information not found in the Self-Study document that was extremely helpful in verifying information relevant to standards, especially as the visit was done virtually.

**Categories:** Approach, Results

• With all that is happening in the current environment, the Site team was impressed with the level of diversity in faculty, administration and students at the College.

Determining the exact Self-Study year was a bit confusing but in discussions with Mr. Willhelm, the Self-Study year is 2018-2019.

Due to the length of time taken in documenting data and preparing Self-Study, some of the information provided in the report was not updated to the Self-Study year. The site team, however, documented appropriately updated information before and during site visit when available.
Please see standard's criterion for additional general observations, strengths and opportunities for improvement.

**Categories:** Approach, Results

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**Opportunities for Improvement (OFI) (7)**

**Criterion 2.2 Current Strategic Plan**

- Given that one of the criteria for improvement is to benchmark against like institutions, it may be beneficial for the Business Unit to solicit partnerships with other like colleges for external benchmarking purposes. The business unit may wish to form an alliance with another ACBSP school such as Riverside City College.

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**Criterion 5.1 Human Resource Planning**

- According to Self-Study evidence, the Business Department recognized a need to develop a quantitative survey of business faculty to measure their level of satisfaction and overall well-being at Miramar College. This is an opportunity for improvement which could be explored to determine the best approach on how to gauge changes in the satisfaction among the business faculty.

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**Criterion 5.3 Faculty Composition**

- Business Unit Faculty may benefit from more Professional Certificates or Industry-related certificates over and above their initial degrees and work experience to stay relevant.

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The following business programs at San Diego Miramar College are accredited by the Accreditation Council for Business Schools and Programs:

- A.S., C.A. in Business Management
- A.S.-T. in Business Administration
- A.S., C.A. in Business Administration
- A.S.-T. in Economics
- A.S., C.A. in Computer Information Sciences
- A.S., C.A. Computer Business Technology - Administrative Assistant
- A.S., C.A. in Accountancy