Program Outcomes Assessment Follow-Up 2022-2023 Program Outcome (PO) Year End Reporting Form

In response to SACSCOC 8.2, "The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results ..."

Name of Program: Human Services Technology

Outcome #1: Enrollment (unduplicated)

Action Items from Program Review:

Item #	Action Items: (Action item identified in the	Results / Use of Results: (Provide results of the action
	2021-22 program review.)	item identified. Was the action item successful? If not,
		did you want to continue this action item going
		forward? If so, please include this action item in the
		2023-2025 action items table below.)
1	Curriculum Changes (Addition of Substance	Item was not implemented. Due to revamp of Degree
	Use certificate) (Assessed by: Monitor the	Curriculum Courses and advising of students in both
	number of certifications earned over the	the older and updated courses of study, the Substance
	next three years.)	Abuse Certificate will be added at a later date.
		(Allowing the newer faculty member to complete the
		older course of study with those remaining students).
2	Increased Marketing (Assessed by: Poll	Yes, this was successful. Staff asked students how they
	incoming students to determine where	learned about the curriculum as well as other avenues
	there seem to be gaps in how the program	to market the program. These include social media and
	is marketed.)	local high schools.

Baseline: 53 # (Average of total enrollment for the last three years – 2018-19; 2019-20; 2020-21)

Standard: 57 #
Target: 60 #

Program Enrollment

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Program Enrollment (unduplicated)					
Academic Year (Fall, Spring, Summer)	Enrollment				
2019-2020	57				
2020-2021	57				
2021-2022	46				

All Levels

Enrollment by Ethnicity, Gender, and Age

	2019-2020		2020-2021		2021-	-2022
Ethnicity & Gender	N	%	N	%	N	%
African American, Female American Indian/Alaskan Native,	27	47.4%	24	42.1%	21	45.7%
Female	1	1.8%	1	1.8%	0	0.0%
Asian, Female	0	0.0%	0	0.0%	0	0.0%
Caucasian, Female Hawaiian/Other Pacific Islander,	20	35.1%	18	31.6%	13	28.3%
Female	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, Female	4	7.0%	3	5.3%	3	6.5%
Two or More Races, Female	1	1.8%	3	5.3%	3	6.5%
Unknown, Female	0	0.0%	1	1.8%	1	2.2%
Female Total	53	93.0%	50	87.7%	41	89.1%
African American, Male American Indian/Alaskan Native,	0	0.0%	1	1.8%	2	4.3%
Male	0	0.0%	0	0.0%	0	0.0%
Asian, Male	0	0.0%	0	0.0%	0	0.0%
Caucasian, Male Hawaiian/Other Pacific Islander,	2	3.5%	4	7.0%	2	4.3%
Male	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, Male	2	3.5%	2	3.5%	1	2.2%
Two or More Races, Male	0	0.0%	0	0.0%	0	0.0%
Unknown, Male	0	0.0%	0	0.0%	0	0.0%
Male Total	4	7.0%	7	12.3%	5	10.9%
Total	57	100.0%	57	100.0%	46	100.0%

