

# Annual Report – Accredited Member

Institution:

Academic Business Unit:

Academic Year:

University of Maine at Fort Kent

Professional Management Programs

2012-13

## **IACBE ANNUAL REPORT**

For Academic Year: 2012-13

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

### **General Information**

Ins	titution's Name:	University of Main	e at Fort kent			
Ins	titution's Address:	23 University Drive	2			
City	y and State or Country	Fort Kent, ME		Zip or Pos	tal Code <u>04743</u>	
Na	me of Submitter:	Dr. Roger A. Roy				
Titl	e:	Chair of Profession	al Management Division	1		
Υοι	ur Email Address:	rogerroy@maine.e	edu			
	ephone (with country code if sside of the United States):	207-834-7564				
Date Submitted: September 6, 2013						
Tot	al Headcount Enrollment of th	e Institution for 201	12-13:			
		<u>Accredit</u>	ation Information			
1.	If applicable, when is your	next institutional	accreditation site visit	:? _	2015 NEASC	Year
2.	When is your next reaffirm	nation of IACBE ac	creditation site visit?	_	2014	Year
3.	Provide the website addre the location of your public notification of accreditation		www.umfk.org/bus			
4.	Provide the website addre the location of your public disclosure of student learn		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	
PPL 4.1 & 4.2 Faculty	Completed April 2008	

Commissioners' Notes	Action Already Taken	Action Planned
Qualifications & Load		

# Administrative Information

<ol> <li>Provide the following information pertaining to the current president/chief executive of institution:</li> </ol>			o the current president/chief executive officer of your
	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 re	epresents a change from t	the previous year.
2.	institution:	, ,	o the current chief academic officer of your
	Name:	Rachel Albet	
	Title:	Vice President of Acade	mic Affairs
	Highest Earned Degree:	PhD	Email: realbert@maine.edu
	Telephone (with country code if outside of the United States):	207-834-75110	Fax (with country code if outside of the United States):
	Check here if this re	epresents a change from t	the previous year.
3.	Provide the following in	nformation pertaining to	o the current head of your academic business unit:
	Name:	Roger A. Roy	
	Title:	Chair of Professional Ma	anagement 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 re	epresents a change from t	the previous year.

4.	i.e., the person who is y	our primary contact fo	o your current primary representative to the IACBE, r the IACBE and who votes on behalf of the academic e as the head of the academic business unit):
	Name:	Roger A. Roy (same as #	3
	Title:		
	Highest Earned Degree:		Email:
	Telephone (with country code if outside of the United States):		Fax (with country code if outside of the United States):
	Check here if this re	epresents a change from t	he previous year.
5.		,	your current alternate representative to the IACBE:
	Name:	Leo Trudel	
	Title:	Assistant Professor of Bu	usiness
	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 re	epresents a change from t	he previous year.
		<u>Programma</u>	tic Information
1.	•	•	ograms, provide the total headcount enrollment and

the number of degrees conferred in the program (including each major, concentration, specialization, and emphasis) for 2012-13 (insert rows in the table as needed):

Program	Enrollment 2012-13	Number of Degrees Conferred 2012-13
BS Business Management	104	18
BS Computer Applications	28	2
BS E-Commerce	1	0
BS Rural Public Safety Administration	73	7

Totals for All Programs Combined		
(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.)	216	27

2. Do you offer any of your IACBE-accredited business programs outside of your home country?				
	X No. If no, proceed to item 3 below.			
	Yes. If yes, please identify the programs and count in partnership with other institutions, please ident			
	Program	Country or Countries	Partner Institution(s)	
3.	Did you terminate any business programs duri  No. If no, proceed to item 4 below.  X Yes. If yes, please identify the terminated programs		in the table as needed.)	
	Termin	ated Programs		
	BS E-Commerce Note: Program was suspended for up to three year viable or to formally eliminate it.	ars to allow time to restructure	e the program to make it	
4.	Were changes made in any of your business pr	rograms?		
	No. If no, proceed to item 5 below.			
	X Yes. If yes, please identify the changes on a separat	e page at the end of this report.(	see #3 above)	
5.	Were any new business programs (including n emphases) established during the academic years.		specializations, and/or	
	No. If no, proceed to the <i>Outcomes Assessment</i> sec	ction below.		
	X Yes. If yes, please identify the new programs on a s	eparate page at the end of this re	eport, 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?		
	X No. If no, proceed to the <i>Outcomes Assessment</i> 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?		
	<u>X</u> 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?		
	X 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: <a href="https://www.iacbe.org/accreditation-documents.asp">www.iacbe.org/accreditation-documents.asp</a> .		
	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		

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.

