

2022 Annual Operational Report

1. Critical Compliance Issues

Institution Name

Critical Compliance Issues

Directions: Whenever possible, please convert documents to PDF format prior to uploading to help facilitate the review process.

1. Standard 17.11 requires, in the assessment of the institution's Student Achievement results, the collection, analyzation, and publication of various data.

Recent guidance from CHEA indicates that the link to Student Achievement information MUST be one click away from the institution's home webpage and is constantly available and current. TRACS recommends using this [template](#) for the Student Achievement page.

Please provide the link to the following webpages:

Institution Home Page:

Page with Student Achievement Data:

2. Authority to operate (Standard 5.1):

Agency Name:

Agency Approval Date:

State, Province, Location:

3. Has the institution become subject to any lawsuits, judgements, sanctions, investigations, or state audits not previously disclosed?

Yes No

4. Board Chair Information:

Name:

Phone number:

Email address:

2. Student Enrollment

Directions: Whenever possible, please convert documents to PDF format prior to uploading to help facilitate the review process.

What academic units are you using?

(Please check all that are applicable.)

Semester Hours

Quarter Hours

Clock Hours

Enrollment

Undergraduate

Full time: All students taking 12 or more semester/ quarter hours in the current term.

Part time: All students taking less than 12 semester/ quarter hours in the current term.

Full time Equivalent (FTE): Total the number of undergraduate semester/quarter hours during the current fall semester/quarter divided by 12.

Please use student enrollment numbers from the current semester/quarter after the 100% refund drop/add period.

Undergraduate Students	
Full time Students:	171
Part time Students:	10
TOTAL:	181

FTE:	169.6
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Graduate

Full time: All students taking 9 or more semester/ quarter hours in the current term.

Part time: All students taking less than 9 semester/ quarter hours in the current term.

Full time Equivalent (FTE): Total the number of graduate semester/quarter hours during the current fall semester/quarter divided by 9.

Please use student enrollment numbers from the current semester/quarter after the 100% refund drop/add period.

Graduate Students	
Full time Students:	447
Part time Students:	10
TOTAL:	457

FTE:	363.6
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Combined Enrollments	
Total FT Graduate & Undergraduate Students:	618
Total PT Graduate & Undergraduate Students:	20
Total Student Head-count:	638
Total Graduate & Undergraduate FTE:	533.20

Total head-count number is used to determine annual dues. Please be sure to double check these figures before you submit the report.

Comparative Enrollments	
Total Student Head Count from previous year:	577
Total Student Head Count from this year:	638
Percentage of difference:	9%

Any member institution which reports total student enrollment growth of more than 20 students, which is at least 20% greater than it reported in the prior year, must provide documentation of the changes it made to accommodate that increase.

If your institution has experienced an enrollment increase of 20% or more, attach a narrative detailing how your institution has accommodated this growth.
No supporting documents.

3. Teaching Faculty

Summary of Teaching Faculty

Directions: Whenever possible, please convert documents to PDF format prior to uploading to help facilitate the review process.

Use data from the completed Instructional Staff Listing (ISL) uploaded in the Required Documents section.

Full-time Faculty

Undergraduate full-time faculty are those who are qualified and contracted to teach the equivalent of 12-15 semester hours per semester or 24-30 hours per year, excluding summer (or equivalent quarter hours).

Graduate full-time faculty are those who are qualified and contracted to teach the equivalent of 9-12 hours per semester or 18-24 hours per year excluding summer (or equivalent quarter hours).

Administrators such as the president, provost or vice-president should not be included as Full time faculty. If such administrators teach in addition to their full time administrative duties, they should be included as part time faculty. For those faculty members who are qualified and contracted to teach at both the undergraduate and graduate levels, please include them at the level which represents the majority of their teaching load.

Undergraduate Full-time Faculty	
Full time faculty whose highest degree is doctorate:	1
Full time faculty whose highest degree is master's with 18 graduate hours in the teaching field:	1
Full time faculty qualified by equivalency:	0
Percentage of full time faculty with doctorate:	50.00 %

Graduate Full-time Faculty	
Graduate full time faculty whose highest degree is doctorate:	2
Graduate full time faculty whose highest degree is master's with 18 graduate hours in the teaching field:	0
Graduate full time faculty qualified by equivalency:	0
Percentage of full time faculty with doctorate:	100.00 %

Part time Faculty

Undergraduate Faculty - Part time	
Part time faculty whose highest degree is doctorate:	6
Part time faculty whose highest degree is master's with 18 graduate hours in the teaching field:	7
Part time faculty qualified by equivalency:	2
Number of teaching assistants (They must have a bachelor's degree and be enrolled in a master's program.):	0
Full time Equivalent (for Undergraduate part time)*:	5.8

*To compute the FTE for undergraduate part time faculty, divide the number of undergraduate course hours taught by part timers during the fall semester or quarter of the calendar year in which this report is due by 12.

