

**Agenda Item:** I.D.17.

**DATE:** July 24, 2008

**SUBJECT:** Nashville State Technical Community College, Technical Certificate (30 semester credit hours) in Office Administration

**ACTION RECOMMENDED:** Approval

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**BACKGROUND INFORMATION:** Graduates will be prepared for employment as an administrative assistant in an office environment, performing office tasks using leading office application software, integrating information from multiple sources for appropriate decision making, and efficiently preparing business documents.

**PROPOSED START-UP DATE:** Fall 2008

Commission staff reviewed this program proposal according to the academic standards adopted by the Commission on January 29, 1997. Each relevant standard is referenced below.

**1.1.20A MISSION:** The purpose of the proposed program is in keeping with the College's workforce development mission.

**1.1.20B CURRICULUM:** Thirty (30) semester credit hours are required for Certificate completion. The collection of courses making up Certificate requirements are in place and have formerly been offered as an institutional credential.

**1.1.20C ACADEMIC STANDARDS:** With approval of this proposal, the certificate will be formalized, recorded in the THEC academic program inventory, and subject to post-approval program quality review. The changed status will allow students enrolled in it to be eligible for financial aid, whereas they were not with the institutional course grouping.

**1.1.20D FACULTY:** No new full-time faculty are required; adjunct faculty will be employed as the program grows.

**1.1.20E LIBRARY RESOURCES:** Library resources are adequate.

**1.1.20F ADMINISTRATION/ORGANIZATION:** No administrative changes are required.

**1.1.20G SUPPORT RESOURCES:** N/A

**1.1.20H FACILITIES/INSTRUCTIONAL EQUIPMENT:** Facilities and instructional equipment are adequate to support the proposed program.

**1.1.20I STUDENT/EMPLOYER DEMANDS:** The certificate will interest individuals who are changing careers and seek preparation and employment but do not wish to commit to the A.A.S. in Office Administration. The certificate will also offer skills enhancement for individuals currently employed.

**1.1.20J NO UNNECESSARY DULICATION:** N/A

**1.1.20K COOPERATIVE INSTITUTIONS:** N/A

**1.1.20L EVALUATION:** The Certificate will be evaluated according to the Performance Funding program review schedule and THEC post-approval program monitoring.

**1.1.20M ACCREDITATION:** Accreditation is not available for the program.

**1.1.20N ARTICULATION:** The thirty hours of the proposed certificate will articulate to the A.A.S. in Office Administration.

**1.1.20O EXTERNAL JUDGMENT:** N/A

**1.1.20P COST/BENEFIT/SOURCE:** No new costs are projected.

**1.1.30 POST APPROVAL MONITORING:** An annual performance review of the proposed program will be conducted for the first five years following approval. The review will be based on benchmarks established in the approved program proposal. At the end of this period, campus, governing board, and Commission staff will perform a summative evaluation. The benchmarks include, but are not limited to, enrollment and graduation, program cost, progress toward accreditation, library acquisitions, student performance, and others set by the institution and agreed upon by governing board and Commission staff. As a result of this evaluation, if benchmarks are not met during the monitoring period, the Commission may recommend that the governing board terminate the program. The Commission may choose to extend the period, if additional time is needed and requested by the governing board.