

Montana University System
PROGRAM REVIEW

Institution: **Helena College University of Montana**

Program Years: **2011-17**

List of the programs reviewed:

- Accounting & Business Technology
 - Interior Space Planning & Design
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Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

See attached detailed individual Program Review summaries.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

See attached detailed individual Program Review summaries.

Montana University System

PROGRAM REVIEW

Institution: Helena College University of Montana

Program Years: 2011-2017

List of the programs reviewed:

Accounting & Business Technology

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

The Program Review Committee of Helena College University of Montana recommends the continuation of the Accounting & Business Program areas based on data findings and faculty recommendations.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

Information gathered during the internal review process indicates the Accounting & Business Program has maintained a steady enrollment and aligns with community needs, preparing students for high skill, high demand, and high wage employment in Montana. Program enrollment and program completion have been relatively stable over this review period. From 2011 through 2016, the Accounting & Business Program has enrolled an average of 157 students with an average of 40 completions per year.

Retention from fall to fall is 52% – equal to the average Helena College general student retention (52.4%). Accounting and Business Technology ranked overall as one of the highest programs (2nd of 14 programs FY 2016) when considering categories of: annual headcount, completion rates, annual FTE, retention rates, enrollment trend, expenditures per FTE, and job openings per student.

Our students matriculate, obtain their Associate of Applied Science and/or Certificate of Applied Science and obtain positions as bookkeepers, accountants, or entrepreneurs, or transfer to additional training or to 4-year degree programs.

1. Issue of concern: Lack of graduate employment data
 Lack of employer satisfaction data
2. Response: Internal processes to capture graduate contact information to conduct a graduate employment survey are being developed to capture and record graduate employment data. Internal process to capture graduate employer satisfaction surveys are being developed to capture and record employer satisfaction.

Montana University System

PROGRAM REVIEW

Program Goals FY2017

1. Review curriculum yearly for relevance to current industry and higher education needs.
2. Continue alignment of program with opportunities geared towards student credentials and student success.
3. Continued focus on program excellence and effectiveness.
4. Continue to strengthen ties with industry to create increased work based learning opportunities.

