

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

## 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

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**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

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**III. Description of Program's Assessment**

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

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**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

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**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

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**VI. Articulation with Main Campus**

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

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**VII. Summary**

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

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

**Overall Comments (continued):**