

**SUPPLEMENT TO SURVEY FORM A
FOR ACCREDITING
BUSINESS ADMINISTRATION AND ENTREPRENEURSHIP PROGRAMS**

SECTION II

FACULTY

A. ACADEMIC QUALIFICATIONS

ANALYSIS

1. Faculty members teaching in the Business Administration and Entrepreneurship programs.

Note: In reporting degrees, use the individual's highest or most appropriate degree. Only one degree per faculty member should be counted. Please refer to the specific CMO per program for compliance with minimum requirements.

| DEGREE COMPLETED | FULL-TIME FACULTY | | PART-TIME FACULTY | | INDUSTRY PRACTITIONER | |
|-----------------------------------|-------------------|-------------|-------------------|-------------|-----------------------|-------------|
| | Number | Percent (%) | Number | Percent (%) | Number | Percent (%) |
| Doctoral degree in Business | | | | | | |
| Doctoral degree in related fields | | | | | | |
| Master's degree in Business | | | | | | |
| Master's degree in related fields | | | | | | |
| Bachelor's degree | | | | | | |
| TOTAL | | 100% | | 100% | | 100% |

- A full-time faculty member is one who has a normal teaching load and spends the rest of the time in committee work, research, student consultations, and other non-teaching activities.
- A part-time faculty member is one who is hired on the basis of the number of units taught. He/She is not connected or working with any private or public corporation
- An industry practitioner is hired on the basis of his/her professional experience and expertise as well as on the number of units taught. He/She is connected or working with any private or public corporation.
- CPA is not equivalent to a master's degree.

2. Give the institution's definition of full-time status or indicate where this may be found.

EVALUATION

- () On the basis of the above analysis for **A. Academic Qualifications**, rate the percent of faculty members with earned graduate degrees.

B. PROFESSIONAL EXPERIENCE AND LENGTH OF SERVICE OF FACULTY MEMBERS TEACHING IN THE BUSINESS ADMINISTRATION AND ENTREPRENEURSHIP PROGRAMS

ANALYSIS

| NUMBER OF YEARS | PRACTICE OF PROFESSION (outside of teaching) | | | | | |
|-----------------|---|-------------|-------------------|-------------|-----------------------|-------------|
| | FULL-TIME FACULTY | | PART-TIME FACULTY | | INDUSTRY PRACTITIONER | |
| | Number | Percent (%) | Number | Percent (%) | Number | Percent (%) |
| 15 and above | | | | | | |
| 10 – 14 | | | | | | |
| 5 – 9 | | | | | | |
| 1 – 4 | | | | | | |
| Less than 1 | | | | | | |
| TOTAL | | 100% | | 100% | | 100% |

EVALUATION

- () On the basis of the above analysis for **B. Professional Experience and Length of Service**, rate the extent of practice of profession outside of teaching

C. TEACHING ASSIGNMENTS

1. Give the total number of units taught and % handled by the Business Administration and Entrepreneurship faculty.

| FACULTY | Total Number of Units Taught | Percent (%) |
|-----------------------|------------------------------|-------------|
| FULL-TIME | | |
| PART-TIME | | |
| INDUSTRY PRACTITIONER | | |
| TOTAL | | 100% |

| FACULTY WITH | Total Number of Units Taught | Percent |
|-------------------|------------------------------|-------------|
| Doctoral degree | | |
| Master's degree | | |
| Bachelor's degree | | |
| TOTAL | | 100% |

- () 2. The faculty members are given teaching assignments only in their field of specialization.
- () 3. The faculty members who are handling accounting subjects are Certified Public Accountants (CPAs).
- () 4. The faculty members who are handling taxation subjects are lawyers or CPAs.

EVALUATION

- () On the basis of the above analysis for **C. Teaching Assignments**, rate the system for assigning teaching loads.

SECTION III

CURRICULUM AND INSTRUCTION

A. CURRICULUM MAP

ANALYSIS

1. Provide a copy of the program outcomes.
2. Present a curriculum map that matches the program outcomes and the content of the curricular program on course or subject (i.e., core and professional courses) basis.
3. List the performance indicators required in Business Administration and Entrepreneurship programs to meet the program outcomes.

EVALUATION

On the basis of the above analysis for **A. Curriculum Map**, rate the following:

- () a. Relevance and achievability of the program outcomes
- () b. Appropriateness and measurability of the performance indicators

B. INSTRUCTIONAL PROCEDURES

ANALYSIS

1. List the innovative methods of learning utilized in the delivery of instruction and their percentage equivalents.

| Method of Teaching | Percent (%) |
|--------------------|-------------|
| | |
| | |
| | |
| | 100% |

2. List the software used in the Business Administration and Entrepreneurship programs.

EVALUATION

On the basis of the above analysis for **B. Instructional Procedures**, rate the following:

- () a. Effectiveness of teaching methods
- () b. Use of teaching devices and computers
- () c. Appropriateness and adequacy of software used