

Initiative Report for Bus/CIT 2009-10

Administrative Assistant Program Redesign

Summary:

Redesign Program: Administrative Assistant AAS

Description

Revise current and develop new courses for the Administrative Assistant AAS degree to align our program with the outcomes that will be decided by the Administrative Office Professional Statewide Consortium (AOP) by the end of the 2008-2009 academic year.

Questions and Answers

How is the initiative linked to the Unit Plans most recently submitted?

- 1. How does it continue the achievement of those goals?**
- 2. If this is a continuation of an initiative started last year, make sure that relationship is clear.**

How is this initiative linked to the efficiencies and productivities plans you had last year?

- 1. How does it continue the achievement of these plans?**
- 2. If this is a continuation of an efficiency or productivity plan started last year, make sure that relationship is clear.**

The Business Dept is focused on aligning with other players statewide, in part to gain efficiencies. By actively participating and leading in the statewide AOP consortium the dept continues its achievements in putting curriculum online, in developing Pathways for students, in serving student scheduling needs across institutional boundaries, in developing efficiencies around techniques like using host/provider to ensure breadth of offerings, in offering degrees and certificates fully online wherever possible.

Describe the resources needed:

To **revise two** existing classes we are requesting 70 hours for each class of curriculum development support funding. This will provide the means to get the Course Outline, projects, tests, and assignments revised.

140 hours of curriculum development support:

Request: Carl Perkins (CD) 140 hours (*Per course cost: 70 hrs x \$28.21 = \$1,974.70 x 1.303 (OPE) = \$2,573.03 -- Total: \$5,146.06*)

Request: Curriculum Development 140 hours (*Per course cost: 70 hrs x \$28.21 = \$1,974.70 x 1.303 (OPE) = \$2,573.03 -- Total: \$5,146.06*)

To develop **four new** classes we are requesting 100 hours for each class of curriculum development support funding. This will provide the means to get the Course Outline, projects, tests, and assignments developed and written.

400 hours of curriculum development support:

Request: Carl Perkins (CD) 400 hours (*Per course cost: 100 hrs x \$28.21 = \$2,821.00 x 1.303 (OPE) = \$3,675.76 -- Total: \$14,703.04*)

Request: Curriculum Development 400 hours (*Per course cost: 100 hrs x \$28.21 = \$2,821.00 x 1.303 (OPE) = \$3,675.76 -- Total: \$14,703.04*)

What specific measurable program outcomes do you expect to achieve with this initiative? The outcomes should be specific enough to be measurable. Also, outline the method that will be used to determine the results.

1. Curriculum aligned with state standards
2. Core curriculum maintained for productivity/efficiency
3. Core pathway intact for service to students and improved retention

Department Priority:

1

Unit Resources:

The Dept is putting considerable effort into developing and maintaining the student resource center (2/107). This allows for focused tutoring to improve retention, creates a center for students to be supported and for faculty to maintain a support presence.

Funding Request: Carl Perkins

Is this a Career & Technical Education program approved by the state and offered through Lane for credit?

Yes

If not a Career & Technical Education program, does your request provide considerable support for students enrolled in these programs?

No

Do you have an advisory committee that meets 2-3 times per year?

Yes

If request is for personnel, will funds be used to replace an existing position?

How will funding this initiative increase or sustain the academic achievement and technical skills attainment (GPA of 2.0 or better) of Career and Technical Education students?

Through dept participation in the state work developing the AOP curriculum, led by Sharon Kimble, the program outcomes will be in closer alignment with state standards, and with job market expectations. By implementing the consortium standards carefully the common core of the curriculum will be maintained, and the benefits of the curriculum improvements available to Accounting students as well.

How will funding this initiative increase or sustain the number of CTE students that graduate or receive a one year certificate from Lane and help prepare the students for employment?

The AOP curriculum is the result of statewide work focused on the needs of employers. Because it is a statewide consortium it makes possible the development and use of statewide support materials, creates a statewide context for conversations around assessment of courses and of the program, and highlights outcomes that are specific to local job markets.

EQUIPMENT \$

COMPUTER HARDWARE \$

COMPUTER SOFTWARE \$

MATERIALS & SUPPLIES \$

CURRICULUM DEVELOPMENT (Hours)

540

PART-TIME FACULTY \$

TIMESHEET STAFF \$

TRAVEL \$

Can this initiative be partially funded?

Yes

EQUIPMENT \$

(E) Explanation of effect of partial funding:

COMPUTER HARDWARE \$

(CH) Explanation of effect of partial funding:

COMPUTER SOFTWARE \$

(CS) Explanation of effect of partial funding:

MATERIALS & SUPPLIES \$

(MS) Explanation of effect of partial funding:

CURRICULUM DEVELOPMENT (HOURS)

400

(CD) Explanation of effect of partial funding:

Partial funding would result in either partial implementation of alignment with the state consortium which would be a poor result, and would necessitate finding other ways to complete the work.

