

## Valencia Campus Program Review Checklist

**Name of Program: Office and Business Technology**

**Name of Contact Person: Cindy Chavez**

### **Review Categories to be Addressed:**

- |      |  |                                     |
|------|--|-------------------------------------|
| I.   | Description of Program's Mission                                   | <input checked="" type="checkbox"/> |
| II.  | Description of the Program's Goals                                 | <input checked="" type="checkbox"/> |
| III. | Changes in trends in enrollment (over the last two years)          | <input checked="" type="checkbox"/> |
| IV.  | Program Assessment   | <input checked="" type="checkbox"/> |
| V.   | Program Funding and Facilities-Budget Report                       | <input checked="" type="checkbox"/> |
| VI.  | Articulation with Main Campus (if appropriate)                     | <input checked="" type="checkbox"/> |
| VII. | Summary: Program's Strengths, Weaknesses and Vision for the Future | <input type="checkbox"/>            |

# Valencia Campus Program Review Worksheet

## Office and Business Technology Degree Program

### I. Description of the Program's Mission

The mission of the Office and Business Technology (OBT) program is to provide students the opportunity to obtain employability skills in the most current classroom and hands-on office support situations. Students will use current technology to develop new skills and attributes required for successful entry into the office support field. Students are encouraged to further their education and improve their employability by becoming lifelong learners.

The program will continually assess student outcomes and community needs to identify and implement methods and strategies to achieve its mission more effectively. Additionally, the program offers topic courses for those individuals who need to upgrade their skills when new software or technologies present themselves. In an effort to reach all students classes are offered online, face to face, test out and independent study as necessary for graduation.

The OBT degree was designed to allow individuals to complete the degree requirements allowing them to find a job within a variety of areas: Administrative Assistant, Administrative Associate, Administrative Secretary, Administrative Specialist, Administrative Technician, Clerk Typist, Department Secretary, Office Assistant, Secretary, Staff Assistant, Medical Secretary, and careers other than administrative support.

A search on the [O\\*NET Online Job](#) site reveals a Bright Outlook for Medical Secretaries, Executive Secretaries and Executive Administrative Assistants.

### II. Description of the Program's Goals

- Communicate effectively in oral and written forms in a business environment
- Collaborate with others in ways that contribute to the organization's goals.
- Purposely and effectively organize and prioritize spaces, time, and tasks within a business environment.
- Make effective use of human differences to create positive relationships with co-workers and the public.
- Use current and emerging technologies to solve workplace problems through presentation, research, analysis, and synthesis.
- Practice the legal and ethical frameworks of business.

Course syllabi list outcomes assessment for each course within the program. The Office and Business Technology program participates in assessment reporting each year. Assessment can be accessed through the TK20 site.

### III. Description of Program's Assessment

- a. Please include the plan (assessment) that you submitted to CARC for evaluation. We encourage you to revise the forms as specified by CARC in your Assessment Review. Please contact Claudia Barreto, Chair of CARC, if you have not turned in Program Assessment Reports. She will provide you with the correct forms to fill out.

### IV. Changes in Trends in Enrollment (Over the last 5 years)

As of the spring 2015 semester (I am told by the David Farris) there are 18 actively enrolled in the OBT program.

Table 1: OBT Graduates for 2009 to 2013

OBT Graduates					
Major	2009	2010	2011	2012	2013
OBT	2	1	0	3	1

Table 2: OBT transfers for 2009 to 2013

Transfer to UNM Main					
Campus	2009	2010	2011	2012	2013
ABQ	0	1	5	4	3

Table 3: OBT Course enrollment for 2009 to 2013

Course #	Course Name	ACADEMIC_YEAR				
		2009	2010	2011	2012	2013
		No. of students	No. of students	No. of students	No. of students	No. of students
OBT101	Intro To Accounting	15	7	0	0	0
MGMT101	Fund of Accounting I	50	87	85	55	44
MGMT101L	Fund of Accounting I Lab	51	84	80	54	43
OBT105	Basic Keyboarding	56	88	79	97	79
OBT110	Business Lang Skills	4	27	0	0	29
OBT111	Keyboard & Wordpro I	145	96	190	64	80
OBT112	Keyboard & Wordpro II	27	24	15	17	6
OBT205	Business Math Applications	0	0	0	12	0
OBT219	Legal Terminology- Transcript	1	0	0	0	0
OBT235	Records Management	24	0	0	11	2
OBT257	Admin Procedures	0	12	11	1	8
OBT260	Desktop Pub & Presen	57	20	59	35	55
OBT263	Prep MS Word Cert	11	19	14	15	11
OBT265	Business Communicatn	4	0	9	5	0

