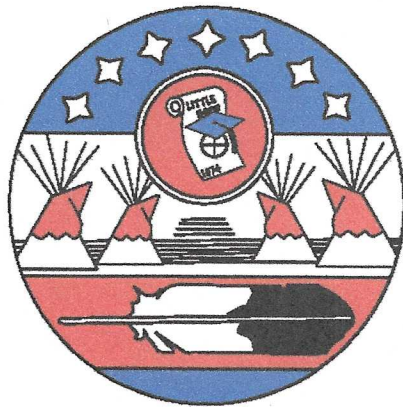# OFFICE TECHNOLOGY (AAS AND CERTIFICATE) PROGRAM REVIEW

CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Tribe

FINAL 2.10.22

Program Review – AAS in Office Technology

Program Description

A. Role of the Program

    a. The Office Technology program at Cankdeska Cikana Community College (CCCC) is focused on providing students with a foundation for entry level positions in office technology. There is also a certificate option of the Office Technology program. This is designed to be completed in one year or less and the student is then awarded a certificate of completion. After completion of certificate, many students fill positions in the local work force. The Office Technology program has technology specific courses, combined with general education requirements to prepare students for the workforce leading to student independence and self-sufficiency. The AAS in Office Technology gives them a solid background for continuing their education to earn a Bachelor's degree if they choose. The Office Technology program provides the knowledge needed for many office positions within the Spirit Lake Nation, giving them exposure to the Spirit Lake Dakota culture.

B. Current Staff

    a. CCCC has one full-time faculty, Steven Smith, who is teaching BOTE 214 and BOTE 217 which are needed for degree completion of the last two students remaining in the office technology program.

C. Program Productivity Summary

    a. The office technology program has not produced a graduate since the 2015-2016 academic year. There has also been declining enrollment, necessitating the need to combine the program with the business administration program.

D. Program Revenue

    a. The only revenue created by the Office Technology program has been tuition and fees; however, the program has had an enrollment of between 4 to 6 students over the last 4 academic years leading to net losses in 3 of the last for years.

E. Program Budget

    a. Although the office technology program is a CTE approved program our NACTEP Grant does not support it financially.

F. Advisory Team

    a. CTE Advisory Committee, which meets 2 times a year.

Program Self-Evaluation

A. Faculty

    a. Curriculum was initially set up and approved by the CCCC curriculum committee.

    b. Steven Smith

B. Student Relations

    a. There are currently 2 students in the office technology program, both of whom need BOTE 214 and BOTE 217 for degree completion. The courses are currently being offered (Spring 2022).

C. Curriculum Content, Design, Delivery

    a. The office technology program faculty uses a variety of different content, textbooks, and instructional materials to meet up to date industry standards and practices. Students in Microsoft Office courses and information processing have access to take a national certified exam to become "specialists." The courses are at the purview of the individual instructor who works with outside sources to make sure the course content is creative, exciting, and relevant for today's workplace.

D. Institutional Support

   a. Computer labs throughout the College support the computer applications program.

   b. It is believed that CCCC does possess adequate facilities, equipment, and technology to maintain the effectiveness of its courses and programs at the current time. Adequate whiteboard space, audiovisual equipment, including computer labs, smart boards, laptops, and software updates/replacements are provided. Technical support, when needed, is very helpful and timely. Cankdeska Cikana Community College also provides wireless Internet access in the facility.

   c. The college offers many opportunities for learning for faculty, staff and community through events held at the college. Many of these events are culturally relevant which has significant implications for faculty. Cankdeska Cikana Community College has funds set aside for educational opportunities for its faculty. Administration supports and encourages all faculty and staff to attend conferences and workshops. Continuing education is also rewarded through college incentive programs.