Graduate Faculty - Part time	
Graduate part time faculty whose highest degree is doctorate:	7
Graduate part time faculty whose highest degree is master's with 18 graduate hours in the teaching field:	2
Graduate part time faculty qualified by equivalency:	5
Number of teaching assistants (They must have a master's degree and be enrolled in a doctorate's program.):	0
Full time Equivalent (for Graduate part time)*:	7.7

*To compute the FTE for graduate part time faculty, divide the number of graduate course hours taught by part timers during the fall semester or quarter of the calendar year in which this report is due by 9.

Faculty Compensation

Please include all benefits.

Average annual salary plus benefits for full time faculty. (usually \$40,000 - \$80,000):	40006
Estimated average amount paid part time faculty per semester/quarter course hour taught. (usually \$300 - \$800):	800

4. Student Achievement Data

Directions: Whenever possible, please convert documents to PDF format prior to uploading to help facilitate the review process.

Certificate Program

Graduation Rate: Using the Fall 2016 entering cohort, calculate the percentage of first-time, full time, certificate seeking, Certificate Program completers who did so within 150% of the normal (or expected) time for completion.

Certificate Graduates: Number of certificate completers used in previous calculation.

Certificate Program	
Graduation Rate:	0
Certificate Graduates:	0

Associate Degree

Associate Retention Rate: Percentage of first-time, full time, associate degree seeking students enrolled in the previous fall who re-enrolled or successfully completed their program by the current fall.

Associate Transfer-Out Rate: Using the Fall 2016 entering cohort, calculate the percentage of first-time, fulltime, associate degree seeking students who transferred to another institution. (optional)

Associate Graduation Rate: Using the Fall 2016 entering cohort, calculate the percentage of first-time, fulltime, associate degree seeking, associate degree completers who did so within 150% of the normal (or expected) time for completion.

Associate Graduates: Number of degree completers used in previous calculation.

Associate Job Placement Rate: (Vocational Programs Only) Percentage of 2021 graduates who find field of study related employment within 12 months of graduation (excluding 2021 graduates that enrolled in additional higher education programs).

Associate Degree	
Associate Retention Rate:	100
Associate Transfer-Out Rate:	0
Associate Graduation Rate:	60
Associate Graduates:	3
Associate Job Placement Rate:	0

Undergraduate Degree

Undergraduate Retention Rate: Percentage of first-time, full time baccalaureate degree seeking students enrolled in the previous fall who re-enrolled the current fall.

Undergraduate Transfer-Out Rate: Using the Fall 2016 entering cohort, calculate the percentage of, first time, full time, baccalaureate degree seeking students who transferred to another institution. (optional)

Undergraduate Graduation Rate: Using the Fall 2016 entering cohort, calculate the percentage of first-time, full time, baccalaureate degree seeking, undergraduate degree completers who did so within 150% of the normal (or expected) time for completion.

Undergraduate Graduates: Number of degree completers used in previous calculation.

Undergraduate Job Placement Rate: (Vocational Programs Only) Percentage of 2021 graduates who find field-of-study related employment within 12 months of graduation (excluding 2021 graduates that enrolled in additional higher education programs).

Bachelor's Degree	
Undergraduate Retention Rate:	50
Undergraduate Transfer-Out Rate:	0
Undergraduate Graduation Rate:	0
Undergraduate Graduates:	0
Undergraduate Job Placement Rate:	0

Graduate Degree

Graduate Retention Rate: Percentage of first-time, full time graduate degree seeking students enrolled in the previous fall who re-enrolled or successfully completed their program by the current fall.

Graduate Transfer-Out Rate: Using the Fall 2016 entering cohort, calculate the percentage of, first-time, full time, graduate degree seeking, students who transferred to another institution. (optional)

Graduate Graduation Rate: Using the Fall 2016 entering cohort, calculate the percentage of first-time, fulltime, graduate degree

seeking, graduate degree completers who did so within 150% of the normal (or expected) time for completion.

Graduate Degree Graduates: Number of degree completers used in previous calculation.

Graduate Job Placement Rate: Percentage of 2021 graduates who find field-of-study related employment within 12 months of graduation (excluding 2021 graduates that enrolled in additional higher education programs).

Graduate Degree	
Graduate Retention Rate:	64.29
Graduate Transfer-Out Rate:	0
Graduate Graduation Rate:	34.18
Graduate Degree Graduates:	27
Graduate Job Placement Rate:	55.86

On the basis of the assessment of student learning outcomes, what changes have been made by your institution? Please attach a report describing the changes that have been made.