Montana University System

PROGRAM REVIEW

Helena College – Accounting & Business Technology

Program Review Data Summary						
Alignment with Community Needs (AAS/CAS Only)						
Data Definition:	Current MT	Projected MT	Current U.S.	Projected U.S.		
A. Provide the total number of projected job openings from related occupations for Montana and the U.S. 2014-2024	16,169	18,353	N/A	N/A		
B. Provide percent change in job openings for related occupations for Montana and the U.S. 2014-2024		13.5%		N/A		
C. Provide the median hourly wage or annual salary for related occupations	\$32,092		N/A			
Data Definition:	Year 1 11/12	Year 2 12/13	Year 3 13/14	Year 4 14/15	Year 5 15/16	5 Year Ave
D. Provide 5 years of in-field job placement rates for all program graduates	63%*	51%*	76%* 55%*	N/A	N/A	63%
E. For applied programs with program admission provide five years of student application totals	N/A	N/A	N/A	N/A	N/A	N/A
F. For applied programs with program admission provide five years of students accepted totals	N/A	N/A	N/A	N/A	N/A	N/A
Student Participation and Success						
Data Definition:	Year 1 11/12	Year 2 12/13	Year 3 13/14	Year 4 14/15	Year 5 15/16	5 Year Ave
A. Provide 5 years of transfer rates to 4-year colleges (AA/AS)						
B. Provide program capacity (headcount)	N/A	N/A	N/A	N/A	N/A	N/A
C. Provide 5 years of enrollment (unduplicated headcount)	205	188	155	130	109	157
D. Provide 5 years of enrollment (FTE)	109.8	100.1	79.5	66.1	56.1	82.3
E. Annual percentage of program capacity	97%/76%	73%/80%	70%/69%	69%/62%	55%/51%	73%/68%
F. Provide 5 years of retention rates for full-time students	68%	52%	40%	53%	35%	50%
G. Provide 5 years of retention rates for part-time students	62%	59%	46%	53%	38%	52%
H. Provide 5 years of successful program course completion rates.	86%/82%	79%/83%	79%/75%	78%/77%	80%/81%	80%/80%
I. Provide 5 years of graduation rates for full-time students <i>rate of students graduating within 150% of completion time</i>	43%	25%	29%	32%	13%	28%
J. Provide 5 years of graduation rates for part-time students <i>rate of students graduating within 150% of completion time</i>	16%	21%	19%	5%	0%	12%
K. Provide 5 years of annual degree & certificate completions	38	37	39	50	34	40
L. Provide 5 years of degree production rates – <i>proportion of degrees/certificates granted as percentage of headcount</i>	35	37	49	76	61	49
M. Provide 5 years of pass rates on occupation/industry specific licensing or certification exams (as applicable)	N/A	N/A	N/A	N/A	N/A	N/A
Fiscal and Physical Resources						
Data Definition: Instructional costs include salaries, operations, grant funding, and gifts/donations from partners	Year 1 FY12	Year 2 FY13	Year 3 FY14	Year 4 FY15	Year 5 FY16	5 Year Ave
A. Provide 5 years of instructional cost/student (FTE)	\$1,740	\$1,376	\$1,065	\$1,241	\$1,820	\$1,448
B. Provide 5 years institutional expenditure/student (FTE)	\$6,353	\$7,473	\$7,639	\$8,109	\$8,425	\$7,600
C. Provide 5 years of instructional cost/graduate	\$5,028	\$3,724	\$2,172	\$1,641	\$3,003	\$3,114
D. Provide 5 years institutional expenditure/graduate	\$29,196	\$36,963	\$30,245	\$32,436	\$26,742	\$31,116
E. Provide 5 years of student program fees-fund balance(s)	N/A	N/A	N/A	N/A	N/A	N/A
F. Provide 5 years of student program fees-student costs	N/A	N/A	N/A	N/A	N/A	N/A
G. Provide five years of tuition revenue/student (FTE)	\$326,655	\$328,728	\$200,499	\$176,950	N/A	\$258,208

Montana University System

PROGRAM REVIEW

Institution: Helena College University of Montana

Program Years: 2011-2017

List of the programs reviewed:

Interior Space Planning & Design

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

The Program Review Committee of Helena College University of Montana recommends the continuation of the Interior Space Planning & Design Program areas based on data findings and faculty recommendations.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

Information gathered during the internal review process indicates the Interior Space Planning & Design Program has maintained a steady enrollment and aligns with community needs, preparing students for high skill, high demand, and high wage employment in Montana. Program enrollment and program completion has been small but relatively stable over this review period. From 2011 through 2016, the Interior Space Planning & Design Program has enrolled an average of 7 students with an average of 3 completions per year.

Retention from fall to fall is 70% – higher than both the average Helena College general student retention (52.4%) and the Helena College Trades Program student retention (67.3%).

Our students matriculate, obtain their Associate of Arts degree and obtain positions in the interior design industry, or transfer to additional training or to 4-year degree programs.

1. Issue of concern: Lack of graduate employment data
 Lack of employer satisfaction data
2. Response: Internal processes to capture graduate contact information to conduct a graduate employment survey are being developed to capture and record graduate employment data. Internal process to capture graduate employer satisfaction surveys are being developed to capture and record employer satisfaction.

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PROGRAM REVIEW

Program Goals FY2017

1. Review curriculum for relevance to current industry and higher education needs.
2. Continue alignment of program with opportunities geared towards student credentials and student success.
3. Continued focus on program excellence and effectiveness.
4. Continue to strengthen ties with industry to create increased work based learning opportunities.

