Valencia Campus Program Review Checklist

Name of Program: Office and Business Technology

Name of Contact Person: Alexa Wheeler, Chair

Review Categories to be Addressed:

I. Description of Program’s Mission
II. Description of the Program’s Goals
III. Changes in trends in enrollment (over the last two years)
IV. Program Assessment
V. Program Funding and Facilities-Budget Report
VI. Articulation with Main Campus (if appropriate)
VII. Summary: Program’s Strengths, Weaknesses and Vision for the Future
Valencia Campus Program Review Worksheet

I. Description of the Program’s Mission
Upon completion, students will be ready to obtain an office position. In order to advance, students are encouraged to take the Microsoft Office Specialist Exam and join a professional organization such as the International Association of Administrative Professionals and work toward becoming a Certified Administrative Professional. While occupational in nature, the degree can be transferred to UNM-Main and applied toward a bachelor’s in Organization, Information and Learning Science. The majority of this degree can be taken online.

II. Description of the Program’s Goals
No Program Assessment has been done for OBT in the last 2 years.

Description of Program’s Assessment
No Program Assessment has been done for OBT in the last 2 years.

III. Changes in Trends in Enrollment (Over the last 5 years)
As of right now, there are 3 OBT majors. One is close to graduating and can finish with Cindy Chavez doing independent study courses with this student. The other two have just begin their OBT degrees and will need to switch to a different degree.

IV. Program Funding and Facilities-Budget Report
N/A

V. Articulation with Main Campus
Does not align - only academic core.

VI. Summary
I propose to sunset this program. Current majors can switch to Business Admin or IT. Substitutions can be made if necessary and independent studies can be created for the 1 student close to graduating.

Valencia Campus Program Review Rubric

Program:

Contact Person(s):

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

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

III. Description of Program’s Assessment
A. Does Not Meet Expectations
B. Meets Expectations, But Section Needs Revision
C. Meets Expectations, No Revisions Required

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

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

VI. Articulation with Main Campus
A. Does Not Meet Expectations
B. Meets Expectations, But Section Needs Revision
C. Meets Expectations, No Revisions Required

VII. Summary
A. Does Not Meet Expectations
B. Meets Expectations, But Section Needs Revision
C. Meets Expectations, No Revisions Required

Overall Comments: (Please write comments that explain strengths and weaknesses as noted in the rubric.)

Overall Comments (continued):