



Docket Item:

Community College Program Approval.

Summary:

Recommendations from Department of Community Colleges and Workforce Development

Docket Material:

Action Item

Policy Issue: Staff Action on New Career and Technical Education Programs

Proposed Community College Program

State Board Standards--Staff Analysis Abstract

Name of College:	Oregon Coast Community College
Program Title:	Accounting
Proposed Start Date:	Spring 2016
Board Submission Date:	March 10, 2016
Type of Program:	<input checked="" type="checkbox"/> Associate of Applied Science Degree Credits: <u>92</u> CIP Code: <u>52.0302</u> CIP Title: <u>Accounting Technology/Technician and Bookkeeping.</u> <input type="checkbox"/> Option Title Credits: _____ CIP Code: _____ CIP Title: _____ <input type="checkbox"/> Certificate of Completion Credits: _____ CIP Code: _____ CIP Title: _____ <input type="checkbox"/> Business and Industry (closed enrollment)

Assurances: The College has met or will meet the four institutional assurances required for program application.

1. **Access.** The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students.
2. **Continuous Improvement.** The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and



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- concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested, as needed.
3. **Adverse impact and detrimental duplication.** The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *intersegmental* and *intra-segmental* impact and detrimental duplication problems with other relevant programs or institutions.
 4. **Program records maintenance and congruence.** The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, etc. maintained by the Department are the official records and it is the college's responsibility to keep their records aligned with those of the Department. The college will not make changes to the program without informing and/or receiving approval from the Department.

Summary

Accounting connects to virtually every aspect of business operations by providing the key financial information to make informed decisions. As an accounting clerk or bookkeeper the student will be responsible for maintaining accounting records of a business, analyze financial records, manage budgets, or may be responsible for specific parts of the records such as accounts payable, accounts receivable or payroll.

The accounting program is designed to develop skills in areas such as: accounting, payroll, computerized accounting application, law, tax, business math, microcomputer applications, financial management, communication, organization, critical thinking and problem-solving.

Prepares students for entry into the accounting field as bookkeepers, accounting clerks, or accounting assistants.

Minimum 92 credits. Students must also meet Associate Degree Comprehensive Requirements and Associate of Applied Science (AAS) Requirements. Students must complete a total of sixteen credits of General Education. Some courses specified within the program may be used as General Education. In addition to required courses in the program of study

Program Highlights

Standards: The College has met the five program approval standards.

1. Need	The community college provides clear evidence of the need for the program.
	<p>As indicated in the Training Oregonians for the Right Jobs report, accountants and auditors were in the Top 20 high-wage/high-demand occupations based on highest wages and projected openings for Lincoln, Linn and Benton counties.</p> <p>The following occupations relevant to accounting education were on the low-wage/high-demand Top 20 list: Accounting & Auditing Clerks (6645 projected state-wide openings); Bookkeeping, Shipping, Receiving and Traffic Clerks (2875 projected state-wide openings); Billing & Posting Clerks (2173 projected state-wide openings); Bill & Account Collectors (1929 projected state-wide openings).</p> <p>Job opportunities for accounting related areas are expected to be favorable. Employment opportunities in the field are available in both the public and private sectors. The need to replace workers who transfer to other occupations, retire, or leave the labor force, coupled with rising employment demand, will generate job openings. Agencies have experienced</p>

	<p>difficulty in attracting and keeping qualified employees. This situation is expected to continue.</p>
<p>2. <i>Collaboration</i></p>	<p>The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.</p> <p>Input from the Advisory committee will inform the continuous improvement of program design and delivery.</p> <p>The Oregon Coast Community College (OCCC) Advisory Committee members will review Accounting curriculum and course outlines from Portland Community College (PCC).</p> <p>Members of the OCCC Advisory Committee will be asked to volunteer their businesses/work places as Student Cooperative Work Experience Sites and to participate in the interview process as the College hires faculty.</p>
<p>3. <i>Alignment</i></p>	<p>The community college program is aligned with appropriate education, workforce development, and economic development programs.</p> <p>The student learning outcomes are aligned with industry and will be carefully reviewed by the OCCC Advisory Committee. The OCCC Accounting program is modeled on the program that has been in place at PCC for a number of years.</p> <p>Students can transfer credits from other colleges and universities. The majority of the Accounting courses are accepted at Oregon colleges and universities as lower division transfer credit.</p> <p>High school students can participate in Accounting classes through the Dual Credit and Expanded Options programs, provided they apply for and meet entry requirements for the Accounting Program.</p> <p>Two Career Pathway certificates will be incorporated in program.</p>
<p>4. <i>Design</i></p>	<p>The community college program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.</p> <p>The Accounting Program at OCCC has admissions standards. Students completing the program must complete the requirements for an AAS degree as required by PCC.</p>



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Learning experiences in this program are designed to assist the student in realizing the following outcomes:

1. Analyze, record, and report accounting information in conformity with Generally Accepted Accounting Principles.
2. Communicate effectively with business professionals.
3. Develop and interpret accounting and financial information for decision making.
4. Practice within the legal, ethical, and economic standards of the business environment.
5. Use applicable technology available in accounting practice.