	2019-20		2020-		2021-	
Ethnicity & Age Range African American, Under the age of	N	%	N	%	N	%
18	0	0.0%	0	0.0%	0	0.0%
American Indian/Alaskan Native,	-					
Under the age of 18	0	0.0%	0	0.0%	0	0.0%
Asian, Under the age of 18	0	0.0%	0	0.0%	0	0.0%
Caucasian, Under the age of 18	0	0.0%	0	0.0%	0	0.0%
Hawaiian/Other Pacific Islander,	_	2 22/		0.00/		
Under the age of 18 Hispanic/Latino, Under the age of	0	0.0%	0	0.0%	0	0.0%
118	0	0.0%	0	0.0%	0	0.0%
Two or More Races, Under the age	Ü	0.070		0.070	Ü	0.070
of 18	0	0.0%	0	0.0%	0	0.0%
Unknown, Under the age of 18	0	0.0%	0	0.0%	0	0.0%
Under the age of 18 Total	0	0.0%	0	0.0%	0	0.0%
African American, 18-24	5	8.8%	5	8.8%	6	13.0%
American Indian/Alaskan Native,						
18-24	0	0.0%	0	0.0%	0	0.0%
Asian, 18-24	0	0.0%	0	0.0%	0	0.0%
Caucasian, 18-24	5	8.8%	5	8.8%	4	8.7%
Hawaiian/Other Pacific Islander, 18- 24		0.00/		0.00/	0	0.00/
	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, 18-24	4	7.0%	3	5.3%	1	2.2%
Two or More Races, 18-24	0	0.0%	1	1.8%	1	2.2%
Unknown, 18-24	0	0.0%	0	0.0%	0	0.0%
18-24 Total	14	24.6%	14	24.6%	12	26.1%
African American, 25-44 American Indian/Alaskan Native,	14	24.6%	13	22.8%	10	21.7%
25-44	1	1.8%	1	1.8%	0	0.0%
Asian, 25-44	0	0.0%	0	0.0%	0	0.0%
Caucasian, 25-44	11	19.3%	10	17.5%	7	15.2%
Hawaiian/Other Pacific Islander, 25-					-	101211
44	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, 25-44	2	3.5%	2	3.5%	3	6.5%
Two or More Races, 25-44	1	1.8%	1	1.8%	1	2.2%
Unknown, 25-44	0	0.0%	1	1.8%	1	2.2%
25-44 Total	29	50.9%	28	49.1%	22	47.8%
African American, 45-64	8	14.0%	7	12.3%	6	13.0%
American Indian/Alaskan Native,						
45-64	0	0.0%	0	0.0%	0	0.0%
Asian, 45-64	0	0.0%	0	0.0%	0	0.0%
Caucasian, 45-64 Hawaiian/Other Pacific Islander, 45-	6	10.5%	7	12.3%	4	8.7%
64	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, 45-64	0	0.0%	0	0.0%	0	0.0%
Two or More Races, 45-64	0	0.0%	1	1.8%	1	2.2%
Unknown, 45-64	0	0.0%	0	0.0%	0	0.0%
45-64 Total	14	24.6%	15	26.3%	11	23.9%
African American, 65+	0	0.0%	0	0.0%	1	2.2%
American Indian/Alaskan Native,		J.0 /0		0.070	'	2.2/0
65+	0	0.0%	0	0.0%	0	0.0%
Asian, 65+	0	0.0%	0	0.0%	0	0.0%
Caucasian, 65+	0	0.0%	0	0.0%	0	0.0%
Hawaiian/Other Pacific Islander,						
65+	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, 65+	0	0.0%	0	0.0%	0	0.0%
Two or More Races, 65+	0	0.0%	0	0.0%	0	0.0%
Unknown, 65+	0	0.0%	0	0.0%	0	0.0%
65+ Total	0	0.0%	0	0.0%	1	2.2%
Total	57	100.0%	57	100.0%	46	100.0%

Provide narrative for analysis of program enrollment. (Is enrollment increasing or decreasing? What are possible reasons for increase/decrease? Describe any action plans to improve or increase program enrollment.)

Enrollment decreased slightly during this program cycle. Possible factors for the decrease in numbers may be economic reasons. More traditional students may be choosing to go directly into the workforce. This is either due to lack of financial resources or unaware of possible career options. Factors hindering enrollment for the nontraditional student may be the numerous opportunities for employment. This includes those who have limited job skills or education now have more options.

Plans to improve enrollment to the traditional student include exposing high school students to career choices in the Human Service field by providing CCP courses. These courses may lead to a certificate or degree Also, providing a course that can be accepted as high school credits and transferable to an institution of higher education.

Also, action plans include increased marketing for nontraditional students at career fields, partnering with human service employers for referrals or social media.

In December 2021, the previous long-term faculty member retired. Recruitment for the program had dwindled at the end of her tenure, which could be an indicator of the drop in enrollment in the 21-22 academic school year.

