COLLEGE OF BUSINESS
GRADUATE PROGRAMS

ANNUAL REPORT

for

Academic Year
2004 - 2005
I. Unit Title: Graduate Programs
   College: Business
   Unit Administrator: Carla A. Johnson

II. Data and Information for Department:

Mission Statement: The purpose of the graduate programs is to provide the student with a broad understanding of business concepts and operation.

Credit Hour Production: The following table displays credit hour production specifically for graduate and nontraditional programs (MBA, MCA, EMBA):

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</thead>
<tbody>
<tr>
<td>MBA</td>
<td>1334</td>
<td>1314</td>
<td>1623</td>
<td>1662</td>
<td>2139</td>
</tr>
<tr>
<td>MCA</td>
<td>0</td>
<td>438</td>
<td>411</td>
<td></td>
<td>387</td>
</tr>
<tr>
<td>EMBA</td>
<td>475</td>
<td>699</td>
<td>717</td>
<td>636</td>
<td>408</td>
</tr>
<tr>
<td>Total Graduate Credit Hours</td>
<td>1809</td>
<td>2013</td>
<td>2778</td>
<td>2709</td>
<td>2934</td>
</tr>
</tbody>
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*Data is listed on an academic year basis beginning in 2002.

MBA credit hour production increased approximately 28.7 percent from 2003-04. There was a modest decline in MCA credit hours (5.8%) and a significant decline in EMBA credit hour production (35.8%).

It should be noted that traditional MBA and EMBA degree seekers are not differentiated in the IHL student file; therefore, EMBA credit hour production is included as part of each discipline's credit-hour production report.
Number of Graduates: The following table provides data on the number of MBA, MCA, and EMBA, graduates for the years 2000 – (Academic Year) 2004-2005.

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</thead>
<tbody>
<tr>
<td>MBA</td>
<td>24</td>
<td>28</td>
<td>35</td>
<td>37</td>
<td>37</td>
</tr>
<tr>
<td>MCA</td>
<td>6</td>
<td>4</td>
<td>7</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>EMBA</td>
<td>23</td>
<td>11</td>
<td>8</td>
<td>14</td>
<td>21</td>
</tr>
<tr>
<td><strong>Total Number of Graduates</strong></td>
<td><strong>53</strong></td>
<td><strong>43</strong></td>
<td><strong>50</strong></td>
<td><strong>62</strong></td>
<td><strong>69</strong></td>
</tr>
</tbody>
</table>

- There was an 11.3% increase between 2003-04 and 2004-05 academic years.
- MBA & MCA graduates remained constant 2003-04 and 2004-05
- There was a 5% increase achieved for EMBA graduates. This followed a 75 percent increase observed in 2003-04.

Number of Majors: Average number of Graduate Program majors is provided in the following illustration:

![Graduate Programs in Business](image)

- Note: *Data is listed on an academic year basis beginning in 2002.
- There has been a 22.5 percent increase in the number of students enrolled in graduate programs from 2000 to 2004-05 (academic year). This follows a 67.6 percent increase
from 1999 to 2003-04. The Coordinator of Graduate Programs and departmental/division faculty will continue intensive recruiting efforts during 2005-06 academic year.

➢ The traditional MBA enrollment saw a modest 5.6 decline in enrollment this academic year following the reevaluation of admission standards.

➢ EMBA enrollment has been variable. Following a sharp decline in 2001, enrollment increase in 2002 but declined modestly in 2003. However, during the fall of 2004 the EMBA program achieved a 47.1 percent increase from last year.

➢ The College of Business Graduate Program has begun to explore different delivery methods for courses offered in both the EMBA and the traditional MBA programs.

➢ The MCA program experienced a 17.2 percent decrease this year, but has seen a 166.7 percent increase in enrollment since 2000. In 2002 the MCA program was made available on-line.

III. Personnel

Noteworthy activities and accomplishments

➢ Ms. Carla Johnson successfully completed 13 hours of post graduate course work in Economic Development.

➢ Information about faculty members’ accomplishments can be found in each Departments’ or Divisions’ Annual Report.

➢ The MBA Presidential Scholars Award was established and sponsored by area businesses.

➢ Six new computers and presentation equipment (laptop, LCD projector and portable presentation conference center) were purchased for graduate student’s use in a new resource lab for graduate students. Plans for operation beginning in Fall 2005.

