**Response to CHEA Requirements for ACBSP -** *As of July 15, 2013*

Description of how Orange County Community College complies with each of the requirements below:

***Evidence that demonstrates that accredited programs or institutions provide information to the public on student achievement***

* Orange County Community College produces and publishes annually its Catalog for students; the Catalog contains the Student Right-to-Know statement which describes the College’s compliance in making available data that includes graduation and retention data. Additionally, this information is included in credit students’ admission packet.
* The College’s Communication Department and Academic departments work collaboratively to produce [marketing] material that provides information to students on academic/programmatic achievement such as data on retention, graduation and transfer rates as well as licensure pass rates.
* The College’s annual Institutional Effectiveness Plan [in full] is available upon request; however, presentation and updates on progress are provided throughout the academic year to the Board of Trustees, Cabinet, Departments and Units including Student Services. There are plans to further communicate the effectiveness measures and progress through the Grapevine, the College’s e-newsletter to faculty, staff and students.
* As with all colleges and universities, Orange County Community College completes and submits annually data to the Integrated Post-secondary Data System (IPEDS); the data populates the website’s College Navigator. This site and all the data, including retention, transfer and completion rates, is accessible to the public.
* The Business Department has an active Advisory Board that receives regular updates, data and reports regarding its programs and certificates. The College’s Communication Department publishes/submits press releases to local media outlets regarding student success stories, accreditation updates, etc.
* The Business Department conducts rigorous assessment of its student learning outcomes at the course and program level. Results and findings are available to the public to review, up on request.

**Standard 2: Strategic Planning**

Orange County Community College’s Business Department engages in a collaborative and transparent planning, assessment and resource allocation process. Please click on the draft of the College’s annual [Planning, Assessment and Resource Allocation Activities](file:///P:\OFFICE_OF_THE_PRESIDENT\Proposed%20Cycle%20of%20Planning,%20Resource%20Allocation%20and%20Assessment%20DRAFT%20for%20AY%202013-2014.docx) chart to view the initiatives that the institution engages in to ensure its effectiveness. While this chart outlines the institutional activities, it also reflects the timeline and planning process of the Business Department.

In preparation for each budgeting cycle, administrative units and academic departments are asked to begin to develop their goals for the next academic year. These goals are developed in collaboration with the faculty in the department and after review of recent assessment findings and relevant data (see below). Goals are submitted into the College’s Planning module of its Planning and Initiative Prioritization [PIP] System. This collaborative and transparent process makes certain that the plans are well-communicated and that the allocation of resources is linked to the Department’s strategic plan.

Key initiatives of the Business Department for AY 2013-2014 include:

*1. Provide high quality, industry-standard skill set training within our AAS and Certificate coursework so that our graduates are prepared for employment.*

*2. Provide high quality academic coursework in our AS transfer programs so that our graduates can successfully transfer to a Bachelor's degree program.*

*3. Promote student interest in our programs through community collaborations such as CCHS, Academies of Finance, CEP, BOCES Advisory Board, SUNY New Paltz Advisory Board, Business Clubs, and BEAM (Business Education Association of Mid-Hudson).*

*4. Continue to collaborate and maintain transfer articulations for our graduates with the Office of Educational Partnerships.*

The Business Department regularly collects and reviews college-wide and program specific data to guide their planning efforts. College-wide data that is reviewed and considered by the Department in their planning efforts includes the institution’s Institutional Effectiveness measures, results from the Student Opinion Survey (SOS) and the Community College Survey of Student Engagement (CCSSE). The Departmental Activity Report each term summarizes the enrollment data for each of the Department’s programs including measures of student type, gender, race/ethnicity, etc. Department and program specific data includes faculty feedback from end of term course evaluations, graduating students survey, employer survey, etc.

At the end of each academic year, departments and units are to prepare an annual report following a college-wide template. The report provides the opportunity to reflect and document progress made in achieving goals and initiatives. The annual reporting process incorporates assessment findings and data analysis. This information assists the department/unit in adjusting the goals/plans for the upcoming academic year.