Cooperative work experiences taking place toward the end of the program will help students demonstrate work readiness skills including teamwork, critical thinking and problem analysis, and project design and implementation.

The learning outcomes and the individual course outcomes are congruent.

The OCCC Advisory Committee will play an important role in monitoring program implementation and the ongoing operation of the program.

5. Capacity	The community college identifies and has the resources to develop, implement, and sustain the program.	
	<p>OCCC obtained a Career Pathways Grant for start-up and initial operation of the Accounting and Administrative Assistant Programs. The grant covers faculty salaries and benefits, staff, outreach, materials and services. The grant ends in 2017.</p> <p>At the end of the granting period, the College will continue to support the program through its annual budget. Cost analysis indicates that student tuition and fees will cover the cost of instruction and program operation. In addition, students completing the AAS degrees and some certificates will also enroll in general education courses. Typically, the lower cost of instruction in general education courses can subsidize more specialized courses.</p> <p>The OCCC Advisory Committee and other community partners will support and enhance the program by facilitating training venues and work-based learning opportunities.</p>	

Approval Signature		
Name	Luis Juarez	Patrick Crane
Title	Education Specialist	Director
Date	5/31/16	5/31/16



HIGHER EDUCATION COORDINATING COMMISSION

June 9, 2016

Staff Recommendation:

RESOLVED, that the Higher Education Coordinating Commission approve the Accounting Associate of Applied Science (AAS) degree program at Oregon Coast Community College.



Action Item

Policy Issue: Staff Action on New Career and Technical Education Programs

Proposed Community College Program

State Board Standards--Staff Analysis Abstract

Name of College:	Oregon Coast Community College
Program Title:	Administrative Assistant
Proposed Start Date:	Spring 2016
Board Submission Date:	March 10, 2016
Type of Program:	<input checked="" type="checkbox"/> Associate of Applied Science Degree Credits: <u>94</u> CIP Code: <u>52.0401</u> CIP Title: <u>Administrative Assistant and Secretarial Science, General.</u> <input type="checkbox"/> Option Title Credits: _____ CIP Code: _____ CIP Title: _____ <input type="checkbox"/> Certificate of Completion Credits: _____ CIP Code: _____ CIP Title: _____ <input type="checkbox"/> Business and Industry (closed enrollment)

Assurances: The College has met or will meet the four institutional assurances required for program application.

- Access.** The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students.
- Continuous Improvement.** The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested, as needed.
- Adverse impact and detrimental duplication.** The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *intersegmental* and

intrasegmental impact and detrimental duplication problems with other relevant programs or institutions.

4. **Program records maintenance and congruence.** The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, etc. maintained by the Department are the official records and it is the college’s responsibility to keep their records aligned with those of the Department. The college will not make changes to the program without informing and/or receiving approval from the Department.

Summary

Minimum 94 credits.
 An administrative assistant possesses advanced knowledge of popular software applications, excellent communication, and interpersonal skills. An administrative assistant is prepared to make decisions, set priorities, and establish work flow. Students who successfully complete the Administrative Assistant Degree will develop skills and knowledge appropriate to an entry-level office position as an administrative assistant. The program emphasis is on using business software, communications, Internet, and emerging technologies.

Students must also meet Associate Degree Comprehensive Requirements and Associate of Applied Science (AAS) Requirements. Students must complete a total of sixteen credits of General Education. Math/computation competency is met through the courses in the program of study indicated with a § symbol.

Program Highlights

Standards: The College has met the five program approval standards.