2023-2025 Action Items:

Item	Action Items (What actions can be taken to increase enrollment in your program?)	Assessment of Action Items (How will you assess the results of action items?)
1	Curriculum Changes to include addition of certificates (HST & Addiction and Recovery Studies)	Monitor the number of certifications earned over the next three years.
2	Market HST course for CCP pathway	Monitor the number of high school enrollments over the next cycle

Outcome #2: Retention

Action Items from Program Review:

Item #	Action Items: (Action item identified in the	Results / Use of Results: (Provide results of the action
	2021-22 program review.)	item identified. Was the action item successful? If not,
		did you want to continue this action item going
		forward? If so, please include this action item in the
		2023-2025 action items table below.)
1	Follow-up Calls/Contacts (Assessed by:	Yes, the follow up calls/contacts were successful. Staff
	Using stop out lists, track whether student	assisted students in removing barriers (financial and
	engagement with faculty is bringing	work schedules) that kept them from continuing their
	students back to classes.)	education. This was documented on the stop-out lists
		send to faculty.

Baseline: 68.9 % (Average of last three years – 2018-19; 2019-20; 2020-21; program retention)

 Standard:
 72 %

 Target:
 75 %

Fall to Fall	Retention Rate
Fall 2019 to Fall 2020	58.8%
Fall 2020 to Fall 2021	74.4%
Fall 2021 to Fall 2022	43.0%

All Levels

Retention by Ethnicity, Gender, and Age

			Fall 202	0 to Fall	Fall 202	1 to Fall
	Fall 2019 to Fall 2020		20	2021		22
Ethnicity & Gender	N	%	Ν	%	N	%
African American, Female	16	53.3%	13	44.8%	7	41.2%
American Indian/Alaskan Native,						
Female	0	0.0%	0	0.0%	0	0.0%
Asian, Female	0	0.0%	0	0.0%	0	0.0%
Caucasian, Female	11	36.7%	11	37.9%	4	23.5%
Hawaiian/Other Pacific Islander,						
Female	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, Female	1	3.3%	1	3.4%	1	5.9%
Two or More Races, Female	1	3.3%	2	6.9%	2	11.8%
Unknown, Female	0	0.0%	0	0.0%	1	5.9%
Female Total	29	96.7%	27	93.1%	15	88.2%
African American, Male	0	0.0%	0	0.0%	0	0.0%
American Indian/Alaskan Native,						
Male	0	0.0%	0	0.0%	0	0.0%
Asian, Male	0	0.0%	0	0.0%	0	0.0%
Caucasian, Male	1	3.3%	1	3.4%	1	5.9%
Hawaiian/Other Pacific Islander,						
Male	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, Male	0	0.0%	1	3.4%	1	5.9%
Two or More Races, Male	0	0.0%	0	0.0%	0	0.0%
Unknown, Male	0	0.0%	0	0.0%	0	0.0%
Male Total	1	3.3%	2	6.9%	2	11.8%
Total	30	100.0%	29	100.0%	17	100.0%

