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# Annual Report – Accredited Member

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<b>Institution:</b>	<u>University of Maine at Fort Kent</u>
<b>Academic Business Unit:</b>	<u>Professional Management Programs</u>
<b>Academic Year:</b>	<u>2011-12</u>

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International Assembly for Collegiate Business Education  
11374 Strang Line Road  
Lenexa, Kansas 66215  
USA

# IACBE ANNUAL REPORT

For Academic Year: 2011-12

This annual report should be completed for your academic business unit and submitted to the IACBE by November 1 of each year.

## **General Information**

Institution's Name: University of Maine at Fort Kent

Institution's Address: 23 University Drive

City and State or Country: Fort Kent, Maine (ME) USA Zip or Postal Code 04743

Name of Submitter: Dr. Roger A. Roy

Title: Chair of Professional Management Division

Your Email Address: rogerroy@maine.edu

Telephone (with country code if outside of the United States): 207-834-7564

Date Submitted: September 1, 2012

Total Headcount Enrollment of the Institution for 2011-12: 1687

## **Accreditation Information**

1. If applicable, when is your next institutional accreditation site visit? 2015 NEASC Year
2. When is your next reaffirmation of IACBE accreditation site visit? 2013-2014 Year
3. Provide the website address for the location of your public notification of accreditation by the IACBE: www.umfk.org/bus
4. Provide the website address for the location of your public disclosure of student learning results: www.umfk.org/bus
5. If your accreditation letter from the IACBE Board of Commissioners contains "notes" that identified areas needing corrective action, please list the number of the IACBE's Accreditation Principle for each note in the table below. Indicate whether corrective action has already been taken or that you have made plans to do so. (Insert additional rows as necessary.)

Commissioners' Notes	Action Already Taken	Action Planned
PPL 1: Simplify Outcomes Assessment Program	Completed April 2008	
PPL 2: Specify Goals	Completed April 2008	

Commissioners' Notes	Action Already Taken	Action Planned
PPL 4.1 & 4.2 Faculty Qualifications & Load	Completed April 2008	

**Administrative Information**

1. Provide the following information pertaining to the current president/chief executive officer of your institution:

Name: Wilson Hess

Title: President

Highest Earned Degree: MA Email: Wilson.hess@maine.edu

Telephone (with country code if outside of the United States): 207-834-7504 Fax (with country code if outside of the United States): \_\_\_\_\_

\_\_\_\_\_ Check here if this represents a change from the previous year.

2. Provide the following information pertaining to the current chief academic officer of your institution:

Name: Rachel Albert

Title: Vice President of Academic Affairs

Highest Earned Degree: PhD Email: realbert@maine.edu

Telephone (with country code if outside of the United States): 207-834-7510 Fax (with country code if outside of the United States): \_\_\_\_\_

\_\_\_\_\_ Check here if this represents a change from the previous year.

3. Provide the following information pertaining to the current head of your academic business unit:

Name: Roger A. Roy

Title: Chair, Professional Management Division

Highest Earned Degree: PhD Email: rogerroy@maine.edu

Telephone (with country code if outside of the United States): 207-834-7564 Fax (with country code if outside of the United States): \_\_\_\_\_

\_\_\_\_\_ Check here if this represents a change from the previous year.

4. Provide the following information pertaining to your current primary representative to the IACBE, i.e., the person who is your primary contact for the IACBE and who votes on behalf of the academic business unit on IACBE matters (if not the same as the head of the academic business unit):

Name: Roger A. Roy

Title: Chair, Professional Management Division

Highest Earned Degree: PhD Email: rogerroy@maine.edu

Telephone (with country code if outside of the United States): 07-834-7564 Fax (with country code if outside of the United States): \_\_\_\_\_

\_\_\_\_\_ Check here if this represents a change from the previous year.

5. Provide the following information pertaining to your current alternate representative to the IACBE:

Name: Leo Trudel

Title: Assistant Professor of Business

Highest Earned Degree: MBA (PhD is ABD) Email: Leo.trudel@maine.edu

Telephone (with country code if outside of the United States): 207-834-7567 Fax (with country code if outside of the United States): \_\_\_\_\_

\_\_\_\_\_ Check here if this represents a change from the previous year.