1. Need	The community college provides clear evidence of the need for the program.
	<p>The Training Oregonians for the Right Jobs report indicates substantial need for an Administrative Assistant program. The salary component of the formula for county Top 20 jobs ((including only high-wage positions) precluded the inclusion of the lower rungs of the administrative assistant type occupations.</p> <p>However, included in the Top 20 were multiple other occupations that could be reasonably viewed as the upper ends of a career ladder that begins with the Administrative Assistant, as follows: Medical and Health Services Managers (with 77 projected openings), Software Developers, Applications (with 103 projected openings), General and Operations Managers, (with 352 projected openings), Human Resources Specialists (with 85 projected openings). This report also included statewide data for high-demand, low-wage occupations.</p>

<p>2. Collaboration</p>	<p>The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.</p>
	<p>In the spring of 2016, Oregon Coast Community College (OCCC) will convene an advisory committee for the proposed Administrative Assistant program. The committee includes members from the business community and Lincoln County School District. We have also invited the Executive Director from Oregon Northwest Workforce Investment Board (ONWIB) (Economic Development Partner) to participate.</p> <p>Members of the OCCC Advisory Committee will share their experience in hiring qualified applicants who understand the work involved and who are willing to make a long-term commitment to the profession. They will also share job descriptions and information on recent hiring trends. Input from the Advisory committee will inform the continuous improvement of program design and delivery</p> <p>The OCCC Advisory Committee members will review Administrative Assistant curriculum and course outlines from Portland Community College (PCC).</p> <p>Members of the OCCC Advisory Committee will be asked to volunteer their businesses/work places as Student Cooperative Work Experience Sites and to participate in the interview process as the College hires faculty.</p>
<p>3. Alignment</p>	<p>The community college program is aligned with appropriate education, workforce development, and economic development programs.</p>
	<p>The student learning outcomes are aligned with industry and will be carefully reviewed by the OCCC Advisory Committee. The OCCC Administrative Assistant program is modeled on the program that has been in place at PCC for a number of years.</p> <p>Students can transfer credits from other colleges and universities. The majority of the Administrative Assistant courses are accepted at Oregon colleges and universities as lower division transfer credit.</p> <p>High school students can participate in Administrative Assistant classes through the Dual Credit and Expanded Options programs, provided they apply for and meet entry requirements for the Administrative Assistant Program.</p> <p>Three Career Pathway certificates are incorporated in this program.</p>

<p>4. Design</p>	<p>The community college program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.</p>
	<p>The Administrative Assistant Program at OCCC has admissions standards. Students completing the program must complete the requirements for an AAS degree as required by PCC.</p> <p>Learning experiences in this program are designed to assist the student in realizing the following outcomes:</p> <ol style="list-style-type: none"> 1. Apply planning and time management principles to accomplish workplace efficiency and achieve company objectives. 2. Assess and analyze new tasks to determine what computer technology should be utilized to most effectively complete them. 3. Effectively communicate their own creative and critical ideas; respond effectively both verbally and in writing to the spoken, written, and visual ideas of others. 4. Establish and follow procedures to manage digital and hard copy office documents. 5. Exhibit people skills to deal effectively with diverse individuals and a variety of personalities. 6. Perform general office tasks: plan and participate in meetings, coordinate travel arrangements, schedule appointments, greet clients/customers, and process mail. 7. Produce professional, error-free, timely documents by using current and emerging software and hardware technology. 8. Understand roles within teams, work units, departments, and organizations to identify the effect of systems on the activities of a business or an organization. 9. Use critical thinking, organization and problem solving to effectively manage numeric, alphabetic and digital data. <p>Cooperative work experiences taking place toward the end of the program will help students demonstrate work readiness skills including teamwork, critical thinking and problem analysis, and project design and implementation.</p>

The learning outcomes for the Administrative Assistant degree and the individual course outcomes are congruent.

The OCCC Advisory Committee will play an important role in monitoring program implementation and the ongoing operation of the program.

5. Capacity

The community college identifies and has the resources to develop, implement, and sustain the program.

OCCC obtained a Career Pathways Grant for start-up and initial operation of the Accounting and Administrative Assistant Programs. The grant covers faculty salaries and benefits, Clinical Research Training Center (CRTC) staff, outreach, materials and services. The grant ends in 2017.

At the end of the granting period, the College will continue to support the program through its annual budget. Cost analysis indicates that student tuition and fees will cover the cost of instruction and program operation. In addition, students completing the AAS degrees and some certificates will also enroll in general education courses. Typically, the lower cost of instruction in general education courses can subsidize more specialized courses.

The OCCC Advisory Committee and other community partners will support and enhance the program by facilitating training venues and work-based learning opportunities.

Approval Signature		
Name	Luis Juarez	Patrick Crane
Title	Education Specialist	Director
Date	5/31/16	5/31/16

Staff Recommendation:

RESOLVED, that the Higher Education Coordinating Commission approve the Administrative Assistant Associate of Applied Science (AAS) degree program at Oregon Coast Community College.