	Fall 2019 to F	all 2020		0 to Fall 21	_	1 to Fall
Ethnicity & Age Range	N	%	N Zo	%	N Z	%
African American, Under the age						
of 18	0	0.0%	0	0.0%	0	0.0%
American Indian/Alaskan Native,						
Under the age of 18	0	0.0%	0	0.0%	0	0.0%
Asian, Under the age of 18	0	0.0%	0	0.0%	0	0.0%
Caucasian, Under the age of 18	0	0.0%	0	0.0%	0	0.0%
Hawaiian/Other Pacific Islander, Under the age of 18	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, Under the age of	_	0.076	U	0.076	U	0.076
18	0	0.0%	0	0.0%	0	0.0%
Two or More Races, Under the						
age of 18	0	0.0%	0	0.0%	1	5.9%
Unknown, Under the age of 18	0	0.0%	0	0.0%	0	0.0%
Under the age of 18 Total	0	0.0%	0	0.0%	1	5.9%
African American, 18-24	2	6.7%	2	6.9%	1	5.9%
American Indian/Alaskan Native,		0.00/	•	0.00/		0.00/
18-24	0	0.0%	0	0.0%	0	0.0%
Asian, 18-24 Caucasian, 18-24	0	0.0%	0	0.0%	0	0.0%
Hawaiian/Other Pacific Islander,	2	6.7%	2	6.9%	1	5.9%
18-24	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, 18-24	0	0.0%	0	0.0%	0	0.0%
Two or More Races, 18-24	0	0.0%	1	3.4%	1	5.9%
Unknown, 18-24	0	0.0%	0	0.0%	1	5.9%
18-24 Total		13.3%	5	17.2%	4	23.5%
African American, 25-44	9	30.0%	9	31.0%	3	17.6%
American Indian/Alaskan Native,						
25-44	0	0.0%	0	0.0%	0	0.0%
Asian, 25-44	0	0.0%	0	0.0%	0	0.0%
Caucasian, 25-44	8	26.7%	6	20.7%	1	5.9%
Hawaiian/Other Pacific Islander,		2 22/		2 22/		0.00/
25-44	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, 25-44	1	3.3%	2	6.9%	2	11.8%
Two or More Races, 25-44	1	3.3%	1	3.4%	0	0.0%
Unknown, 25-44	0	0.0%	0	0.0%	0	0.0%
25-44 Total		63.3%	18	62.1%	6	35.3%
African American, 45-64 American Indian/Alaskan Native,	5	16.7%	2	6.9%	2	11.8%
45-64	0	0.0%	0	0.0%	0	0.0%
Asian, 45-64	0	0.0%	0	0.0%	0	0.0%
Caucasian, 45-64	2	6.7%	4	13.8%	3	17.6%
Hawaiian/Other Pacific Islander,						
45-64	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, 45-64	0	0.0%	0	0.0%	0	0.0%
Two or More Races, 45-64	0	0.0%	0	0.0%	0	0.0%
Unknown, 45-64	0	0.0%	0	0.0%	0	0.0%
45-64 Total	7	23.3%	6	20.7%	5	29.4%
African American, 65+	0	0.0%	0	0.0%	1	5.9%
American Indian/Alaskan Native,	_	0.00/	0	0.00/	0	0.00/
65+ Asian 65+	0	0.0%	0	0.0%	0	0.0%
Asian, 65+	0	0.0%	0	0.0%	0	0.0%
Caucasian, 65+ Hawaiian/Other Pacific Islander,	0	0.0%	0	0.0%	0	0.0%
65+	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, 65+	0	0.0%	0	0.0%	0	0.0%
Two or More Races, 65+	0	0.0%	0	0.0%	0	0.0%
Unknown, 65+	0	0.0%	0	0.0%	0	0.0%
65+ Total		0.0%	0	0.0%	1	5.9%
Total	30	100.0%	29	100.0%	17	100.0%

Provide narrative for analysis of program retention data. (Based on the data, provide a narrative of your analysis of retention. Indicate factors that may have affected your retention. State any changes you plan to make to improve retention.)

Over the course of this cycle, the program has predominantly served the nontraditional female student. It also coincides with the onset of the COVID pandemic which required the HST program to transition to a completely online modality of learning. As the pandemic began to subside, the program began changing its delivery modalities to better educate the student. Based on the multi-faceted roles and responsibilities of the nontraditional female student, hybrid and/or blended delivery modalities may have been a barrier to retention.

To improve retention, the seated portion of hybrid and/or blended courses are offered one day per week for an hour and a half. Scheduling the seated sections during the lunch timeframe provides more convenience for the working mother/student. Fully online courses will still be offered in the curriculum delivery modality. Subsequently, fewer face-to-face courses will be required.

There will be ongoing discussions and polls to gauge the changing needs of the HST student.

We believe that the reduction in recruiting during the 2020-2021 school year contributed to the lower retention rate. Also, the new faculty member has added more rigor to the program, which could be an indicator of lower retention. The program has also seen an increase in students who don't have the basic skills or knowledge to create informed and appropriate responses to coursework.