[2022 AOR - Report - Changes Based on Learning Outcome.pdf](#)

5. Institutional Assessment

Directions: Whenever possible, please convert documents to PDF format prior to uploading to help facilitate the review process.

Which of the following does your institution use for assessment purposes?

(Please check all that are applicable.)

- Peer evaluation of educational programs
- Student evaluation of programs
- Student evaluation of faculty
- Peer evaluation of faculty
- Administrative evaluation of faculty
- Faculty self-evaluations
- Alumni surveys
- Graduating student surveys
- Program reviews
- SWOT analysis
- Direct measures (Capstone, portfolio, etc.)
- Program learning outcome measures
- Student/Course learning outcome measures
- Administrator evaluations
- Board self-evaluation
- Board evaluation of CEO

Strategic Planning

Based on the Strategic Plan uploaded in the Required Documents section, please provide the following:

1. Date of last review:

2. Summarize changes that were made to the Strategic Plan within the last year

Academic Assessments

Based on the Assessment Plan uploaded in the required documents section, please provide a summary of assessment activities and changes made as a result.

The Assessment Plan activities collect data in a number of areas and at a number of levels. Each office and program is reviewed and assessed. With specific instruments, the first step in our process is to collect data. Instruments include satisfaction surveys, checklists, forms, and other tools. Staff and faculty program chairs are involved in the process and student feedback is also taken into account. Documents reviewed may include, but are not limited to, student artifacts, student learning assessments, budgets, program, and office evaluations. The assessment results gave clarity as to where improvements can be made and what is currently working. After data analysis, recommendations were provided by the IAU community who participated in the assessment. Recommendations that could not be implemented immediately were turned into goals that were added to the Strategic Plan. Additionally, several changes have already been implemented in response to those recommendations and some are listed below. #1 Faculty. Per the assessment and analysis, IAU was not in compliance since there is a void for the position of Program Chair, Undergraduate Business. IAU has hired a new Program Chair to start Fall Session 1. #2 Student Services. IAU is currently in communication with a company for an improved student information management system that includes workflows and automated processing that would help reduce errors and track tasks more efficiently taking the burden off staff and providing a better user experience for the students. If there was turnover, it would help the transition to training new staff. #3 Library Services. Though the campus library meets the student's need for equipment and online resources, the library will put out more flyers on campus and send emails throughout the session instead of once a session. #4 Academic Planning Services. Per the commentary, the key points of improvement which students recommended were updating textbooks and having more electives to choose from. IAU is currently and will continue to schedule a variety of electives throughout the sessions. In the past, IAU would only schedule a variety of electives in session 2. The Office of Academic Affairs has reached out to the Program Chairs to conduct updates on the courses that have textbooks that are older than 5 years and to focus on textbooks that offer examples of real-world experience. Additionally, IAU now offers APA courses for Undergraduate and Graduate students every session 2 so that new students will enroll and get a better understanding of the concepts. Lastly, IAU will be offering future courses in the entertainment business side. #5 Tech Support Services. Most issues were regarding the Network (Server, VPN) which entails having access to files or interruptions in the connection. The server required a lot of manpower as each employee had their own computer and worked from home with limited technical ability. IAU has already phased out using VPN and moved towards Google Shared Team Drives making file access easier. #6 Career Services. Majority of student responses to the Career Services (CSV) form was positive in terms of being assisted; however, some responses addressed slow response time, lack of SEVIS assistance and redundancy in completing the CSV inquiry form multiple times. CSV has hired new staff in order to increase response time for students. In addition, CSV is currently iterating on solutions to reduce back-and-forth CSV inquiry form messages so that students can be assisted in a more timely manner. CSV is also currently working on creating a guide so that students can complete tasks independently, without the supervision of CSV staff, thus allowing CSV to follow up with other students that may need immediate attention. #7 Facilities and Equipment / Health and Security. For 2022, IAU slowly began reopening its campus and integrated pilot classroom technology to enhance the student learning experience, including but not limited to a digital whiteboard, multiple classroom cameras, and multiple wide-screen displays, coupled with Google Meet video conferencing.

6. Licensure Programs and Distance Education

Directions: Whenever possible, please convert documents to PDF format prior to uploading to help facilitate the review process.

Does your institution offer programs that lead to licensure or professional certification? (NOTE: this does not include ordination)

YES NO

List all programs (undergraduate and graduate) offered, which lead to licensure or professional certification by state, federal, and/or professional agencies (e.g., Nursing, Teacher Education, Counseling, etc.).

Associate Level or below

Does your institution offer Associate Level or below programs that lead to licensure or professional certification?

YES NO

Program	Name of License or Certificate	Pass Rate %

Bachelor Level

Does your institution offer Bachelor Level or below programs that lead to licensure or professional certification?