OBT293	T: Career & Job Skills	0	13	0	0	0
OBT293	T: Learn 10 for data entry	0	0	0	15	0
OBT293	T: Learning Quickbooks	18	17	22	0	0
OBT293	T: Learning Word 2007	50	0	0	0	0
OBT293	T: Learning Word 2010	0	0	73	0	0
OBT293	T: Tax Help NM	7	7	11	15	0
OBT293	T: Tax Preparation	10	10	6	7	4
OBT293	Topics: Tax Help NM	0	0	0	0	13
OBT295	Practicum-Coop	6	1	0	5	2

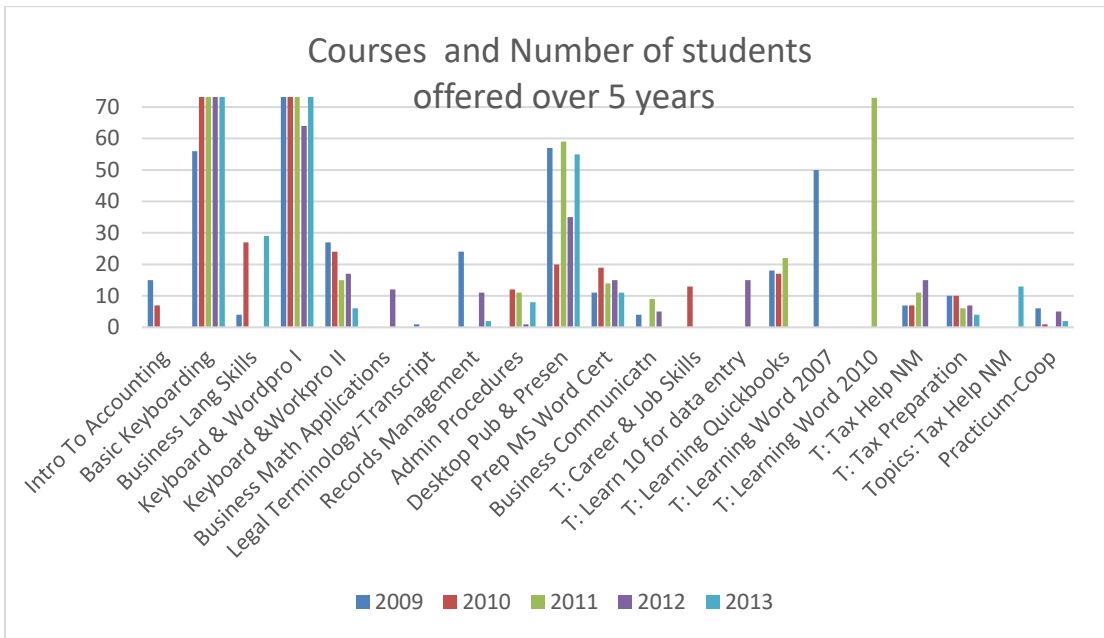


Chart 1: OBT Course Enrollment 2009 to 2013

## V. Program Funding and Facilities-Budget Report

There are 17 core program courses in the Office and Business Technology program in which 8 are taught in one or more of the other Career and Technical programs as shown in the table 2 below.

As previously mentioned, the program offers topic courses for individuals who need to upgrade their skills when new software or technologies present themselves. In an effort to accommodate students, classes are offered online, face to face, test out and independent study as necessary for graduation.

