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
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.
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### Program Graduates & Placement Data

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