**Programmatic Information**

1. For each of your IACBE-accredited business programs, provide the total headcount enrollment and the number of degrees conferred in the program (including each major, concentration, specialization, and emphasis) for 2011-12 (insert rows in the table as needed):

Program	Enrollment 2011-12	Number of Degrees Conferred 2011-12
BS Business	123	15
BS Computer Applications	19	4
BS E-Commerce	5	2
BS Rural Public Safety Administration	84	16

<b>Totals for All Programs Combined</b> <b>(Please do not double-count students who pursued multiple programs during the reporting year, e.g., students who double-majored in both accounting and finance.)</b>	231	37
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2. Do you offer any of your IACBE-accredited business programs outside of your home country?

No. If no, proceed to item 3 below.

Yes. If yes, please identify the programs and countries in the table below. In addition, if the programs are delivered in partnership with other institutions, please identify those institutions as well. (Insert rows in the table as needed.)

Program	Country or Countries	Partner Institution(s)

3. Did you terminate any business programs during the reporting year?

No. If no, proceed to item 4 below.

Yes. If yes, please identify the terminated programs in the table below. (Insert rows in the table as needed.)

Terminated Programs

4. Were changes made in any of your business programs?

No. If no, proceed to item 5 below.

Yes. If yes, please identify the changes on a separate page at the end of this report.

5. Were any new business programs (including new majors, concentrations, specializations, and/or emphases) established during the academic year?

No. If no, proceed to the *Outcomes Assessment* section below.

Yes. If yes, please identify the new programs on a separate page at the end of this report, and answer item 6 below.

6. If applicable, was approval of your institutional accrediting body required for any of the programs identified in item 5 above?

No. If no, proceed to the *Outcomes Assessment* section below.

Yes. If yes, please attach a copy of the material that you sent to your institutional accrediting body.

### **Outcomes Assessment**

1. Has your outcomes assessment plan been submitted to the IACBE?

Yes

No. If no, when will the plan be submitted to IACBE? \_\_\_\_\_

2. Is the original or revised outcomes assessment plan that you submitted to the IACBE still current or have you made changes?

The outcomes assessment plan that we have previously submitted is still current.

Changes have been made and the revised plan is attached.

We have made changes and the revised plan will be sent to the IACBE by: \_\_\_\_\_

3. Complete the Outcomes Assessment Results form below and include it with this annual report to the IACBE. **Note: Section II of the form (Operational Assessment) needs to be completed only if you received first-time accreditation or reaffirmation of accreditation after January 1, 2011.**

An example of a completed form can be found in a separate document that is available for download on the IACBE's website at: [www.iacbe.org/accreditation-documents.asp](http://www.iacbe.org/accreditation-documents.asp).

Section I (Student Learning Assessment) of the Outcomes Assessment Results form must be completed for each business program that is accredited by the IACBE (i.e., a separate table must be provided for each program).

Performance targets/criteria are the criteria used by the academic business unit in evaluating assessment results to determine whether intended outcomes have been achieved. For example, if the academic business unit is using the ETS Major Field Test as one of its direct measures of student learning, then a performance target might be that the Institutional Mean Total Score on the exam will place students in the upper quartile nationally; or if the academic business unit is using a comprehensive project in a capstone course as a direct measure of student learning, then a performance target might be that 80% of the students will score at the highest level (e.g., proficient, exemplary, etc.) on each project evaluation criterion.

Remember that your outcomes assessment plan needs to include two or more direct and two or more indirect measures of student learning. These measures should be used at the program level.

At the bottom of each section of the form, space is provided to identify changes and improvements that you plan to make as a result of your assessment activity.

Italicized entries in the form represent areas where the academic business unit should insert its own assessment information. Add tables and insert rows in the tables as needed.

### **Other Issues**

Briefly comment on other issues pertaining to your academic business unit that you would like to share with the IACBE.

We are in the process of studying our Business concentrations, with possible addition of a concentration in sports management and representation; we are also in the process of studying our computer applications and E-commerce degrees to see if changes are warranted.