2023-2025 Action Items:

Item	Action Items (What actions can be taken	Assessment of Action Items (How will you assess the
	to increase program retention?)	results of action items?)
1	Follow-up Calls/Contacts and polls with	Using stop out lists, track whether student engagement
	current students to gauge needs.	with faculty is bringing students back to classes.
2	Rotation of day/time/length of courses to	Poll current students to determine scheduling needs.
	accommodate working students	

Outcome #3: Completers (unduplicated by highest level of attainment)

Action Items from Program Review:

Item #	Action Items: (Action item identified in the	Results / Use of Results: (Provide results of the action
	2021-22 program review.)	item identified. Was the action item successful? If not,
		did you want to continue this action item going
		forward? If so, please include this action item in the
		2023-2025 action items table below.)
1	Follow-up Calls/Contact (Assessed by:	Stop out lists have been used to track students and
	Using stop out lists to track whether	whether they respond to engagement with faculty and
	student engagement with faculty is	completion of the program.
	bringing students back to classes.)	

Baseline: 8 # (Average of total completers for the last three years – 2019-20; 2020-21; 2021-22)

Standard: 10 #
Target: 12 #

Number of Completers (unduplicated) – Graduation Year – Summer, Fall, Spring					
Graduation Year	Total Completers				
2020-2021	13				
2021-2022	5				
2022-2023	3				

All Levels

Completers by Ethnicity, Gender, and Age

	2020-2021		2021-2022		2022-2023	
Ethnicity & Gender	N	%	N	%	N	%
African American, Female American Indian/Alaskan Native,	9	69.2%	2	40.0%	2	66.7%
Female	0	0.0%	0	0.0%	0	0.0%
Asian, Female	0	0.0%	0	0.0%	0	0.0%
Caucasian, Female Hawaiian/Other Pacific Islander,	4	30.8%	1	20.0%	0	0.0%
Female	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, Female	0	0.0%	1	20.0%	0	0.0%
Two or More Races, Female	0	0.0%	1	20.0%	0	0.0%
Unknown, Female	0	0.0%	0	0.0%	0	0.0%
Female Total	13	100.0%	5	100.0%	2	66.7%
African American, Male	0	0.0%	0	0.0%	0	0.0%
American Indian/Alaskan Native, Male	0	0.0%	0	0.0%	0	0.0%
Asian, Male	0	0.0%	0	0.0%	0	0.0%
Caucasian, Male	0	0.0%	0	0.0%	1	33.3%
Hawaiian/Other Pacific Islander, Male	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, Male	0	0.0%	0	0.0%	0	0.0%
Two or More Races, Male	0	0.0%	0	0.0%	0	0.0%
Unknown, Male	0	0.0%	0	0.0%	0	0.0%
Male Total	0	0.0%	0	0.0%	1	33.3%
Total	13	100.0%	5	100.0%	3	100.0%