Table 2: OBT Core Courses

	Bus					
	OBT	ADM	CAD	IT	DMA	GAME
CS150	x	x	x	x		
MGMT101	x	x				

MGMT113	x				
MGMT116	x		x		
OBT260	x			x	
IT270 or IT222/OBT219/OBT221	x		x	x	x
IT121	x	x	x		
IT122	x		x		
OBT110	x				
OBT111	x				
OBT112	x				
OBT205	x				
OBT 235	x				
OBT257	x				
OBT263	x		x		
OBT265	x				
OBT295	x				

## VI. Articulation with Main Campus

Although the program doesn't have an articulation agreement with main campus, many of our students, including myself, have completed a bachelor degree in the OLIT program which is now called the OILS program (Organization, Information and Learning Sciences). This program accepts 30 of UNM-Valencia campus' technical courses toward the bachelor degree program. Students are advised to take the core academics here that will fulfill the OILS core academics if they plan to continue their education at UNM main campus.

## VII. Summary

- a. In this section, synthesize the data you have provided, focusing on both the program's strengths and weaknesses. What is your vision of the future for this program? Many of the courses are dual credit courses which means many of the students from surrounding community high schools arrive here with credit toward this program.

A major strength of the program (which helps students in finding a job in the industry) is the Practicum/Co-op course. The weakness in collaborating the practicum with industry partners was the availability of a Career Advisor that could help teachers find positions that may, after the practicum ends, actually hire the student. In the past, instructors were responsible for setting up the practicum with students and industry partners. We now have a Career Advisor in place to help with placing our students in a position. Other weaknesses that hurt the OBT program is that an associate degree is currently listed as not being necessary in order to find employment in the industry.

Also affecting the program was the availability of two full time faculty members. This allowed for more OBT courses to be offered each semester reaching a larger student population. I am a firm believer that in order to have successful programs, you need instructors that are full-time and available to students. Our faculty load decreased to 1.3 of faculty in this area with my appointment being the only full-time faculty for the OBT program.

My vision for the OBT program would be to change the name of the program back to its original of Business Technology. Given the nature and courses in this degree I believe it would be a perfect choice for a totally online degree. To date most of the classes can be taken online with the exception of a few such as accounting, et.al. I would also recommend reorganizing the OBT advisory board and meet with them to brain storm ideas regarding changes to the degree. Other ideas would be to look at the integration of the degree with Business Administration and or Health Information Technology. Other than that I am open to ideas and hope the committee may have suggestions.

# Valencia Campus Program Review Rubric

Program:

Sample Rubric Used by Committee

Contact Person(s):

Do not fill out

## I. Description of the Program's Mission

- A. Does Not Meet Expectations
- B. Meets Expectations, But Section Needs Revision
- C. Meets Expectations, No Revisions Required \_\_C\_\_

## II. Description of the Program's Goals

- A. Does Not Meet Expectations
- B. Meets Expectations, But Section Needs Revision
- C. Meets Expectations, No Revisions Required \_\_C\_\_

## III. Description of Program's Assessment

- A. Does Not Meet Expectations
- B. Meets Expectations, But Section Needs Revision
- C. Meets Expectations, No Revisions Required \_\_A\_\_

## IV. Changes in Trends in Enrollment (over the last 5 years)

- A. Does Not Meet Expectations
- B. Meets Expectations, But Section Needs Revision
- C. Meets Expectations, No Revisions Required \_\_A\_\_

## V. Program Funding and Facilities-Budget Report

- A. Does Not Meet Expectations
- B. Meets Expectations, But Section Needs Revision
- C. Meets Expectations, No Revisions Required \_\_C\_\_

## VI. Articulation with Main Campus

- A. Does Not Meet Expectations
- B. Meets Expectations, But Section Needs Revision
- C. Meets Expectations, No Revisions Required \_\_C\_\_

## VII. Summary

- A. Does Not Meet Expectations
- B. Meets Expectations, But Section Needs Revision
- C. Meets Expectations, No Revisions Required \_\_B\_\_

**Overall Comments:** This program is in transition. They have been dropping in enrollment, and assessment data is lacking. We are currently examining the viability of this program. Next year will see a re-organization (or deactivation) of the program.

2015-2016 update: The faculty member for this program is retiring, and not being replaced. This program will likely be phased out in favor of a revised IT program for 2016-2017.