PART-TIME FACULTY \$

(PF) Explanation of effect of partial funding:

TIMESHEET STAFF \$

(TS) Explanation of effect of partial funding:

TRAVEL \$

(T) Explanation of effect of partial funding:

Funding Request: Curriculum Development

1. List the following information

- **Course Numbers (titles if not currently offered)**
- **Instructor Name(s) who will work on the curriculum development**
- **Whether each of the courses is in, or has been through, the curriculum approval process**

BT144 Administrative Procedures

Judy Boozer
Current Offering

BT248 Integrated Office Systems

Sharon Kimble
Current Offering

Business Finance Foundations

Chris Culver & Velda Arnaud
Has not been through the curriculum approval process

Career Prep Course

Jamie Kelsch
Has not been through the curriculum approval process

Records Management

Kaaren O'Rourke & Velda Arnaud
Has not been through the curriculum approval process

Project Management

Kaaren O'Rourke & Velda Arnaud
Has not been through the curriculum approval process

2. List each course number (or title) and the materials to be created for each class

- **Instructional goals, objectives, syllabi and outlines**
- **Lab instruction packets**
- **Practice, quiz, presentation &/or demonstration materials**
- **Other (specify)**

BT144 Administrative Procedures

Instructional goals, objectives, syllabi and outlines

BT248 Integrated Office Systems

Instructional goals, objectives, syllabi and outlines

Business Finance Foundations

Instructional goals, objectives, syllabi, outlines, course resources (could include text

book, packets, online instructional resources, etc.), assignments and projects, and assessment methods

Career Prep Course

Instructional goals, objectives, syllabi, outlines, course resources (could include text book, packets, online instructional resources, etc.), assignments and projects, and assessment methods

Records Management

Instructional goals, objectives, syllabi, outlines, course resources (could include text book, packets, online instructional resources, etc.), assignments and projects, and assessment methods

Project Management

Instructional goals, objectives, syllabi, outlines, course resources (could include text book, packets, online instructional resources, etc.), assignments and projects, and assessment methods

3. List each course number (or title) and give your timeline for beginning and completing each course curriculum development.

BT144 Administrative Procedures

BT248 Integrated Office Systems

Business Finance Foundations

Career Prep Course

Records Management

Project Management

Begin 07/09 and end 01/10

4. What are up to 3 departmental instructional goals that are met through the development of curriculum in each class?

1. Keeping our curriculum aligned with state standards.
2. Keeping our programs up to date with current employer needs.
3. Preparing our students to be as successful as possible in the work place.

5. List each course number (or title) and give the value of the development of curriculum in each course to other faculty members.

BT144 Administrative Procedures

BT248 Integrated Office Systems

Business Finance Foundations

Career Prep Course

Records Management

Project Management

All Curriculum Development done in the Business Department is done with input from all interested faculty members and course materials are shared between faculty.

6. List each course number (or title) and say how many students will be served by the development of curriculum in each class.

BT144 Administrative Procedures

24-48

BT248 Integrated Office Systems

24

Business Finance Foundations

140

Career Prep Course

24-48

Records Management

24-48

Project Management

24-48

(This number reflects business students only -- this class has the potential to be a service class for many other programs as well.)

7. List each course number (or title) and give the specific benefits to students that you expect from the development of curriculum in each class.

BT144 Administrative Procedures

BT248 Integrated Office Systems

Business Finance Foundations

Career Prep Course

Records Management

Project Management

Business programs are designed to provide students with specific skill sets that will make them employable in a variety of positions within many industries. Students with skill sets current to employer needs are more likely to be employed and be successful in the work place.

8. List each course number (or title) and give the specific benefits for diversity that you expect from the development of curriculum in each class.

BT144 Administrative Procedures

BT248 Integrated Office Systems

**Business Finance Foundations
Career Prep Course
Records Management
Project Management**

It is common practice in business courses to promote respect for diversity by using examples that portray women and men from diverse cultural and ethnic backgrounds in a wide range of roles, including using examples of people in nonstereotypical business settings.

9. List each course number (or title) and give the specific benefits to sustainability that you expect from the development of curriculum in each class.

**BT144 Administrative Procedures
BT248 Integrated Office Systems
Business Finance Foundations
Career Prep Course
Records Management
Project Management**

Participating in the state consortium and aligning the curriculum creates a more sustainable statewide context for refining and assessing the program.

10. List each course number (or title) and give the specific effects on distributed learning that you expect from the development of curriculum in each class.

**BT144 Administrative Procedures
BT248 Integrated Office Systems
Business Finance Foundations
Career Prep Course
Records Management
Project Management**

Online development of courses provides scheduling flexibility that meets student needs, and makes possible the delivery of programs via the host/provider system.

Hours requested for Curriculum Development funding:

Please enter the amount of one of the following:

- **100 hours maximum for new development.**
- **70 hours maximum for course revision**
- **50 hours for 3-4 credit conversion**
- **other (use if multiple courses addressed in one initiative**

Do not enter any characters other than numbers and a decimal.

How many hours are you requesting? If there are multiple courses addressed in the initiative, please list each course number (or title) and give the number of hours requested for each course.

540

Can this initiative be partially funded?

Yes

Partially funded curriculum development HOURS requested:

400

Explanation of effect of partial funding:

Partial funding would result in partial implementation which would be a poor outcome, and would create the necessity of trying to find alternative ways to support the work.

Funding Request: Technology Fee