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: Office Administration

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	Refigure the OST 289 Office Administration	Using the end-of-the-semester Retention spreadsheets
	Capstone course to help increase	provided to us by the department's administrative
	retention. (Assessed by: Will use the end-	assistant, the following data shows the Enrollment for
	of-the-semester Retention spreadsheets provided to us by the department's	Fall 2021, Spring 2022, and Fall 2022.
	administrative assistant to assess the	Enrollment for the OST 289 Office Administration
	number of successful students retained in	Capstone course was as follows:
	OST 289.)	Fall 2021: 10
	,	Spring 2022: 17
		Fall 2022: 14
		Total: 41
		This course is not offered during the summer semesters.
		Using the data from these Retention spreadsheets does show that the Standard and Target were met; additionally, the data in the Program Enrollment table below also shows that for 2021-2022 that Enrollment was at 31 so we feel that this refiguration of the OST 289 Office Administration Capstone course was

Baseline: 39 # (Average of total enrollment for the last three years – 2018-19; 2019-20; 2020-21)

Standard: 40 # Target: 41 #

Program Enrollment

Program Enrollment (unduplicated)					
Academic Year (Fall, Spring, Summer)	Enrollment				
2019-2020	41				
2020-2021	34				
2021-2022	31				

All Levels

Enrollment by Ethnicity, Gender, and Age

	2019-2020		2020-2021		2021-2022	
Ethnicity & Gender	N	%	N	%	N	%
African American, Female	11	26.8%	7	20.6%	7	22.6%
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	22	53.7%	19	55.9%	20	64.5%
Hawaiian/Other Pacific Islander,						
Female	0	0.0%	1	2.9%	1	3.2%
Hispanic/Latino, Female	5	12.2%	3	8.8%	3	9.7%
Two or More Races, Female	0	0.0%	0	0.0%	0	0.0%
Unknown, Female	1	2.4%	1	2.9%	0	0.0%
Female Total	39	95.1%	31	91.2%	31	100.0%
African American, Male	1	2.4%	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	2.4%	3	8.8%	0	0.0%
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	2	4.9%	3	8.8%	0	0.0%
Total	41	100.0%	34	100.0%	31	100.0%

	2040.0000		2000 2004		2004 2000	
	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,				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%	1	2.9%	0	0.0%
Caucasian, Under the age of 18	0	0.0%	0	0.0%	0	0.0%
Hawaiian/Other Pacific Islander,		0.00/		0.00/		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						
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%	1	2.9%	0	0.0%
African American, 18-24	3	7.3%	0	0.0%	1	3.2%
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%
Hawaijan/Other Pacific Islander, 18-	4	9.8%	4	11.8%	3	9.7%
24	0	0.0%	1	2.9%	1	3.2%
Hispanic/Latino, 18-24	3	7.3%	1	2.9%	2	6.5%
Two or More Races, 18-24	0	0.0%	0	0.0%	0	0.0%
Unknown, 18-24	1	2.4%	0	0.0%	0	0.0%
18-24 Total	11	26.8%	6	17.6%	7	22.6%
African American, 25-44	7	17.1%	5	14.7%	4	12.9%
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	13	31.7%	13	38.2%	13	41.9%
Hawaiian/Other Pacific Islander, 25-		0.00/		0.00/	0	0.00/
	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, 25-44	2 0	4.9%	2	5.9%	1 0	3.2% 0.0%
Two or More Races, 25-44 Unknown, 25-44	0	0.0% 0.0%	0 1	0.0% 2.9%	0	0.0%
25-44 Total		53.7%	21	61.8%	18	58.1%
African American, 45-64	2	4.9%	1	2.9%	2	6.5%
American Indian/Alaskan Native,	2	4.570	'	2.970	2	0.570
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	6	14.6%	4	11.8%	4	12.9%
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	8	19.5%	5	14.7%	6	19.4%
African American, 65+ American Indian/Alaskan Native,	0	0.0%	1	2.9%	0	0.0%
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%	1	2.9%	0	0.0%
Total	41	100.0%	34	100.0%	31	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.)

Using the data from these Retention spreadsheets does show that the Standard and Target were met; additionally, the data in the Program Enrollment table above also shows that for 2021-2022 that Enrollment was at 31 so we feel that this refiguration of the OST 289 Office Administration Capstone course was successful.

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	Created a new Virtual Office	Data will be collected to see how many students
	Administration certificate which started	enrolled in this new Virtual Office Administration
	Fall 2023.	certificate.