APPENDIX A

Program Background Information, Enrollment, and Breadth

Name	Title/Position	FT/PT/ TEMP	Credit Load/ Semester
Steven Smith	Business Instructor	FT	0 to 3

Enrollment and Graduation Data (double-click to modify with data applicable for a specific program)

	# Enrolled Office Technology	# Enrolled Office Technology Certificate	Total Program Enrollment	Total Enrollment	Program % of Total Enrollment
Fall 2012	3	0	3	247	1.2%
Spring 2013	5	0	5	237	2.1%
Summer 2013	1	0	1	84	1.2%
Fall 2013	5	0	5	251	2.0%
Spring 2014	9	0	9	196	4.6%
Summer 2014	2	0	2	86	2.3%
Fall 2014	2	2	4	189	2.1%
Spring 2015	4	0	4	186	2.2%
Summer 2015	0	0	0	61	0.0%
Fall 2015	0	1	1	212	0.5%
Spring 2016	2	1	3	177	1.7%
Summer 2016	2	0	2	54	3.7%
Fall 2016	2	1	3	180	1.7%
Spring 2017	4	2	6	178	3.4%
Summer 2017	1	0	1	28	3.6%
Fall 2017	2	4	6	242	2.5%
Spring 2018	4	2	6	191	3.1%
Summer 2018	0	0	0	44	0.0%
Fall 2018	1	3	4	178	2.2%
Spring 2019	1	1	2	164	1.2%
Summer 2019	0	0	0	45	0.0%
Fall 2019	5	1	6	160	3.8%
Spring 2020	4	2	6	168	3.6%
Summer 2020	3	1	4	39	10.3%
Totals	62	21	83	3230	2.6%

Program Graduates AAS Office Technology							
2019-2020	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013
0	0	0	0	1	1	1	0

Program Graduates Office Technology Certificate							
2019-2020	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013
0	1	0	0	0	0	0	0

Total CCCC Graduates							
2019-2020	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013
25	27	17	18	25	24	37	34

Percentage of Program Graduates to CCCC Graduates							
0.0%	3.7%	0.0%	0.0%	4.0%	4.2%	2.7%	0.0%

Program Evaluation and Review

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Criteria	Program Exceeds Expectations	Program Meets Expectations	Program Needs Improvement	Program Does Not Meet Expectations
Sec II Enrollment	Increasing	Steady	Decreasing	Unsustainably Low
Sec III Quality of the Program as Determined from Assessment Information	The program's quality is substantial and notable.	The program's quality is substantial but could be strengthened through curricular and/or program enhancements, e.g. providing additional resources, adding or deleting courses	The program's quality could be strengthened through reconfiguration, e.g. substantial modification of the curriculum and the reorganization of faculty.	The program's quality and/or contribution to the institution is not substantial enough to justify its continuance
Sec IV Cost Effectiveness	Net Gain	Break Even	Net Loss	Unsustainable Losses
Sec IV Projected Occupational Need (Regional and State Level)	Large Need and Growth in This Area	Moderate Need	Minor or Low Need	No Clear Need for This Degree
Sec V Ability to positively impact CCCC's relationships, partnerships & alliances	Relationships are strong – benefits the overall mission of the college	Relationships, partnerships, and/or alliances could be developed to strengthen the program	Relationships, partnerships, and/or alliances need to be reconfigured in order to positively impact the college	Relationships, partnerships, and/or alliances are not positively impacting the college. The program's reduction or phase out would not adversely impact other programs.

The Curriculum Committee makes the following recommendation:
The program was combined with the Business Administration program into one comprehensive degree per the last program review recommendations. Due to the way the programs were combined, there is no longer a particular need for this program. All students currently in the program will have completed at the end of the current semester.

Follow up actions and timeline:

The committee recommends furlough of the program on May 6, 2022 at the conclusion of the current semester.

FINAL 2.10.22

CANKDESKA CIKANA COMMUNITY COLLEGE
Spirit Lake Dakota Nation

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Completed Program Reviews Verification

Name of Program Reviewed: _Office Technology (AAS and Certificate)_

[signature]
Director or Faculty of Record

2-10-22
Date of Review

Karen Saari
Curriculum Committee Chair

2/10/22
Date of Review

[signature]
Academic Dean

2/10/22
Date of Review

Cynthia Lindquist
President (as appropriate)

3-9-22
Date of Review

[signature]
Chair CCCC Board of Regents (as appropriate)

3-9-22
Date of Review