OREGON COAST
COMMUNITY COLLEGE

To:	Birgitte Ryslinge, President
From:	Curriculum Office, Office of Instruction
Date:	04/08/2020
Re:	Recommendation to Delete AAS Degree in Computer Applications-Office Systems Administrative Assistant and its Accompanying Certificates from College Catalog

The Curriculum Office, Office of Instruction recommends the deletion of the following programs from the OCCC Catalog. This recommendation is made as a result of a review of instructional programming for enrollment and sustainability, in OCCC's new status as an independently accredited College.

1. Associate of Applied Science – Computer Applications – Office Systems Administrative Assistant
2. Career Pathways Completion Certificate (CPCC) – Computer Applications – Office Systems Administrative Assistant – Business Office Assistant
3. CPCC - Computer Applications – Office Systems Administrative Assistant – Computer Software Fundamentals
4. CPCC - Computer Applications – Office Systems Administrative Assistant – Administrative Support.

Review: This recommendation is made after review and/or discussion with the following:
Chief Academic Officer
Director, Career and Technical Programs
Business CTE Advisory Committee
Business Faculty
PCC Registrar

Rationale: The recommendation to delete these programs stems from several years of minimal student enrollment or interest in the degree and certificates. The considerable allocation of resources that would be necessary to maintain the program offerings is not practical given the lack of enrollment.

While under the sponsorship of PCC, program-specific courses were taught by PCC faculty and the few enrolled OCCC students were integrated into online PCC classes. Demand has been declining for PCC in these programs as well, and PCC is also initiating the suspension of these programs.

Impact:

With no current enrollment in these programs, program deletion will have no impact on OCCC students. The few program courses that are shared among other degree programs will continue to be offered to support students in those programs, resulting in no impact on OCCC faculty.

Enrollment History: Over the previous six-year period, two students enrolled in the AAS degree in the years 2017-18 and 2018-19. One student enrolled in the Business Office Assistant certificate in 2014-15. Enrollment figures for each program recommended for deletion are presented below.

Program	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
AAS – Computer Applications-Office System Administrative Assistant	0	0	0	2	2	0
CPCC- Administrative Support	0	0	0	0	0	0
CPCC- Business Office Assistant	1	0	0	0	0	0
CPCC- Computer Software Fundamentals	0	0	0	0	0	0

Teach-Out Plan: Due to PCC's pending suspension of these programs, PCC is providing a teach-out plan for enrolled PCC students consisting of online instruction in courses students still need to complete. Although OCCC does not currently have any students enrolled in these programs, they would be eligible to participate in the plan and complete the program at PCC.