



Planning and Evaluation Tracking

College Year: 2009-2010

Division of: Business

Person Responsible: David Hernandez

Department of: Office Administration

Person Responsible: Gay Mills

Purpose Statement: Train students to be successful office professionals

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. Adequately prepare students with proficient skills and knowledge.	1. After completing at least 32 hours of Office Administration (OA) required courses, 80 percent of OA majors will show proficiency in at least 3 of 4 competencies (speed, accuracy, composition, professional documents), based on electronic portfolios completed in Advanced Document Formatting, POFT 2333 (capstone course), as evaluated by a panel comprised of faculty and members of the industry.	1. The OA Advisory Committee evaluated fall 2008 and spring 2009 Advanced Document Formatting student portfolios--73 percent demonstrated proficiency; 27 percent did not.	1. ANALYSIS 2008-2009: Our 90 percent student proficiency goal may not have been realistic. PLAN OF ACTION: This appears to be an appropriate method to measure competency. We plan to continue the portfolio evaluations, noting the comments supplied by the OA Advisory Committee.

2. Adequately prepare students for employment in office/administrative jobs.

2. Upon completion of OA program, at least 90% of graduates will be employed in the field, based on results from THECB Annual Data Profile for AC--Cumulative Outcomes for Graduates, Workforce Education Program Detail for Amarillo College (ADP-10A, CIP Code 52.04).

2. Based on THECB 2006 Annual Data Profile for AC (CIP Code 52.04) for 2001-2004, OA shows an 89.74% successful outcome rate.

2. ANALYSIS 2008-2009:
We are pleased that 89.74% of our graduates are employed in the field.

PLAN OF ACTION:
Continue departmental goal of 90+% successful outcome rate.

3. Allow students alternative methods of instruction with flexible options.

3. Continue developing additional OA online courses by adding a minimum of one new course per academic year.

3. During spring 2009, we converted two courses from WebCT to Angel. We will convert three more WebCT courses to Angel for fall 2009 and develop three additional new courses.

3. ANALYSIS 2008-2009:
We will offer three new online courses in fall 2009: Word Processing, Records and Information Management, and Business Correspondence and Communications.

PLAN OF ACTION:
We will continue to offer courses online, adding one new course offering each year.

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