➢ Student records have continued to be established and maintained on all students. Required Admission Status, Programs of Study, evaluations, test scores, and transcripts were updated.

New positions requested with justifications

None

Recommended change of status (promotion/tenure/change in responsibilities)

None

IV. Degree Program Additions/Deletions and/or Major Curriculum Changes

➢ The Master of Professional Accountancy was approved to start taking applications again for the Fall 2005 semester.
V. Division/Department Goals:

In an effort to fulfill their missions, the University and the College of Business have developed specific goals. The office of Graduate Programs in Business supports all of these goals but places primary emphases on the areas enumerated below as unit goals.

Unit Goal #1

A. Continued functioning of the Delta State University College of Business Advisory Council, to assist in areas of curriculum development, student recruitment, job placement, business protocol, and graduate faculty development.

B. Institutional Goal which was supported by this goal:
University Goal 7: Strengthen the cooperative relationships with business and industry, service organizations, and other institutions.
University Goal 14: Expand the pursuit of external funding for instruction, public service, research, student financial assistance, and other needs.

C. Expected Results: The College of Business Advisory Council held its annual meeting during the fall 2004.

D. Evaluation Procedure(s): The College of Business Advisory Council will meet annually and suggestions for curriculum enhancement and avenues to achieve external funding for programs will be addressed.

E. Actual Results of Evaluation: Admission requirements and appeal processes were revised during 2004. Advisory Council suggestions have led to discussion of incorporating more on-line instruction and exploring different delivery methods.

F. Use of Evaluation Results: The Graduate Programs Committee will examine alternative methods of instruction delivery during the 2005-2006 academic year.

Unit Goal #2

A. Increase enrollment in the Master of Business Administration program.

B. Institutional Goal which was supported by this goal:
University Goal 2: Attract and retain qualified and diverse students, faculty, and staff.
University Goal 7: Strengthen the cooperative relationships with business, industry, community groups, government, and other educational institutions.

C. Expected Results: To recruit new MBA majors, the Coordinator will participate in at least two career fairs and/or graduate fairs. MBA majors will increase by 20% by the end of 2004.

D. Evaluation Procedure(s): The Coordinator and faculty of various departments/divisions will participate in career fairs and graduate fairs at institutions not having graduate programs, as well as prepare and distribute promotional materials (brochures, etc.).
increased visibility should result in additional MBA majors, as evidenced by reports generated through Institutional Research and the Graduate Programs office.

E. **Actual Results of Evaluation:** The Coordinator participated in two career fairs during the Fall 2004 term. For the Fall 2004 term, the number of MBA majors was 84. Comparing the Fall 2003 (89 majors) data, a 5.6 percent decline.

F. **Use of Evaluation Results:** The decline in MBA majors validates the College’s resolve to examine delivery methods and changes in recruitment practices. Further, to access a larger audience, the MBA web page was modified. Additionally, the Coordinator will continue intensive recruiting to build the MBA program international student population.

**Unit Goal #3:**

A. **Evaluate the effectiveness of the MBA programs by surveys of graduates and their employers.**

B. **Institutional Goal which was supported by this goal:**
   *University Goal 1:* Review and update undergraduate and graduate programs to adequately address basic skills, knowledge, and competencies necessary for students to be properly prepared in their chosen fields, to complete licensure requirements, enter the work force, and/or continue advanced study in graduate or professional school.

C. **Expected Results:** Survey responses of program graduates (75%) and employers (25%) will affirm effectiveness of MBA program effectiveness, as well as provide necessary feedback for curriculum enhancement and/or revision.

D. **Evaluation Procedure(s):** Program Evaluation survey instruments will be developed and distributed to MBA graduates and their employers. Survey responses will be analyzed, and findings will be used to enhance/revise MBA curriculum as appropriate. In addition, the ETS Business II MBA Exam (MFT) was administered to the MGT 695 (capstone course) during the Spring 2005 semester. This exam is designed to test students who have completed their MBA coursework and determine their level of proficiency.

E. **Actual Results of Evaluation:** While the survey instrument was developed, due to budget constraints, the surveys were not conducted. However, information provided by members of the College of Business Advisory Council was helpful in identifying areas of curriculum enhancement and/or change. The ETS Business II MBA Exam also provided valuable information.