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	Refigure the OST 289 Office Administration	Using the end-of-the-semester Retention spreadsheets
	Capstone course to help increase	provided to us by the department's administrative
	retention. (Assessed by: Will use the end-	assistant, the following data shows the Retention for
	of-the-semester Retention spreadsheets	Fall 2021, Spring 2022, and Fall 2022.
	provided to us by the department's	
	administrative assistant to assess the	Retention for the OST 289 Office Administration
	number of successful students retained in	Capstone course was as follows:
	OST 289.)	Fall 2021: 10 (100%)
		Spring 2022: 17 (100%)
		Fall 2022: 12 (86%)
		Total: 39
		This course is not offered during the summer semesters.
		Using the data percentages from these Retention spreadsheets does show that the Standard and Target were met; additionally, the data in the Retention Rate table below does show that from Fall 2021 to Fall 2022
		that the Retention Rate was at 33.0% so we feel that
		this refiguration of the OST 289 Office Administration
		Capstone course was successful in Retention.

Baseline: 57.7 % (*Average of last three years – 2018-19; 2019-20; 2020-21; program retention*)

 Standard:
 58.7 %

 Target:
 59.7 %

Fall to Fall	Retention Rate
Fall 2019 to Fall 2020	60.7%
Fall 2020 to Fall 2021	48.0%
Fall 2021 to Fall 2022	33.0%

All Levels

Retention by Ethnicity, Gender, and Age

			Fall 2020 to Fall		Fall 2021 to Fall	
	Fall 2019 to Fall 2020		2021		2022	
Ethnicity & Gender	N	%	N	%	N	%
African American, Female	4	23.5%	1	8.3%	0	0.0%
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	9	52.9%	7	58.3%	4	80.0%
Hawaiian/Other Pacific Islander,						
Female	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, Female	2	11.8%	3	25.0%	1	20.0%
Two or More Races, Female	0	0.0%	0	0.0%	0	0.0%
Unknown, Female	1	5.9%	0	0.0%	0	0.0%
Female Total	16	94.1%	11	91.7%	5	100.0%
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	5.9%	1	8.3%	0	0.0%
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	1	5.9%	1	8.3%	0	0.0%
Total	17	100.0%	12	100.0%	5	100.0%

	Fall 2019 to F	:all 2020		0 to Fall	_	1 to Fall 22
Ethnicity & Age Range	N	% %	N Zu	%	N Zu	%
African American, Under the age		70	.,	70		70
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%	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	1	5.9%	0	0.0%	0	0.0%
American Indian/Alaskan Native, 18-24	0	0.00/	0	0.00/	0	0.00/
Asian, 18-24	0	0.0%	0	0.0%	0	0.0%
Caucasian, 18-24	0	0.0%	0	0.0%	0	0.0%
Hawaiian/Other Pacific Islander,	2	11.8%	1	8.3%	0	0.0%
18-24	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, 18-24	2	11.8%	1	8.3%	1	20.0%
Two or More Races, 18-24	0	0.0%	0	0.0%	0	0.0%
Unknown, 18-24	1	5.9%	0	0.0%	0	0.0%
18-24 Total	6	35.3%	2	16.7%	1	20.0%
African American, 25-44	3	17.6%	1	8.3%	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	6	35.3%	7	58.3%	4	80.0%
Hawaiian/Other Pacific Islander,		0.00/	0	0.00/	0	0.00/
25-44	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, 25-44	0	0.0%	2	16.7%	0	0.0%
Two or More Races, 25-44	0	0.0%	0	0.0%	0	0.0%
Unknown, 25-44 25-44 Total	9	0.0%	0 10	0.0%	0 4	0.0%
African American, 45-64	-	52.9%		83.3%		80.0%
American Indian/Alaskan Native,	0	0.0%	0	0.0%	0	0.0%
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	11.8%	0	0.0%	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		11.8%	0	0.0%	0	0.0%
African American, 65+	0	0.0%	0	0.0%	0	0.0%
American Indian/Alaskan Native, 65+	0	0.0%	0	0.0%	0	0.0%
Asian, 65+	0	0.0%		0.0%	0	0.0%
Caucasian, 65+	0	0.0%	0 0	0.0%	0	0.0%
Hawaiian/Other Pacific Islander,		0.070	0	0.070		0.070
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	17	100.0%	12	100.0%	5	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.)

Using the data percentages from the Retention spreadsheets mentioned above does show that the Standard and Target were met; additionally, the data in the Retention Rate table below does show that from Fall 2021 to Fall 2022 that the Retention Rate was at 33.0% so we feel that this refiguration of the OST 289 Office Administration Capstone course was successful in Retention.

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	Created a new Virtual Office	Data will be collected to see how many students
	Administration certificate which started	enrolled in this new Virtual Office Administration
	Fall 2023.	certificate.

