

Docket Item:

Community College Approval: Treasure Valley Community College, Associate of Applied Science Degree in Business Office - Administration, within 52.0407 – Business/Office Automation/Technology/Data Entry.

Summary:

Treasure Valley Community College proposes a new Associate of Applied Science Degree in Business Office - Administration. Higher Education Coordinating Commission (HECC) staff completed a review of the proposed program. After analysis, HECC staff recommends approval of the degree as proposed.

Staff Recommendation:

The HECC recommends the adoption of the following resolution:

RESOLVED, that the Higher Education Coordinating Commission approve the following degree: AAS in Business Office – Administration.



Treasure Valley Community College seeks the Oregon Higher Education Coordinating Commission's approval to offer an instructional program leading to an Associate of Applied Science Degree in Business Office - Administration.

Program Summary

This degree prepares students for a career in office administration. Students completing this program will be prepared for immediate employment in administrative support positions in both public and private organizations. Job duties may include providing, directing, and coordinating administrative office services. Students will have the opportunity to learn and get practical experience in application of a wide variety of office skills. This includes developing up-to-date knowledge and skills in office technologies.

1. *Describe the need for this program by providing clear evidence.*

This new program simply consolidates two prior programs into one: Business Office Administration - Legal and Business Office Administration - Medical. Suspending these two programs, which had declining graduates in each, makes the new program stronger. The college has updated this based on the recommendations from the Administrative Office Professional (AOP) Board, a state consortium. Historically, TVCC's Business Administration Programs have remained very relevant in our region's Business setting. This new program was designed to retain the relevant aspects of the previous programs, with a broad scope that provides the skills for medical and legal environments, as well as other professional settings.

2. *Does the community college utilize systemic methods for meaningful and ongoing involvement of the appropriate constituencies?*

TVCC already has a long-standing Advisory Committee. This committee has met to develop and improve this program at TVCC. The group is scheduled to meet twice a year to continue to employ systematic methods of meaningful and ongoing involvement.

3. *Is the community college program aligned with appropriate education, workforce development, and economic development programs?*

This program was specifically designed to align with workforce and economic development needs of the region. Ag Business remains at the top of the workforce sectors in Eastern Oregon.

4. *Does the community college program lead to student achievement of academic and technical knowledge, skills, and related proficiencies?*

TVCC has the content that educates students in business communications, teamwork dynamics, office

procedures and business editing. These programs train students to create and format word documents utilizing a variety of formatting tools. Students may attend full- or part-time classes, depending on their scheduling needs.

5. Does the community college identify and have the resources to develop, implement, and sustain the program?

TVCC has had a Business Administration program for a number of years, thus we have the physical space, infrastructure, instructional capability, equipment and expertise needed to launch and sustain the Business Office Administration program.

Assurances

Treasure Valley 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 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 Office are the official records and it is the college's responsibility to keep their records aligned with those of the Office. The college will not make changes to the program without informing and/or receiving approval from the Office.