

VALENCIA COLLEGE
Program Viability, Growth and Success
PROGRAM PERFORMANCE SUMMARY FOR 2011-12

Office Administration Programs

STUDENT DEMAND:		DESIRED TARGET:	WAS THE DESIRED PROGRAM TARGET MET		
1.	A.S. Degree Program Majors	2011-12 Year \geq 5-Year Average	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
2.	Trend for A.S. Majors	If year to year differences when added are: Positive: Program is Increasing Equal: Program is Stable -- Negative: Program is Decreasing	Increasing <input checked="" type="checkbox"/>	Stable <input type="checkbox"/>	Decreasing <input type="checkbox"/>
3.	Technical Certificate Program Majors	2011-12 Year \geq 5-Year Average	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
4.	Trend for Certificate Majors	If year to year differences when added are: Positive: Program is Increasing Equal: Program is Stable -- Negative: Program is Decreasing	Increasing <input checked="" type="checkbox"/>	Stable <input type="checkbox"/>	Decreasing <input type="checkbox"/>
STUDENT PROGRESSION:					
5.	Capacity and Yield	Yield for 2011-12 Year \geq 5-Year Average	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
6.	Percent Filled Meets Target	Percent Filled for 2011-12 Year \geq 85% (Valencia Target)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7.	Percent Filled Average	2011-12 Year \geq 5-Year Average	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
WORKPLACE LEARNING:					
8.	Internships	Current Year \geq 5-Year Average	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
STUDENT COMPLETION:					
9.	A.S. Degree Graduates	2011-12 Year \geq 5-Year Average	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
10.	A.S. Graduates Meet Target	2011-12 Year \geq 10 (Valencia Target)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11.	Trend for A.S. Graduates	If year to year differences when added are: Positive: Program is Increasing Equal: Program is Stable -- Negative: Program is Decreasing	Increasing <input checked="" type="checkbox"/>	Stable <input type="checkbox"/>	Decreasing <input type="checkbox"/>
12.	Technical Certificate Completers	2011-12 Year \geq 5-Year Average	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
13.	Certificate Completers Meet Target	2011-12 Year \geq 25 (Valencia Target)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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STUDENT COMPLETION (Cont.):	DESIRED TARGET:	WAS THE DESIRED PROGRAM TARGET MET		
		Increasing	Stable	Decreasing
14. Trend for Certificate Completers	If year to year differences when added are: Positive: Program is Increasing Equal: Program is Stable -- Negative: Program is Decreasing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STUDENT TRANSITION:

		Yes	No
15. A.S. Degree Placement Rate Meets Target	2009-10 Year \geq 92% (Perkins Target)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. A.S. Placement Rate Average	2009-10 Year \geq 5-Year Average	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Technical Certificates Placement Rate	2009-10 Year \geq 92% (Perkins Target)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

GRADUATE EARNINGS:

		Yes	No
18. A.S. Degree Earnings (TOL)	2009-10 Earnings \geq the TOL Entry Wage Target (\$22,131)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. A.S. Earnings (HSHW)	2009-10 Earnings \geq the HSHW Entry Wage Target (\$27,248)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SUSTAINABILITY:

		Tenured/Track	8 mo or 10 mo	4 mo
20. Number of Full-Time Faculty	Please list the number in each category	<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>

ADVISORY COUNCIL:

		Yes	No
21. Number of Advisory Council Meetings	Were at least 2 Advisory Council Meetings held	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22. Number of Active Members	Number of Active Business & Industry Advisory Council Members \geq 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PATHWAYS TO BACHELORS DEGREE:

23. Identify available Pathways to Bachelor's Degree	(Articulated AS to BS Statewide Agreement, Local Agreement, BAS, Other, etc.)	List Pathways:	BAS at UCF
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PERKINS FUNDING:

24. Was your program supported through Perkins funds this past year? If so, how was your program impacted?	<input type="text" value="Yes"/>	Received 2 CPAs Encoder Pro Skeleton to teach Medical Terminology and Body Systems
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STRENGTHS, OBSERVATIONS & TRENDS:

25. Based on your observations, what does the data indicate about the overall health and strength of your program? Is your program meeting the desired targets and expectations? Why or Why not?

*The data supports that the overall health of this program is excellent. The student demand has increased each year.
Student completion has increased for the last three years.*

GROWTH AND SUCCESS INDICATORS:

26. Based on the data, what are the top indicators and trends that reflect program growth and success? What are the contributing factors?

*Student demand has increased each year. Student completion has increased for the last three years for AS degree and is currently double the 5-year average.
Technical Certificates are 3-5 times the 5-year average.
Job Placement rates have stayed at 100% for the last 4 years and earnings are over target.*

INDICATORS OF CONCERN:

27. Which indicators and trends generate concern? What are the contributing factors?

*Student progressions, capacity and yield has been decreasing over the last three years.
At 77% which is currently below Valencia's target of 85%. This may result in the possibility of decreasing sections offered.*

OPPORTUNITIES FOR PROGRAM IMPROVEMENT:

28. Based on your data observations, what opportunities for program improvement do you need to focus on for 2012-13?

New programs that will enhance careers in Medical Office and General Office Administration.