	2020	2020-2021 2		-2022	2022-2023	
Ethnicity & Age Range Table	N	%	N	%	N	%
African American, Under the age of						
18	0	0.0%	0	0.0%	0	0.0%
American Indian/Alaskan Native,		0.00/		0.00/		0.00/
Under the age of 18	0	0.0%	0	0.0%	0	0.0%
Asian, Under the age of 18	0	0.0%	0	0.0%	0	0.0%
Caucasian, Under the age of 18	0	0.0%	0	0.0%	0	0.0%
Hawaiian/Other Pacific Islander, Under the age of 18	0	0.0%	0	0.0%	0	0.0%
onder the age of te	O	0.070	U	0.070	0	0.070
Hispanic/Latino, Under the age of 18	0	0.0%	0	0.0%	0	0.0%
Two or More Races, Under the age of						
18	0	0.0%	0	0.0%	0	0.0%
Unknown, Under the age of 18	0	0.0%	0	0.0%	0	0.0%
Under the age of 18 Total	0	0.0%	0	0.0%	0	0.0%
African American, 18-24	0	0.0%	0	0.0%	0	0.0%
American Indian/Alaskan Native, 18-						
24	0	0.0%	0	0.0%	0	0.0%
Asian, 18-24	0	0.0%	0	0.0%	0	0.0%
Caucasian, 18-24	1	7.7%	0	0.0%	1	33.3%
Hawaiian/Other Pacific Islander, 18-	0	0.00/	0	0.00/		0.00/
24	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, 18-24	0	0.0%	0	0.0%	0	0.0%
Two or More Races, 18-24	0	0.0%	0	0.0%	0	0.0%
Unknown, 18-24	0	0.0%	0	0.0%	0	0.0%
18-24 Total	1	7.7%	0	0.0%	1	33.3%
African American, 25-44	7	53.8%	2	40.0%	0	0.0%
American Indian/Alaskan Native, 25- 44	0	0.0%	0	0.0%	0	0.0%
Asian, 25-44	0	0.0%	0	0.0%	0	0.0%
Caucasian, 25-44	2	15.4%			0	
Hawaiian/Other Pacific Islander, 25-	2	15.4%	0	0.0%	U	0.0%
44	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, 25-44	0	0.0%	1	20.0%	0	0.0%
Two or More Races, 25-44	0	0.0%	1	20.0%	0	0.0%
Unknown, 25-44	0	0.0%	0	0.0%	0	0.0%
25-44 Total	9	69.2%	4	80.0%	0	0.0%
African American, 45-64	2	15.4%	0	0.0%	2	66.7%
American Indian/Alaskan Native, 45-	_	10.470	· ·	0.070	_	00.1 70
64	0	0.0%	0	0.0%	0	0.0%
Asian, 45-64	0	0.0%	0	0.0%	0	0.0%
Caucasian, 45-64	1	7.7%	1	20.0%	0	0.0%
Hawaiian/Other Pacific Islander, 45-						
64	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, 45-64	0	0.0%	0	0.0%	0	0.0%
Two or More Races, 45-64	0	0.0%	0	0.0%	0	0.0%
Unknown, 45-64	0	0.0%	0	0.0%	0	0.0%
45-64 Total	3	23.1%	1	20.0%	2	66.7%
African American, 65+	0	0.0%	0	0.0%	0	0.0%
Amoriaan Indias/Alaskas Notice C5	_	0.001	_	0.001	_	0.001
American Indian/Alaskan Native, 65+	0	0.0%	0	0.0%	0	0.0%
Asian, 65+	0	0.0%	0	0.0%	0	0.0%
Caucasian, 65+	0	0.0%	0	0.0%	0	0.0%
Hawaiian/Other Pacific Islander, 65+	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, 65+	0		0			
· '		0.0%		0.0%	0	0.0%
Two or More Races, 65+	0	0.0%	0	0.0%	0	0.0%
Unknown, 65+	0	0.0%	0	0.0%	0	0.0%
65+ Total	0	0.0%	0	0.0%	0	0.0%
Total	13	100.0%	5	100.0%	3	100.0%

Provide narrative for analysis of completers. (Based on the data, provide a narrative of your analysis of completions. Indicate factors that may have affected your completions. How might you increase the number of completers in your program?)

Because the program has typically served nontraditional female students, the length of time needed to complete a human services degree may be a barrier to completion. Most students within this age range are either seeking additional skills to enhance their current career or a foundation for a career transition.

Certificate programs will be added to the curriculum to enhance the skills of those already in the field or provide a foundation for those transitioning into the Human Services field.

Due to the drop in enrollment in the program, the number of completers has also decreased.

2023-2025 Action Items:

Item	Action Items (What actions can be taken to increase student completion in your program?)	Assessment of Action Items (How will you assess the results of action items?)				
1	Addition of certificate programs-Human	Monitor the number of certifications earned over the				
	Services Technology Certificate and Substance Abuse Certificate.	next three years.				

Approvals

- 1. Using DocuSign (electronic signature), the Office of Institutional Effectiveness (IE) will review and approve the Program/Service Outcome Assessment when completed by the responsible program/service personnel.
- 2. Using DocuSign (electronic signature), appropriate Department Chair, Division Dean, Director, and/or AVP is asked to read and approve the Program/Service Outcome Assessment.

IE Acceptance / Date:	Dorothy Moore	12/6/2023	
Department Chair, Dea	n, Director, and/or AVP / Date:	Janeil Marak	12/7/2023