F. **Use of Evaluation Results:** Because the surveys were not conducted, no results were available; however, it is anticipated that the surveys may be conducted during 2005-2006 academic year. The ETS Business II Exam results will be used to revise the curriculum and course delivery mechanisms as determined.
Unit Goal #4:

A. Prepare students for job placement and business protocol.

B. Institutional Goal which was supported by this goal:
   University Goal 1: Review and update undergraduate and graduate programs to
   adequately address basic skills, knowledge, and competencies necessary for students to be
   properly prepared in their chosen fields, to complete licensure requirements, enter the
   work force, and/or continue advanced study in graduate or professional school.
   University Goal 10: Increase student retention and graduation rates by providing a support
   program which includes, but is not limited to, the following attributes: a comprehensive
   support program of advising and other services to enhance student development; increased
   financial support to students through scholarships, assistantships, grants, and loans; a
   developmental studies program for under prepared students; and opportunities to meet or
   communicate with prospective employers or admission personnel from graduate or
   professional schools.

C. Expected Results: At least 75% of business graduates who return completed surveys will
   express satisfaction with the professional preparation they receive at Delta State

D. Evaluation Procedure(s): On a scale of 1 to 4 (high to low), students completing the
   Graduating Exit Survey, will state, by assigning an average value between 1 to 2, that the
   extent to which degree prepared them for their chosen professional endeavors.
   Approximately two years and five years after graduation, each graduate will be asked to
   complete the Alumni Survey. On a scale of 1 to 5 (high to low), MBA, MCA, and EMBA
   graduates will state, by assigning a ranking of 4 or higher, the extent to which their degree
   was helpful in their current situation.

E. Actual Results of Evaluation: Graduating Exit Exam: College of Business graduate
   assigned a value of 1.6 (1 to 4, high to low) when asked the extent to which their degree
   prepared them for business protocol. Alumni surveys will be conducted during the 2005-
   2006 academic year.

F. Use of Evaluation Results: The attainment of this goal indicates that the standards
   currently in place are adequate. However, the Coordinator will continue to evaluate and
   make recommendations for additions or revisions to the curriculum necessary to stimulate
   students to excel. Additionally, the Coordinator will continue to work with Placement and
   College of Business divisions/departments in initiating and maintaining business/industry
   contacts to ensure maximum placement of MBA, as well as EMBA graduates.
Unit Goal #5

A. MBA, MCA, and EMBA graduates will meet admission requirements of doctoral schools of business.

B. Institutional Goal which was supported by this goal:
   University Goal I: Review and update undergraduate and graduate programs to adequately address basic skills, knowledge, and competencies necessary for students to be properly prepared in their chosen fields, to complete licensure requirements, enter the work force, and/or continue advanced study in graduate or professional school.

C. Expected Results: At least 50% of the responding graduates who have applied for admission to a doctoral program will report that they were successful in gaining admission.

D. Evaluation Procedure(s): Approximately two years and five years after graduation, each graduate will be asked to complete the Alumni Survey.

E. Actual Results of Evaluation: While Alumni Surveys will be distributed during the 2006-2006 academic year, Antidotal, all graduates that reported application to a doctoral program were accepted.

F. Use of Evaluation Results: Survey responses will be analyzed, and findings will be used to enhance/revise curriculum as appropriate.

VI. Learning Outcomes

Major: Master of Business Administration (Management) Degree: MBA

Learning Outcome #1

A. MBA and EMBA graduate students should be able to perform library research; should possess good writing skills; and should have the ability to think critically.

B. Assessment Tools and Methods: Sixty percent of all MBA students will earn a grade of B or better on research content and writing style on assigned papers. Eighty-five percent of students completing MGT 695, the capstone course for this program of study, will earn a grade of B or better on their final comprehensive project.

C. Data Collection and Analysis: All College of Business graduate courses will require students to conduct research activities, write formal/informal correspondence and reports, and/or complete research cases. Teachers will record project grades in their grade books. Students will be required to take MGT 695, the capstone course for the MBA program of study, and earn grades of B or better on various writing/research projects.

