**Curriculum Renewal:**

**Analysis and Action Plan Template**

| **Program Coordinator:** | **Darlene Sherwood** | **School:** | **Justice and Business Studies** |
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| **Program Code:** | **OAG**  **OAE** | **Date Completed:** | **October 30, 2013** |
| **Program Name:** | **Office Administration General**  **Office Administration Executive** | | |

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| **A. Analysis of Indicators**  Note: data is **not** recorded in this section of the template.  **Reflect on, and discuss, the following indicators in the context of the curriculum and program:** |
| 1. **Industry / Sector Trends**    1. Are there new or emergent *industry or sector* related issues and trends identified over the past year and their potential impact on the program?   Trends include the increased demand for office administration professionals and transcriptionists. Also a growing trend is in the role of a virtual assistant.   * 1. What are the Advisory Committee recommendations from the past year that will affect the positioning, nature, or scope of the program?   The last advisory committee meeting was in 2009. The Advisory Committee is being rebuilt and a meeting will be held in the winter semester.   * 1. What information / observations has been generated via faculty and staff professional development, engagement in sectoral and profession associations, and involvement in community and employer networks connected to the field?   The International Association of Administrative Professionals (IAAP) promotes and provides networking opportunities for the office administration professional. Staying connected with an organization like this would help in our awareness of career trends. A senior member of this organization has agreed to be part of the new Advisory Committee. The local district of IAAP can be found here <http://www.iaap-centralcanada.org/CCDivision/Home/>.   * 1. Are there new or changing employment trends in the industry or sector?   At this point, job growth is steady. Employment trends have not changed significantly over the last few years.   * 1. What are the curriculum issues / strengths that have been identified by employers pertaining to graduate job readiness?   Our emphasis on lab work results in students that are very technically competent. They are self-sufficient in the workplace when working with the technology. We need to do a better job in linking with math, communications and other courses to make students aware of the soft skills gained through these courses and the link to successful employment. With students coming in at the Workplace (E) level there are issues with the math, accounting and bookkeeping courses. We will be reviewing curriculum specifics as part of the PAC meeting. |
| **2. Curriculum Development**   * 1. Have there been any curriculum changes in the last year such as changes in course content and course materials, course / program outcomes, innovative delivery approaches, assessment practices, applied learning experiences, e-learning / blended learning? If yes, please provide details.   Due to a retirement a new coordinator is in place. There is new emphasis on Pathways. Students who graduate from the two year Office Administration Executive can gain direct entry to semester 2 Law Clerk. There is also a pathway available to the Medical Office Support Staff Certificate program available through Con- ed in night school and online formats.  Most courses in the program are web enhanced and D2L is used extensively.   * 1. Does the current curriculum align with the college’s e-learning strategy? Deliverables/ measurements that align with the strategy?   There is a focus on applied learning and simulations in later semesters. Many courses are web enhanced and one course will be moved to E-learning within the next year. Two additional courses will be converted to a blended format.   * 1. Are there any recent or anticipated initiatives that promote student pathways including dual credits, partnerships with high schools, program laddering, and university transfer / articulations, continuing education?   There is new emphasis on Pathways. Students who graduate from the two year Office Administration Executive can gain direct entry to semester 2 Law Clerk. There is also a pathway available to the Medical Office Support Staff Certificate program available through Con- ed in night school and online formats.  As some Office Administration positions in government and universities are advertising for university graduates, our focus is not only to transition students to University, but to recruit University grads to the OAE program. One idea to explore is offering direct entry to semester 3 of the OAE program to university grads. There will be work done exploring this in the CBD in 2014.  A pathway to University was established for the graduates of the OAE program. OAE grads can obtain a degree at the Institute of Technology in Tralee, Ireland. Students would be eligible to enter year 3 of the Business Administration Stream at Tralee graduating with an Ordinary degree in Information Systems Management after one year and an Honours degree after two years. For details on the program see: <http://www.ittralee.ie/en/InformationAbout/Courses/SchoolofBusinessComputingandHumanities/CreativeMediaandInformationTechnology/BAinInformationSystemsManagement/>   * 1. Are there any new competitor programs and/or re-positioning of existing programs?   We are considering a new OAC program in Cobourg. This would be a compressed OAG format. This will use web enhanced learning and options for e-learning are being considered.   * 1. Are there any new or changing provincial standards, standards for accreditation, credentials, and / or industry or sector certifications over the past year?   Not at this time.   * 1. What is the progress made from the last curriculum renewal initiative?   A new Advisory Committee will be formed and a meeting held. Pathways have been created. There will be initiative to reach University grads. OAC is proposed for Cobourg campus. |
| **3. Applied Learning**   * 1. Does the current program contain a discrete Applied Learning opportunity for students? If yes, which category of Applied Learning is fulfilled? * Field Work (Indirect Supervision)      * 1. In the winter of 2014, Fleming College will ask all programs with Applied Learning opportunities to align to an agreed upon framework. To confirm program alignment, please complete the appropriate Applied Learning Framework Checklist and attach it to this document. After completing the checklist, please answer the following: Is the program in alignment with the Applied Learning Framework? If no, what are the strategies in place to bring the program into alignment?   Yes it is. We offer two courses to prepare for field placement FLPL115 and FLPL129. The actual field placement is covered by the courses FLPL116 and FLPL130. Enhancements within D2L will be made for in all of these courses.     * 1. If the answer to 3.1 is no, are there plans to create a discrete Applied Learning opportunity for students within this program? Why or why not? |
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| **B. Curriculum Strengths and Challenges**  Summarize the curriculum strengths and challenges identified by the team. |
| * **Hands-on learning, simulations and field placement enable students to have a rich understanding of technology and software applications.** * **In order to serve our students, faculty must maintain up to date skills in office applications and technology trends.** * **With the prerequisite of the program set at the Workplace (E) level, many of the students struggle with math concepts. Additional support is needed for bookkeeping and math courses for students at this level.** |
| **C. Action Plan**    Identify priority actions for the next year and the rationale for their inclusion. For each, indicate the project lead, and the proposed timelines for completion. **What resources are required to complete the action plan, i.e., software, equipment, and training?** |
| * **OAC proposed for Cobourg campus** * **Direct entry for University grads to second year OAE (will require some planning)** * **Create a PAC and hold a meeting (for the first time since 2009).** * **Convert at least 1 full time course in OAE to E-learning** |
| **D. Deferred Actions**  Record any issues that will need to bemonitored, researched, or deferred for future action. |
| * **Curriculum mapping has not been done since June 2009. This needs a complete overhaul and will be updated at a later time.** |
| **E. Attach an updated Program Curriculum Map to your report** |
| **The Program Curriculum Map hasn’t been updated since June 2009. Due to all the program changes since that time, the revision will need to take additional time to complete.**  Please file an updated Program Curriculum Map in folder named Program Curriculum Map.:  **S:\shared data\CLT\School Name\Program Name\Program Curriculum Map** |