

**BOARD OF TRUSTEES
UNIVERSITY OF THE DISTRICT OF COLUMBIA
UDC RESOLUTION NO. 2019 -**

**SUBJECT: Termination of the Associate of Applied Science (AAS) Degree
Program in Administrative Office Management**

WHEREAS, pursuant to D.C. Code §38-1202.06(3), the Board of Trustees (“Board”) is authorized to establish or approve policies and procedures governing admissions, curricula, programs, graduation, the awarding of degrees, and general policy making for the components of the University; and

WHEREAS, pursuant to 8B § DCMR 1406.2, the discontinuance or curtailment of any department, program, or function not mandated by financial exigency, shall be based upon education considerations and shall reflect the long-range judgment that the educational mission of the University will be enhanced by the discontinuance; and

WHEREAS, the AAS Program in Administrative Office Management is currently offered by the Community College at the University of the District of Columbia; and

WHEREAS, following a comprehensive quantitative and qualitative review of the AAS program in Administrative Office Management, as set out in the report attached as **Appendix A**, it was determined that:

- From 2014 to 2018 enrollment declined by more than 50% and degrees awarded precipitously declined from 9 to zero
- Most of the required courses are a duplicate of course offerings in the more viable AAS program in Business Technology
- The current program does not offer management courses; and

WHEREAS, the students currently enrolled in the AAS in Administrative Office Management will be transferred to the AAS in Business Technology with no loss of credits; and

WHEREAS, the proposal for terminating the AAS degree program in Administrative Office Management has been reviewed and approved by all required levels of the faculty and administration;

NOW THEREFORE BE IT RESOLVED, that the Board hereby approves the termination of the AAS degree program in Administrative Office Management, effective immediately.

Submitted by the Academic and Student Affairs Committee

April 18, 2019

Approved by the Board of Trustees:

April 30, 2019

Christopher Bell, Esq.
Chairperson of the Board

APPENDIX A

Transmittal Form

Type of Review Requested: Discontinuation of the Administrative Office Management

Program Grads 11/08/17
Date

Department Curriculum Committee Chair Approval [Signature] 11/6/17
Date

Department Chair Approval [Signature] 11/13/17
Date

School Curriculum Committee Chair [Signature] 11/14/17
Date

School Dean [Signature] 4-9-19
Date

Faculty Senate Academic Policy Committee Chair [Signature] 4/7/17
Date

President of the Faculty Senate [Signature] 4/8/17
Date

Chief Academic Officer [Signature] 4/8/19
Date

University President [Signature] 4/8/19
Date

Board of Trustees _____ Date



PROPOSAL FOR PROGRAM CHANGES

Submitted by

**Scott King, Associate Professor
Director, Division of Business**

August 30, 2017

A PROPOSAL FOR COURSE CHANGES

A. Type of review requested: Program Elimination

B. Description of proposed course changes:

Discontinuation of the Administrative Office Management Program

Rationale: The Associate of Applied Science (AAS) in Administrative Office Management program is a redundant program. Students who are enrolled in this program would be better served being enrolled in Business Technology. The program overview states that this program “trains students to operate proficiently in a number of information processing systems”. In reality, the system taught in this program outside of the required APTC104C/105C – Intro to Applications of Computers is GRTC107C/108C – Desktop Publishing which can be taken as an elective in the Business Technology Program. Also labeled as a management degree, this program does not contain any management courses, or any type of courses that will provide students with supervisory or management level skills.

C. Feasibility of course changes

1. Demonstration of need (including internal and external supporting data).

According to institutional research, Administrative Office Management enrollment has decreased 26.79% over the last two years. Enrollment has decreased from 74 in 2012-2013 to 41 for 2016-2017 for a total decrease of 44.59%. Graduation numbers have decreased from 23 in Fall 2012 down to 3 in Spring 2016. The majority of the 74, 2012 enrollees graduated between Spring 2013 and Spring 2015. Since that time, the numbers have steadily declined. Of the 131 total graduates between Fall 2012 and Spring 2016, only 25 students have transitioned over to the Van Ness campus, 16 of which transitioned into the Business program.

2. Congruence with academic unit objectives and university mission.

The mission of the academic unit is to provide training to meet the needs of the workforce in the District of Columbia and surrounding areas. This program does not support the universities mission because it does not adequately prepare students as intended if at all.

3. Avoidance of duplication or overlap with existing courses or programs.

With the exception of five courses, Administrative Office Management courses are identical to the Business Technology program. Furthermore, three of the courses in the Administrative Office Management program are “Business Electives”, which technically makes this a Business Technology degree since the only other business courses (business electives) taught at the community college are part of the Business Technology program. This program is almost identical to the Business Technology program.

4. Relationship with other programs/departments/schools/colleges is currently in effect.

The proposed changes to the AAS program in Administrative Office Management do not impact the UDC-CC negatively. However, these changes will ensure that the courses taken in the two year program are transferrable to Van Ness while strengthening the students' skill sets.

5. Standards of relevant accrediting agencies and/or professional societies, if appropriate.

The changes requested will help the program meet the standards of accreditation; they will enhance the program by eliminating duplication and providing more current and up-to-date information.

6. The number of students immediately affected if relevant. Projected enrollment if relevant.

TEACH OUT PLAN

Then number of students that will be directly affected is 41. These students can be transition into the Business Technology program without any loss of credits.

7. Effect on student development, employment or program effectiveness, if relevant.

The changes will make the programs more effective and student development will be enhanced. Students will also have more marketable and transferrable employment skills

8. Adequacy and appropriate qualifications of current faculty and support staff.

The current faculty has the experience and qualifications to teach the courses proposed. However, it is projected that in the future there will be a need for additional faculty members to support the additional students who will be majoring in Business Technology.

9. Adequacy of current facilities (Proposed offices, classrooms, labs, etc.), supplies and equipment, and library and technical resources.

The changes being requested will not necessitate a change in facilities, supplies, equipment, and other resources at this time.

10. Estimated costs, available funds, and probable funding sources.

None

11. Identify additional needs, if any.

None

E. Proposed date of implementation. Fall 2018

TO: The Board of Trustees
FROM: Managing Director of Finance *David A. Franklin*
DATE: April 18, 2019
SUBJECT: Terminate the AAS in Administrative Office Management

Conclusion

It is concluded that there is no negative fiscal impact associated with implementation of the recommendation to terminate the AAS in Administrative Office Management. Since the fall of 2014, enrollment has declined by more than 50%, and degrees awarded have dropped from nine to zero. Most of the courses in the program of study are offered in the more viable AAS in Business Technology. Therefore, potential revenue losses associated with the termination of this program will be offset by the transfer of all existing Administrative Office Management majors to the AAS in Business Technology. In fact, cost savings should be realized by eliminating duplicate courses offered in the two programs.

Background

The Office of the Academic Dean at the Community College conducted a thorough qualitative and quantitative review of the AAS in Administrative Office Management, and concluded that its low productivity (with regard to enrollment and degrees awarded), and the redundancy of its offerings, make it an ideal candidate for termination.

Financial Impact

The termination should have no significant impact on tuition revenue, because the existing student majors will be transferred to the AAS in Business Technology. The elimination of redundant course offerings will result in cost savings.

This request has been approved based upon the information provided. There are no anticipated risks at this time.