

## PROE Summary Report -

### Program - OIS and Business Programs

Faculty Surveyed – 3

Student Surveyed – 10

Advisory Committee Members Surveyed – 13

1. Strengths of program identified by faculty
  - Director has business background
  - Online courses give accessibility to students
  - Course updates have better curriculum
  - Internships with all programs
  - Library services for students
  - Available technology
  - Caring instructors
  
2. Major improvement needs as identified by faculty
  - Some courses should have a face-to-face option
  - More marketing
  - More program and course development
  - Job placement service for students
  - Look at lowering cost of textbooks
  - The business program needs more involvement in community agencies
  
3. Strengths of program identified by student
  - Instructors
  - Career information given out
  - Tutoring and library services available
  
4. Major improvements needs as identified by student
  - Book cost
  - No job placement services
  - More coordination with internships
  - Heat an issue in that building
  - Location of classes
  
5. Strengths of program identified by advisory committee members
  - Moving forward with accreditation for HIT
  - New director of the business programs
  - Internship component in programs
  - Curriculum is aligned to business

*Thomas Quinn*  
President  
6/22/16

*Rama Perreval*  
June 25, 2015

6. Major improvement needs as identified by advisory committee members

More credentials for students to earn

Market the 2+2 programs to our students

Review and update to courses/programs

Add insurance component

Location of classes

Placement services

Keeping a face-to-face option

7. Action Plan

The business program at Kirtland has dropped in enrollment, completers and reputation the past few years. The business program should be strong. Kirtland has hired a full time director of business and work force development. This person has loads of experience and great ideas. We have merged the office information systems and business program into one – Business & Office Management.

Curriculum is being evaluated. The Director of Business is meeting with Northwood, Ferris and other universities to make sure curriculum is aligned to seamlessly transfer to universities. We are updating our 2+2 agreements and have a couple of 3+1. Based on those conversations, curriculum revisions are in process. We have also looked at numbers in programs and using that data to make changes.

Health Information Technology is in process for accreditation with AHIMA. This program is being moved under Health Sciences. We plan to move the medical billing and coding certificate there in a year after curriculum is aligned with the HIT program. This program will be aligned to earn a coding credential. We plan to take curriculum to committee fall 2015 and changes effective Fall 2016.

As a result of the advisory committee discussion, an associate degree in accounting has been approved and will begin fall 2015. Based on student enrollment data and advisory, we are submitting request to archive AAS Legal Secretary. We are working on other certificates and degrees. We will bring updated programs, request to archive programs to curriculum committee in the fall.

CIP Code	51.0716
Level	2
Department	Office Information Systems
Program	DMES1 - AAS Medical Secretary

Program Enrollment

Year	Unduplicated Headcount	Student Credit Hours in Specialty Courses	Student Contact Hours
2011-2012	23	216.00	4,822
2012-2013	19	171.00	4,440
2013-2014	17	233.00	5,116

Program Graduates & Placement Data

Year	# of Awards Conferred	# Students That Received at least one Award	# Employed	# Continuing Education	# Entering Military
2011-2012	3	3	1	0	0
2012-2013	6	6	1	0	0
2013-2014	2	2	1	0	0

Perkins IV Core Performance Indicators FY 2013-2014

State Level Expected	College	Program
1P1	92.00%	89.67% 0.00%
2P1	30.00%	64.46% 75.00%
3P1	71.00%	64.09% 53.33%
4P1	84.00%	58.04% 50.00%
5P1	24.00%	19.85% 0.00%
5P2	21.00%	10.75% 0.00%

CIP Code	52.0201
Level	2
Department	Business
Program	DBSM0 - AAS Business Management

Program Enrollment

Year	Unduplicated Headcount	Student Credit Hours in Specialty Courses	Student Contact Hours
2011-2012	59	338.00	13,040
2012-2013	66	439.00	16,446
2013-2014	76	765.00	16,300

Program Graduates & Placement Data

Year	# of Awards Conferred	# Students That Received at least one Award	# Employed	# Continuing Education	# Entering Military
2011-2012	9	9	1	0	0
2012-2013	6	6	3	1	0
2013-2014	8	8	1	0	0

Perkins IV Core Performance Indicators FY 2013-2014

State Level Expected	College	Program
1P1	92.00%	89.67%
2P1	30.00%	46.67%
3P1	71.00%	73.08%
4P1	84.00%	58.04%
5P1	24.00%	19.85%
5P2	21.00%	10.75%

CIP Code	52.0401
Level	2
Department	Office Information Systems
Program	DADA0 - AAS Administrative Assistant

