

Memorandum of Understanding
September 17, 2007

Accounting Major
A Program of the Business Department

This MOU, signed by the Business Department chair, dean of instruction, and the president, is based on the 2007 A Program Review Report written by Jim DeCosta, who chaired the program review committee, which completed its work in June 2007. This MOU is organized by the process areas of the college's C-DATA model for improving educational effectiveness.

Community:

- The Business Department should consider whether the Accounting program would be better served by its own advisory committee, comprised of CPAs.
- The department should improve its web site to include links to educational and career sources for students and alumni.
- The department should meet with the directors of public relations, admission, and recruiting to ensure promotional material and presentations are congruent with program realities, clearly linked to career options, targeted to appropriate audiences, and are delivered according to a coordinated marketing plan.

Development:

- The department should continue its current path of redesigning program requirements to prepare graduates to pass the CPA exam.
- The department should review program learning objectives to ensure they support the goal of the program in preparing students to become CPAs.

Advising:

- The department needs to ensure that upper-division accounting requirements are offered frequently enough so that students can graduate in a timely manner.

Teaching:

- The department needs to provide adjunct faculty with appropriate guidance in the construction of course syllabi before each quarter begins so that syllabi meet department and college requirements.
- The department should commit to having CPAs teach accounting courses to the greatest extent possible.
- The department should work with the Director of Library & Learning Center to purchase books and other library materials for students.

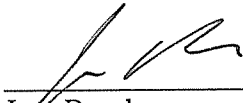
Assessment:

- The department should conduct a study to determine the causes of its attrition rate after the first year and before graduation.
- The department should apply its substantial assessment findings to improvements in curriculum development and teaching and not just to improvements in assessment methods.
- The department should design an assessment project that includes the analysis of student writing samples.

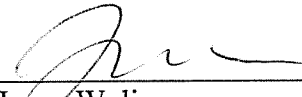
Signed September 17, 2007



Dr. Robert Humphreys
President



Jess Bonds
Dean of Instruction



Jason Wolins
Chair of Business Department