D. Results of Evaluation: Instructors report that the goal is being met in MGT 695 prerequisite courses. For 2004-2005, 93% of MGT 695 students earned a grade of B or better.
E. **Use of Evaluation Results:** Existing curriculum content for MGT 695 and prerequisite courses will be reviewed to identify possible areas where improvement and enhanced student performance may be achieved. Additional presentations will be required.

F. **Assessment Team Members:** College of Business faculty and Coordinator of Graduate Programs.

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**Learning Outcome #2**

A. **MBA and EMBA graduate students must be literate in computer applications.** They should be able to use various software applications, including word processing, spreadsheets, and databases.

B. **Assessment Tools and Methods:** At least 50% of students will demonstrate adequate computer knowledge and skills as they take their course examinations and prepare their capstone course projects, as evidenced by teacher evaluations.

C. **Data Collection and Analysis:** Research papers and cases will be required to be prepared using word processing, database applications, and/or spreadsheets. Course assignments will require students to prepare and present electronic presentations. Computer applications courses will continue being integrated into all appropriate graduate courses. Teachers will record assignment/project grades in their grade books and observe students’ use of and skill development as they use technology to prepare their capstone course assignments and projects and take examinations.

D. **Results of Evaluation:** Faculty teaching the various graduate courses indicates that more than 85 percent of students possessed adequate computer skills to prepare research papers, cases, comprehensive course examinations, and capstone course projects. For 2004-2005, 87 percent of students enrolled in CIS 600 earned a grade of B or better.

E. **Use of Evaluation Results:** As technology evolves, all graduate courses will be reviewed and evaluated to ensure they provide appropriate integration of curriculum and technology. Further, use of Internet for student assignments will be included in curriculum and appropriate courses will be offered through online delivery. The MCA courses are delivered exclusively using on-line technology.

F. **Assessment Team Members:** College of Business faculty and Coordinator of Graduate Programs.

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**Learning Outcome #3**

A. **MBA students should have completed an in-depth study of a major field of investigation while gaining the necessary skills required of all graduates.**

B. **Assessment Tools and Methods:** At least 50% of the MBA and EMBA students will score in the 50th percentile on the Major Field Achievement Test (MFAT).

C. **Data Collection and Analysis:** The MFAT will be administered to students enrolled in MGT 695, the graduate capstone course.
D. Results of Evaluation: The MFAT was administered during the Spring 2005 semester. College of Business graduate students scored in the 20%

E. Use of Evaluation Results: Existing curriculum content for business core courses will be reviewed to identify where improvements can and enhanced performance may be achieved. College of Business graduate faculty will also explore methods of providing students will incentives to put forth maximum efforts on taking the exam. Students were offered little or no incentive to take the exam seriously. It is believed that this condition contributed to the low overall performance.

F. Assessment Team Members: College of Business faculty and Coordinator of Graduate Programs.

Major: Master of Commercial Aviation
Degree: MCA

Learning Outcome #1

A. MCA graduate students should be able to perform library research; should possess good writing skills; and should have the ability to think critically.

B. Assessment Tools and Methods: Sixty percent of all MCA students will earn a grade of B or better on research content and writing style on assigned papers.

C. Data Collection and Analysis: All MCA students will be required to take CAV 690 and earn grades of B or better on various writing/research projects.

D. Results of Evaluation: For 2004-2005, 73% of CAV 690 students earned a grade of earned a grade of A.

E. Use of Evaluation Results: Existing curriculum content for CAV 690 and prerequisite courses will be reviewed to identify possible areas where improvement and enhanced student performance may be achieved.

F. Assessment Team Members: College of Business faculty and Coordinator of Graduate Programs.

Learning Outcome #2

A. MCA students should possess the ability to perform statistical analysis.

B. Assessment Tools and Methods: At least 50% of students will demonstrate statistical analysis skills as they take their course examinations and prepare their course projects, as evidenced by teacher evaluations.

C. Data Collection and Analysis: Analysis of the grade distribution in the CAV 605, Methods of Research and Statistics course.

D. Results of Evaluation: For 2004-2005, 80 percent of students enrolled in CAV 605 earned a grade of A.
E. **Use of Evaluation Results:** As technology evolves, all graduate courses will be reviewed and evaluated to ensure they provide appropriate integration of curriculum and technology. Further, use of Internet for student assignments will be included in curriculum.

F. **Assessment Team Members:** College of Business faculty and Coordinator of Graduate Programs.