

PET FORM
Planning and Evaluation Tracking
(2011-2012 Assessment Period)

Division of: **Business**

Person Responsible for this Division: **Shawn Fouts**

Department of: **Office Administration**

Person Responsible for this Form: **Gay Mills**

Purpose Statement (With Last Updated Date): **Train students to be successful office professionals.**

Goal Statement #1: Adequately prepare students with proficient skills and knowledge (AC Strategic Plan through 2015: Strategy 1.4.1 and 1.5.3).

Exact Wording of Strategic Plan: Align AC learning outcomes with THECB outcomes which emphasize 21st century skills (AC Strategic Plan through 2015: Strategy 1.4) and Assess required competencies in credit CTE course/programs, linked CE courses, and CE certification programs (AC Strategic Plan through 2015: Strategy 1.5).

Outcome/Objective Statement : After completing at least 30 hours of Office Administration (OA) courses, 80 percent of OA majors will show proficiency in these areas—speed, accuracy, composition, and professional document formatting—based on portfolios completed in Advanced Document Formatting, POFT 2333 (capstone course), as evaluated by a panel comprised of faculty and members of the industry.

- Results (Provide Numbers and Percentages for Quantitative Data)
 - **2009-2010 Data:** Numbers = 7 out of 8 and Percentage =s 87.5 %
 - **2010-2011 Data:** Numbers = 10 out of 11 and Percentage =s 91 %
- Analysis
 - Provide Previous Data/Result Analysis: Our 80 percent student proficiency goal appears to be realistic.
- Improvements
 - List any Improvements Made in the **2010-2011** (Last Academic) Year Based on the **2009-2010** PET Results: The instructors reviewed and discussed the homework assignments with each student. The advisory board members would also meet and discuss issues over lunch.
 - Evaluate Why Improvements Were Successful/Were Not Successful: The improvements were successful because we saw an improvement in student proficiency from 87.5% to 91%, a positive trend.

- Provide the Budget Information Needed to Make Past Improvements (Cost/Details): Cost of lunch for participating Advisory Committee members. Based on previous years, we estimate costs (including postage, food, and printing) at approximately \$125.
 - Recommendations/Actions for 2011-2012
 - Person Responsible (Who will complete the action?): Gay Mills
 - Action Plan: This appears to be an appropriate method to measure student competency. We plan to continue the portfolio evaluations, noting the comments supplied by the OA Advisory Committee.
 - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date): Two semesters of student portfolios. The next portfolio evaluations are scheduled for May 2012.
 - Budget Information Needed for Future Action (Cost/Details): Cost of lunch for participating Advisory Committee members.
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Goal Statement #2: Adequately prepare students for employment in office/administrative jobs (*AC Strategic Plan through 2015: Strategy 1.2.1.1.1*).

Outcome/Objective Statement : Upon completion of OA program, at least 90% of graduates will be employed in the office administration 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).

- Results (Provide Numbers and Percentages for Quantitative Data)
 - **2009-2010 Data (September 2009-August 2010):**
Total # Graduated: 23; Percentage Employed: 89.74% (Number Employed = Around 21 students)
 - **2010-2011 Data (September 2010-August 2011):**
Total # Graduated: 19; Percentage Employed: 73.7% (Number Employed = Around 14 students)
 - Analysis: According to THECB website, 2008-2009 Annual Data Profile for AC, 73.7% of AC graduates are currently employed in their professional field. It should be noted that the data includes a high percent of “not available” responses.

- Improvements
 - List any Improvements Made in the **2010-2011** (Last Academic) Year: Based on the **2009-2010** PET Results: We were pleased with the 2009-2010 data, so no changes were made. However, we recognize there was a 16% decrease from the 2006 to the 2008 Annual Data Profile for AC, so improvements will be initiated.
 - Evaluate Why Improvements Were Successful/Were Not Successful: No changes were needed after the 2009-2010 year.
 - Provide the Budget Information Needed to Make Past Improvements (Cost/Details): N/A

 - Recommendations/Actions for 2011-2012
 - Person Responsible (Who will complete the action?): Gay Mills
 - Action Plan: We will monitor our students' future goals. We will include a career module in our POFT 1313 Professional Development for Office Professional course to explore career opportunities in the Administrative Professional field.
 - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date): We will monitor the data in one year.
 - Budget Information Needed for Future Action (Cost/Details): None
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