

San Antonio College

Degree or Certificate Program and Concentrations Learning Outcomes & Measures

Date: November 30, 2005

Division: Professional & Technical Education **Dean:** Dr. Lula W. Pelayo

Department/Discipline: Business/Public Administration

Chair/Director: Vernell E. Walker

Program Coordinator: Sylvia DeLeon

Building Name and Room: Moody Learning Center (MLC) 510

Address: 1300 San Pedro Avenue, San Antonio, TX 78212-4299

Telephone: (210) 733-2888

Fax: (210) 733-2845

Email: vwalker@accd.edu

Email: sdeleon@accd.edu

- I. **Degree, Certificates or Concentration or Unit in Support of:**
Associate of Applied Science in Public Administration

- II. **Expected Program/Unit Learning Outcomes:** Students who complete degree will be able to:
 - Demonstrate analytical, conceptual, and practical applications emphasizing the public perspective, administration and community service at the local, state, federal levels of government and non-profit organizations.
 - Emphasize the necessary foundation in public administration, planning, program development and implementation, human resources, labor relations, ethical decision making and public budgeting/finance.
 - Develop dynamic leadership skills with global perspective and evident community service in action.

- III. **Measures of Program/Unit Learning Outcomes:**
 - Locally Developed Exams and Assignments
 - Satisfaction Surveys (Alumni, Employers, Grad School Advisors, Parents, etc.)
 - Syllabus Audit
 - Capstone

- A.** To ensure that our program/unit reaches these goals, our faculty members pursue the following outcomes:
- Use critical thinking to analyze contemporary issues.
 - Demonstrate effective oral and/or written communication of ideas, informed opinions, and/or values.
 - Demonstrate the ability to work effectively independently and/or in collaborative problem-solving groups.
 - Identify principles and applications of personal, civic, and/or economic responsibility.
 - Participate actively (class discussion, volunteerism, presentations, etc.) in issues significant to citizenship in contemporary society.
 - Recognize the importance of diversity of opinion, abilities and cultures.
- B.** To achieve these program/unit outcomes, faculty members employ the following strategies:
- Update degree plans and certificates to respond to changes in each discipline
 - Improve departmental advisement by providing information sheets for adjunct faculty.
 - Share course offerings and changes with current students
 - Hold open house or career information sessions for specific programs

IV. List of Courses in Degree, Certificate or Concentration Program or Unit in Support of: Public Administration AAS Degree

ACNT 2330 Governmental & Not-for-Profit Accounting
 HRPO 1305 Management and Labor Relations
 HRPO 1392 Special Topics in Labor/Personnel Relations & Studies
 PBAD 1321 Public Administration
 PBAD 1341 Governmental Agencies
 PBAD 2335 Ethics in Public Service
 PBAD 2331 Budgeting in the Public Sector
 PBAD 2311 Public Sector Supervision
 PBAD 2347 Urban Planning
 PBAD 1392 Special Topics in Public Administration
 PBAD 1305 Communications in Management
 PBAD 2301 Public Relations for the Public Sector
 PBAD 2305 Public Sector Management
 PBAD 2339 Human Resource Management in the Public Sector
 PBAD 2341 Legal Aspects of Public Management
 PBAD 2364 Practicum
 PBAD 2365 Practicum

V. Department Faculty and Staff

Chair: Vernell E. Walker

Full-Time	Part-Time
Sylvia DeLeon, Professor	Fred Adams, Instructor

APPROVED: _____ **Date:** _____
(Signature of Dean)

Five Year Review Assessments:

The Five Year Review Assessments and recommendations were addressed by increasing enrollment through out-reach activities in the community and at the college, improving department faculty advisement by cross-training full-time faculty in all program, and continuously monitoring departmental performance and efficiency.