Action Items from Program Review:

1

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

Item # Action Items: (Action item identified in the 2021-22 program review.)

Results / Use of Results / Use

Results / Use of Results: (Provide results of the action 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.)

Refigure the OST 289 Office Administration Capstone course to help increase completers. (Assessed by: Will use the end-of-the-semester Retention spreadsheets provided to us by the department's administrative assistant to assess the number of successful completers in OST 289.)

Using the end-of-the-semester Retention spreadsheets provided to us by the department's administrative assistant, the following data shows the Completers for Fall 2021, Spring 2022, and Fall 2022.

Completers for the OST 289 Office Administration Capstone course was as follows:

Fall 2021: 10 (100%) Spring 2022: 17 (100%) Fall 2022: 12 (86%)

Total: 39

This course is not offered during the summer

semesters.

Using the data from these Retention spreadsheets does show that the Standard and Target were met; additionally, the data in the Number of Completers table below does show that from 2021-2022 that the Total Completers was at 29 and 2022-2023 was at 18 so we feel that this refiguration of the OST 289 Office Administration Capstone course was successful in Completers.

Baseline: 30 # (Average of total completers for the last three years – 2019-20; 2020-21; 2021-22)

Standard: 31 # Target: 32 #

Number of Completers (unduplicated) – Graduation Year – Summer, Fall, Spring					
Graduation Year Total Completers					
2020-2021	33				
2021-2022	29				
2022-2023	18				

All Levels

Completers by Ethnicity, Gender, and Age

	2020-2021		2021-2022		2022-2023	
Ethnicity & Gender	N	%	N	%	N	%
African American, Female	10	30.3%	5	17.2%	3	16.7%
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	16	48.5%	17	58.6%	10	55.6%
Hawaiian/Other Pacific Islander,						
Female	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, Female	5	15.2%	7	24.1%	4	22.2%
Two or More Races, Female	0	0.0%	0	0.0%	0	0.0%
Unknown, Female	1	3.0%	0	0.0%	1	5.6%
Female Total	32	97.0%	29	100.0%	18	100.0%
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	3.0%	0	0.0%	0	0.0%
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	1	3.0%	0	0.0%	0	0.0%
Total	33	100.0%	29	100.0%	18	100.0%

	2020-2021		2021-2022		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,						
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/		2.22/
Under the age of 18	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, Under the age of 18	0	0.0%	0	0.0%	0	0.0%
Two or More Races, Under the age of	O	0.070		0.070		0.070
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%	2	6.9%	0	0.0%
American Indian/Alaskan Native, 18-				0.0		0.0
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	3.0%	2	6.9%	3	16.7%
Hawaiian/Other Pacific Islander, 18-						
24	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, 18-24	1	3.0%	2	6.9%	2	11.1%
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	2	6.1%	6	20.7%	5	27.8%
African American, 25-44	8	24.2%	0	0.0%	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	12	36.4%	12	41.4%	7	38.9%
Hawaiian/Other Pacific Islander, 25-		0.00/		0.00/		0.00/
44	0	0.0%	0	0.0%	0	0.0%
Hispanic/Latino, 25-44	4	12.1%	5	17.2%	2	11.1%
Two or More Races, 25-44	0	0.0%	0	0.0%	0	0.0%
Unknown, 25-44	1	3.0%	0	0.0%	1	5.6%
25-44 Total		75.8%	17	58.6%	10	55.6%
African American, 45-64 American Indian/Alaskan Native, 45-	2	6.1%	3	10.3%	3	16.7%
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	4	12.1%	3	10.3%	0	0.0%
Hawaiian/Other Pacific Islander, 45-	7	12.170		10.570		0.070
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	6	18.2%	6	20.7%	3	16.7%
African American, 65+	0	0.0%	0	0.0%	0	0.0%
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%	18	0.0%
Total	33	100.0%	29	100.0%	18	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?)

Using the data from these Retention spreadsheets does show that the Standard and Target were met; additionally, the data in the Number of Completers table below does show that from 2021-2022 that the Total Completers was at 29 and 2022-2023 was at 18 so we feel that this refiguration of the OST 289 Office Administration Capstone course was successful in Completers.

2023-2025 Action Items:

Itom	Action Items (What actions can be taken	Accessment of Action Home / How will you access the
Item	Action items (what actions can be taken	Assessment of Action Items (How will you assess the
	to increase student completion in your	results of action items?)
	program?)	
1	Created a new Virtual Office	Data will be collected to see how many students
	Administration certificate which started	enrolled in this new Virtual Office Administration
	Fall 2023.	certificate.

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		9/25/2023
Department Chair, Dea	n, Director, and/or AVP / Date: _	Tracy M. Schmeltzer	9/25/2023