YES NO

Program	Name of License or Certificate	Pass Rate %

Graduate Level

Does your institution offer Graduate Level or below programs that lead to licensure or professional certification?

YES NO

Program	Name of License or Certificate	Pass Rate %

Distance Education

Definition: Distance Education is education that uses one or more of the technologies listed to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDS, and CDROMs, if used in a course in conjunction with any of the technologies listed above.

Does your institution offer TRACS-Approved Distance Education as described above?

YES NO

As of the current semester:	
How many students are enrolled in Distance Education courses?	385
How many students are enrolled in Distance Education courses only?	23

SARA Authorized?

Yes No

7. Branch Campuses/Teaching Sites

Directions: Whenever possible, please convert documents to PDF format prior to uploading to help facilitate the review process.

If applicable a list of TRACS - approved branch campuses and teaching sites will appear below. If no list appears, no action is required and you can proceed to the next section.

Campus/Teaching Site Name	Campus/Teaching Site Type
San Diego Site	Teaching Site
Irvine Site	Teaching Site

Review the list of sites for your institution. Any changes to this list would require an institutional change. Please contact your TRACS staff representative with any questions.

Is this list correct?

YES NO

8. Accreditors and Financial Reports

Directions: Whenever possible, please convert documents to PDF format prior to uploading to help facilitate the review process.

Other Accreditors

NOTE: Accredited institutions must notify the TRACS President in writing in advance of applying to another agency.

List any other institutional or programmatic (specialized) accrediting agencies with which your institution is accredited, is an applicant for accreditation, plans to apply for accreditation, or has been denied or removed from accreditation. If applicable, include date and findings of your last review by the other accreditor.

IAU is a member of the Accreditation Council for Business Schools and Programs (ACBSP) and is a candidate for ACBSP accreditation of its business programs and for separate accreditation of its accounting program.

Upload most recent reviews from other accreditors

[ACBSP_Candidacy_Granted_Letter_Business_210707.pdf](#)

Approved Program Areas

Total number of TRACS approved program areas

Financial Report- Financial Summary

Annual Charges per student per year

Full time Undergraduate:	
Tuition:	5400
Fees:	0
Full time Graduate:	
Tuition:	6750
Fees:	0

Are your institution's students receiving Title IV Funds?

YES NO

Is your institution receiving support from any other federal program? (i.e. Title III funds, etc.)

Yes No

Describe other federal funds:

IAU is recognized by the California State Approving Agency for Veterans Education (CSAAVE) and identified as eligible for the payment of education benefits associated with the GI Bill® by the U.S. Department of Veterans Affairs (VA).

9. Required Documents

Directions: Whenever possible, please convert documents to PDF format prior to uploading to help facilitate the review process.

In accordance with the requirements specified in the Accreditation Manual, the following items must be submitted with your Annual Operational Report.

NOTE: You will be able to upload multiple files per item if necessary.

1. Administration Spreadsheet

Please download the [Administration Spreadsheet](#). Complete the document and upload below.

[tracs-220916-aor_admin_spreadsheet.xlsx](#)

2. Verification Letters

For each program at any level, provide letters or documentation, not older than 5 years, which verify the acceptance of programs by employers, professionals in the field, and licensing agencies (especially those that mention TRACS accreditation).

[tracs-221124-aor_verification_letters.docx](#)

3. Most recent Board-approved Strategic Plan

[HB-strategic_plan20-25-211203.pdf](#)

4. Most recent Board-approved Assessment Plan

[IAP 2022.pdf](#)

5. Current Catalog

[iau_catalog22-23.pdf](#)

6. Instructional Staff Listing (ISL)

Please download the [Instructional Staff Listing \(ISL\)](#) form. Complete the document and upload below. You may also review a [sample ISL](#).

[TRACS INSTRUCTIONAL STAFF LISTING \(ISL\) - 2022 AOR.pdf](#)

7. Board-approved budget for the current year

[2022_IAU Budget_Board Approved.pdf](#)

8. External Audit for most recent fiscal year, including the "Management Letter(s)" provided by the CPA

[2021 IAU Managment letter_TRACS.pdf](#)

[2021 IAU Audit Report_TRACS.pdf](#)

9. Most recent tax return: 990 or 1020

[2021 Federal Tax Return Documents \(International American\).pdf](#)

10. Submission

Directions: Whenever possible, please convert documents to PDF format prior to uploading to help facilitate the review process.

Please ensure that you've entered all the required information on the previous tabs and then click Submit below.

I attest that the information provided is correct and verified. I also attest that our institution's president and the Chair of our Board (if applicable) are aware of the data provided in this document.

Attestation By:

Md Shawkat Osman