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PROGRAM REVIEW

Helena College – Interior Space Planning & Design

Program Review Data Summary						
Alignment with Community Needs (AAS/CAS Only)						
Data Definition:	Current MT	Projected MT	Current U.S.	Projected U.S.		
A. Provide the total number of projected job openings from related occupations for Montana 2015-2025 and the U.S. 2014-2024	88	97	58,900	61,100		
B. Provide percent change in job openings for related occupations for Montana and the U.S. 2015-2025		+10%		+4%		
C. Provide the median hourly wage or annual salary for related occupations	\$32,300		\$48,800			
Data Definition:	Year 1 11/12*	Year 2 12/13	Year 3 13/14	Year 4 14/15	Year 5 15/16	5 Year Ave
D. Provide 5 years of in-field job placement rates for all program graduates	50%	N/A	N/A	N/A	N/A	N/A
E. For applied programs with program admission provide five years of student application totals	N/A	N/A	N/A	N/A	N/A	N/A
F. For applied programs with program admission provide five years of students accepted totals	N/A	N/A	N/A	N/A	N/A	N/A
Student Participation and Success						
Data Definition:	Year 1 11/12	Year 2 12/13	Year 3 13/14	Year 4 14/15	Year 5 15/16	5 Year Ave
A. Provide 5 years of transfer rates to 4-year colleges (AA/AS)	0%	0%	0%	0%	0%	0%
B. Provide program capacity (headcount)	N/A	N/A	N/A	N/A	N/A	N/A
C. Provide 5 years of enrollment (unduplicated headcount)	16/4	4/9	4/10	1/10	2/9	5/8
D. Provide 5 years of enrollment (FTE)	9	7	5	6	8	7
E. Annual percentage of program capacity	49%/31%	32%/22%	24%/23%	42%/26%	35%/34%	36%/27%
F. Provide 5 years of retention rates for full-time students	100%	100%	50%	100%	0%	70%
G. Provide 5 years of retention rates for part-time students	50%	0%	0%	0%	0%	10%
H. Provide 5 years of successful program course completion rates.	69%/75%	61%/87%	69%/75%	46%/73%	67%/72%	62%/76%
I. Provide 5 years of graduation rates for full-time students <i>rate of students graduating within 150% of completion time</i>	17%	33%	0%	100%	0%	30%
J. Provide 5 years of graduation rates for part-time students <i>rate of students graduating within 150% of completion time</i>	0%	0%	0%	50%	0%	10%
K. Provide 5 years of annual degree & certificate completions	3	6	5	2	1	3
L. Provide 5 years of degree production rates – <i>proportion of degrees/certificates granted as percentage of headcount</i>	33	86	100	22	12	51
M. Provide 5 years of pass rates on occupation/industry specific licensing or certification exams (as applicable)	N/A	N/A	N/A	N/A	N/A	N/A
Fiscal and Physical Resources						
Data Definition: Instructional costs include salaries, operations, grant funding, and gifts/donations from partners	Year 1 FY12	Year 2 FY13	Year 3 FY14	Year 4 FY15	Year 5 FY16	5 Year Ave
A. Provide 5 years of instructional cost/student (FTE)	\$7,188	\$9,569	\$13,575	\$10,143	\$7,708	\$9,637
B. Provide 5 years institutional expenditure/student (FTE)	\$6,353	\$7,473	\$7,639	\$8,109	\$8,425	\$7,600
C. Provide 5 years of instructional cost/graduate	\$21,567	\$11,164	\$13,575	\$30,429	\$61,668	\$27,681
D. Provide 5 years institutional expenditure/graduate	\$29,196	\$36,963	\$30,245	\$32,436	\$26,742	\$31,116
E. Provide 5 years of student program fees-fund balance(s)	N/A	N/A	N/A	N/A	N/A	N/A
F. Provide 5 years of student program fees-student costs	N/A	N/A	N/A	N/A	N/A	N/A
G. Provide five years of tuition revenue	\$26,775	\$22,988	\$12,610	\$16,062	\$19,344	\$19,556