## **Outcomes Assessment Results**

For Academic Year: 2012-13

## **Section I: Student Learning Assessment**

Student Learning Asse	ssment for <i>(Program 1)</i>	
Intended Student Learning Outcomes for (Program 1):		
(Intended Learning Outcome 1)Liberally-educated Student		
2. (Intended Learning Outcome 2)Life-long Learner		
3. (Intended Learning Outcome 3)Proficient Manager		
4. (Intended Learning Outcome 4)Entrepreneurial Skills		
Assessment Tools for Intended Student Learning Outcomes— Direct Measures of Student Learning:	Performance Targets/Criteria for Direct Measures:	
<ol> <li>(Direct Measure 1)1) prehensive Exam (Peregrine Academic Services)</li> <li>4) Student Electronic portfolio</li> </ol>	(Target/Criterion for Direct Measure 1) mean garde of 50 for group; subgroups no lower than 40, 4) 90% of students rate as practioners or higher	
2. (Direct Measure 2)2) Capstone Course 3) Internship Evaluations	(Target/Criterion for Direct Measure 2)80% of students score C+ or better 3) 90% of students rate as practioners or higher	
Assessment Tools for Intended Student Learning Outcomes— Indirect Measures of Student Learning:	Performance Targets/Criteria for Indirect Measures:	
1. (Indirect Measure 1)Student Grade Point Average (GPA)	(GPA) (Target/Criterion for Indirect Measure 1)Minimum GPA 3.0 overall, and 3.2 in program	
2. (Indirect Measure 2)Surveys of Graduates and Alumni	(Target/Criterion for Indirect Measure 2)80% of students rate program highly	
Summary of Results from Implementing Direct Measures of Student Learning:  Performance Target		Performance Target Was

	Met	Not Met		
1. (Results for Direct Measure 1)entire group GPA 62.6, withlowest subgroup 57.8; 4) Student Elewctronic Portfolio is incomplete	1) met	4) unmet		
2. (Results for Direct Measure 2)84% scored C+ or better; 3) 95%	2 and 3 met			
Summary of Results from Implementing Indirect Measures of Student Learning:	Performance	Performance Target Was		
Summary of Results from Implementing Indirect Measures of Student Learning:		Not Met		
1. (Results for Indirect Measure 1)overall mean GPA was 3.40; Program mean GPA was 3.42	Х			
2. (Results for Indirect Measure 2)both surveys showed 100% of students in program rated program highly	Х			
Proposed Courses of Action for Improvement in Areas for which Performance Targets Were Not Met:				
1. (Course of Action 1) Student Electronic Portfolio Program has been completely revamped institutionallyas part of a redesign of the general education program at UMFK, and the Professional Management Program has instituted a graduation requirement that necessitates each student completing a portfolio. This action begins 9/1/2013				
2. (Course of Action 2)				
3. (Course of Action 3)				
4. (Course of Action 4)				

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

Operational Assessment for (Name of Academic Business Unit)
Mission of the (Name of Academic Business Unit):
(Mission Statement)

Intended Operational Outcomes:						
1. (Intended Operational Outcome 1)						
2. (1	2. (Intended Operational Outcome 2)					
3. (//	3. (Intended Operational Outcome 3)					
4. (1	(Intended Operational Outcome 4)					
Asses	sment Measures for Intended Operational Outcomes:	Performance Targets/Criteria for Operational Assessment Measures:				
1. (/	Measure for Intended Operational Outcome 1)	(Target/Criterion for Measure 1)				
2. (/	Measure for Intended Operational Outcome 2)	(Target/Criterion for Measure 2)				
3. <i>(N</i>	Measure for Intended Operational Outcome 3)	(Target/Criterion for Measure 3)				
4. <i>(N</i>	Measure for Intended Operational Outcome 4)	(Target/Criterion for Measure 4)				
Summary of Results from Implementing Operational Assessment Measures:			Performance Target Was			
Summary of Results from implementing Operational Assessment Measures.		Met	Not Met			
1. (Results for Measure 1)						
2. (Results for Measure 2)						
1. (Results for Measure 3)						
2. (Results for Measure 4)						
Proposed Courses of Action for Improvement in Areas for which Performance Targets Were Not Met:						
1. (Course of Action 1)						
2. (Course of Action 2)						
3. (0	3. (Course of Action 3)					
4. (0	1. (Course of Action 4)					