



OFF-SITE DELIVERY OF AN EXISTING PROGRAM FORM

Sponsoring Institution (s): Ozarks Technical Community College – Lebanon Center
Name of Institution (Campus or off-campus residential center in the case of multi-campus institutions).

Program Title: Associate of Arts in Business
Degree/Certificate: A.A. Degree
Institution Granting Degree: Ozarks Technical Community College
Delivery Site(s): OTC Lebanon Center
Mode of Program Delivery: Seated and Online

Geographic Location of Student Access: 22360 Hwy MM, Lebanon, MO 65536

CIP Classification: 520201 (Please provide CIP code)
Implementation Date: Spring, 2016
Semester and Year
Cooperative Partners: Click here to enter text.

AUTHORIZATION

Dr. Steven Bishop, Provost		9-24-15
_____ Name/Title of Institutional Officer	_____ Signature	_____ Date
Renee Graves, Coordinator of Curriculum		417-447-8115
_____ Person to Contact for More Information	_____ Telephone	



STUDENT ENROLLMENT PROJECTIONS

Year	1	2	3	4	5
Full Time	10	12	14	16	18
Part Time	5	7	9	11	13
Total	15	19	23	27	31

Please provide a rationale regarding how student enrollment projections were calculated:

As student interest grows, we expect the natural trend to go up with students enrolled in this program.

Provide a rationale for proposing this program, including evidence of market demand and societal need supported by research:

This new degree is being added to simplify the transfer experience for a business or accounting student. The Program Specific Courses are typically required courses for a four-year degree in business or accounting. A student would be able to be accepted into a business or accounting program without taking several additional courses. This degree would also assist in tracking the number of student majoring in business and accounting at OTC. The degree would require no additional resources. The classes required are already being offered and classrooms are already available.



PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

Institution Name Ozarks Technical Community College
Program Name Associate of Art in Business
Date September 24, 2015

(Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included wherever possible.)

1. Student Preparation

- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.
No special preparation will be required.
- Characteristics of a specific population to be served, if applicable.
Students enrolling into this program will have special interest in majoring in Accounting and Business courses at a four-year university. This program will allow students to complete prerequisite courses for a business and accounting program at four-year universities.

2. Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.
A master's degree with 18 hours of related coursework from a regionally accredited institution of higher education.
- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.
Full-time faculty status of the general education courses can vary. In the program specific courses, it is estimated that 75% of the credit hours will be assigned to full-time faculty.
- Expectations for professional activities, special student contact, teaching/learning innovation.
Faculty members are required to document twenty hours of professional development on an annual basis. Faculty members are required to be faculty advisors and will advise students who have designated this as their degree option.

www.dhe.mo.gov • info@dhe.mo.gov

205 Jefferson Street, P. O. Box 1489, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635

3. Enrollment Projections

- Student FTE majoring in program by the end of five years.
It is anticipated FTE enrollment by the end of five years is 31 students.
- Percent of full time and part time enrollment by the end of five years.
It is anticipated that 60 percent of enrollment by the end of year five will be full-time, with 40 percent part-time.

4. Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.
It is anticipated that graduates per annum at three year and five years after implementation will be 5 and 16, respectively.
- Special skills specific to the program.
This degree will offer students a general survey of business knowledge. The purpose is to prepare students wanting to study business/accounting at a four-year institution with the general education and business prerequisites necessary to be successful.
- Proportion of students who will achieve licensing, certification, or registration.
No licensing, certification or registration will be earned by completing this degree.
- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.
This program will require the completion of the A*S*K exam as a program exit exam. It is anticipated that over 75% of the students will score over the 50th percentile.
- Placement rates in related fields, in other fields, unemployed.
It is anticipated with this transfer degree 15% will be employed in related fields or other fields. It is also anticipated that a student equipped with the foundational information from this degree, although there may be some, few would be unemployed upon completion of this degree.
- Transfer rates, continuous study.
As a transfer degree, it is anticipated that one of those completing this degree, 85% will transfer for continued studies.

5. Program Accreditation

www.dhe.mo.gov • info@dhe.mo.gov

205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635

- Institutional plans for accreditation, if applicable, including accrediting agency and timeline. **If there are no plans to seek specialized accreditation, please provide a rationale.**

There are no plans to seek individual accreditation for this program. As an Associates of Arts degree, current regional accreditation provides adequate credentials for this degree.

6. Alumni and Employer Survey

- Expected satisfaction rates for alumni, *including timing and method of surveys*. Graduation surveys will be distributed to those students completing the program. It is anticipated that students will respond with a 90% or higher satisfaction rate.
- Expected satisfaction rates for employers, including timing and method of surveys. As a transfer degree, this program will not have traceable data to determine employer satisfaction.

7. Institutional Characteristics

- Characteristics demonstrating why your institution is particularly well-equipped to support the program.

Ozarks Technical Community College Lebanon Center offers all courses required to complete the AAB degree. Our student demographic shows a significant interest in this degree. There is a university in the Ozarks Technical Community College Lebanon facility the students can transfer to and complete a bachelors degree in General Businnes.