Program Enrollment

Year	Unduplicated Headcount	Student Credit Hours in Specialty Courses	Student Contact Hours
2011-2012	12	79.00	2,016
2012-2013	14	78.00	2,885
2013-2014	12	99.00	2,960

Program Graduates & Placement Data

Year	# of Awards Conferred	# Students That Received at least one Award	# Employed	# Continuing Education	# Entering Military
2011-2012	5	5	1	0	0
2012-2013	2	2	2	0	0
2013-2014	3	3	1	0	0

Perkins IV Core Performance Indicators FY 2013-2014

State Level Expected	College	Program
1P1	92.00%	89.67%
2P1	30.00%	64.46%
3P1	71.00%	64.09%
4P1	84.00%	58.04%
5P1	24.00%	19.85%
5P2	21.00%	10.75%

CIP Code	51.0705
Level	1
Department	Office Information Systems
Program	CMOA1 - Certificate Medical Clerk

Program Enrollment

Year	Unduplicated Headcount	Student Credit Hours in Specialty Courses	Student Contact Hours
2011-2012	7	45.00	752
2012-2013	10	78.00	2,890
2013-2014	10	171.00	2,320

Program Graduates & Placement Data

Year	# of Awards Conferred	# Students That Received at least one Award	# Employed	# Continuing Education	# Entering Military
2011-2012	5	5	0	1	0
2012-2013	2	2	3	1	0
2013-2014	1	1	0	0	0

Perkins IV Core Performance Indicators FY 2013-2014

State Level Expected	College	Program
1P1	92.00%	89.67%
2P1	30.00%	64.46%
3P1	71.00%	64.09%
4P1	84.00%	58.04%
5P1	24.00%	19.85%
5P2	21.00%	10.75%

CIP Code	51.0704
Level	1
Department	Office Information Systems
Program	CMBCO-Certificate Medical Billing and Coding

Program Enrollment

Year	Unduplicated Headcount	Student Credit Hours in Specialty Courses	Student Contact Hours
2011-2012	22	139.00	2,896
2012-2013	20	105.00	2,997
2013-2014	20	190.00	4,416

Program Graduates & Placement Data

Year	# of Awards Conferred	# Students That Received at least one Award	# Employed	# Continuing Education	# Entering Military
2011-2012	5	5	1	2	0
2012-2013	8	8	1	1	0
2013-2014	8	8	1	1	0

Perkins IV Core Performance Indicators FY 2013-2014

State Level Expected	College	Program
1P1	92.00%	89.67% 0.00%
2P1	30.00%	64.46% 69.23%
3P1	71.00%	64.09% 57.14%
4P1	84.00%	58.04% 16.67%
5P1	24.00%	19.85% 0.00%
5P2	21.00%	10.75% 0.00%

CIP Code	52.0701
Level	1
Department	Business
Program	CENT1-Certificate Small Business Management and Entrepreneurship

Program Enrollment

Year	Unduplicated Headcount	Student Credit Hours in Specialty Courses	Student Contact Hours
2011-2012	9	30.00	3,258
2012-2013	14	42.00	2,744
2013-2014	11	33.00	2,032

Program Graduates & Placement Data

Year	# of Awards Conferred	# Students That Received at least one Award	# Employed	# Continuing Education	# Entering Military
2011-2012	2	2	0	0	0
2012-2013	1	1	0	0	0
2013-2014	5	5	0	0	0

Perkins IV Core Performance Indicators FY 2013-2014

State Level Expected	College	Program
1P1	92.00%	89.67%
2P1	30.00%	71.43%
3P1	71.00%	64.09%
4P1	84.00%	58.04%
5P1	24.00%	19.85%
5P2	21.00%	10.75%



CIP Code	52.0302
Level	1
Department	Business
Program	CACLO - Certificate Accounting Clerk

Program Enrollment

Year	Unduplicated Headcount	Student Credit Hours in Specialty Courses	Student Contact Hours
2011-2012	10	12.00	1,042
2012-2013	7	12.00	640
2013-2014	6	12.00	1,184

Program Graduates & Placement Data

Year	# of Awards Conferred	# Students That Received at least one Award	# Employed	# Continuing Education	# Entering Military
2011-2012	4	4	1	1	0
2012-2013	3	3	1	0	0
2013-2014	2	2	2	0	0

Perkins IV Core Performance Indicators FY 2013-2014

State Level Expected	College	Program
1P1	92.00%	89.67%
2P1	30.00%	64.46%
3P1	71.00%	64.09%
4P1	84.00%	58.04%
5P1	24.00%	19.85%
5P2	21.00%	10.75%