## Outcomes Assessment Results

For Academic Year: 2011-12

### Section I: Student Learning Assessment

Student Learning Assessment for <i>(Program 1)</i>		
Intended Student Learning Outcomes for <i>(Program 1)</i> :		
1. <i>(Intended Learning Outcome 1) Liberally-educated Student</i>		
2. <i>(Intended Learning Outcome 2) Life-long Learner</i>		
3. <i>(Intended Learning Outcome 3) Proficient Manager</i>		
4. <i>(Intended Learning Outcome 4) Entrepreneurial Skills</i>		
Assessment Tools for Intended Student Learning Outcomes— Direct Measures of Student Learning:	Performance Targets/Criteria for Direct Measures:	
1. <i>(Direct Measure 1) Comprehensive Exam (Peregrine Academic Services) 4) Student Electronic Portfolio</i>	1) <i>mean grade 50 or higher for entire group; subgroups no lower than 40, 4) 90% of students rate as practitioners or higher</i>	
2. <i>(Direct Measure 2) Capstone Course 3) Internship Evaluations</i>	2) <i>80% of student score C+ or better, 3) 90% of students rate as practitioners or higher</i>	
Assessment Tools for Intended Student Learning Outcomes— Indirect Measures of Student Learning:	Performance Targets/Criteria for Indirect Measures:	
1. <i>(Indirect Measure 1) Student Grade Point Average (GPA)</i>	1) <i>Minimum GPA 3.0 overall, and 3.2 in program</i>	
2. <i>(Indirect Measure 2) Surveys, Graduate and Alumni</i>	2) <i>80% of students rate program highly</i>	
Summary of Results from Implementing Direct Measures of Student Learning:	Performance Target Was...	
	Met	Not Met
1. <i>(Results for Direct Measure 1 and 4) 1) entire group mean score 47.45; business 48.4, lowest subgroup 41.7 4) Student Portfolio Program is incomplete</i>		X



2. <i>(Results for Direct Measure 2 and 3) 2) 80% scored C+ or better, 3)100% scored practionioner or higher</i>	X	
Summary of Results from Implementing Indirect Measures of Student Learning:	Performance Target Was...	
	Met	Not Met
1. <i>(Results for Indirect Measure 1)Overall mean GPA 3.328; program mean GPA 3.432</i>	X	
2. <i>(Results for Indirect Measure 2)Both surveys showed 100% of students in program rated program highly</i>	X	
Proposed Courses of Action for Improvement in Areas for which Performance Targets Were Not Met:		
1. <i>(Course of Action 1)Lower scores correlated with short time on test; next year, stress importance of importance of test results for student; also review content coverage in PSA program.</i>		
2. <i>(Course of Action 2)N/A</i>		
3. <i>(Course of Action 3)N/A</i>		
4. <i>(Course of Action 4)Student Electronic Portfolio Program is being reformulated and restarted September 1, 2012</i>		

**Section II: Operational Assessment (Note: Complete this section only if you received first-time accreditation or reaffirmation of accreditation after January 1, 2011.)**

<b>Operational Assessment for <i>(Name of Academic Business Unit)</i></b>
Mission of the <i>(Name of Academic Business Unit)</i> :
<i>(Mission Statement)</i>
Intended Operational Outcomes:
1. <i>(Intended Operational Outcome 1)</i>
2. <i>(Intended Operational Outcome 2)</i>
3. <i>(Intended Operational Outcome 3)</i>

4. <i>(Intended Operational Outcome 4)</i>		
Assessment Measures for Intended Operational Outcomes:	Performance Targets/Criteria for Operational Assessment Measures:	
1. <i>(Measure for Intended Operational Outcome 1)</i>	<i>(Target/Criterion for Measure 1)</i>	
2. <i>(Measure for Intended Operational Outcome 2)</i>	<i>(Target/Criterion for Measure 2)</i>	
3. <i>(Measure for Intended Operational Outcome 3)</i>	<i>(Target/Criterion for Measure 3)</i>	
4. <i>(Measure for Intended Operational Outcome 4)</i>	<i>(Target/Criterion for Measure 4)</i>	
Summary of Results from Implementing Operational Assessment Measures:	Performance Target Was...	
	Met	Not Met
1. <i>(Results for Measure 1)</i>		
2. <i>(Results for Measure 2)</i>		
1. <i>(Results for Measure 3)</i>		
2. <i>(Results for Measure 4)</i>		
Proposed Courses of Action for Improvement in Areas for which Performance Targets Were Not Met:		
1. <i>(Course of Action 1)</i>		
2. <i>(Course of Action 2)</i>		
3. <i>(Course of Action 3)</i>		
4. <i>(Course of Action 4)</i>		