

**INSTRUCTIONAL SERVICES  
2006-07 PROGRAM REVIEW RECOMMENDATION**

<b>PROGRAM/AREA</b>	<b>RECOMMENDATIONS FOR FOLLOW-UP DURING 2007-08</b>	<b>FOLLOW-UP ACTIONS COMPLETED/IN PROGRESS</b>
<b>AS/AAS Degrees- Generic</b>	<ul style="list-style-type: none"> <li>◆ Develop articulation agreements for students with PSAV certificates to articulate to AAS degree programs</li>   <li>◆ Develop articulation agreements of students with Tech Prep or CHOICE certificates to articulate to AAS degree programs</li>   <li>◆ Develop or enhance Job Center workshops to help students identify AAS majors</li>   <li>◆ Work with OW recruiting specialist to help market AAS degree programs</li>   <li>◆ Develop additional recruitment strategies for AAS degrees</li> </ul>	<ul style="list-style-type: none"> <li>◆ Fire Science, Corrections and Law Enforcement articulation has been completed</li>   <li>◆ Dental Assisting, Surgical Technology and Medical Coder are in draft form for Curriculum Committee Approval in April 2008</li>   <li>◆ High School Career Academy articulations have been developed for construction technology, drafting, digital design, microcomputer certifications, and networking. Articulation guidelines have been disseminated to school districts. Articulation for aerospace, allied health and computer programming are anticipated for April 2008.</li>   <li>◆ Specialized workshops through the Career resource Center are now occurring on a monthly basis.</li>   <li>◆ New AAS program brochures have been developed and disseminated.</li>   <li>◆ New programs such as the high school articulation agreements and the CAA (military spouse program) , which focus on AAS/AS degrees, are in place</li>   <li>◆ Participation in high school career-related events has been increased</li> </ul>
<b>Architecture/Build. Construction</b>	<ul style="list-style-type: none"> <li>◆ Develop a GIS and/or civil drafting option</li>   <li>◆ Develop a 3 year projection of program needs</li>   <li>◆ Continue to survey local employers and make efforts to address industry needs and concerns</li>   <li>◆ Develop and coordinate program-specific marketing strategies</li>   <li>◆ Pursue additional grant funding to maintain state-of-the-art equipment and facilities</li>   <li>◆ Continue to enhance the professional knowledge, technical skills, and qualifications of faculty</li> </ul>	<ul style="list-style-type: none"> <li>◆ Additional software has been purchased to support coursework in the GIS area</li>   <li>◆ Employers have been surveyed regarding need</li>   <li>◆ The instructional facility has been remodeled and greatly improved.</li>   <li>◆ Additional funding has been allocated to support increased student use of software and updated software licensing</li>   <li>◆ A standardized employer survey form has been developed and the Department Chair has implemented a routine, cyclical telephone survey of employers regarding hiring practices and satisfaction with graduates</li>   <li>◆ New program brochures have been developed and disseminated</li> </ul>

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Children First	<ul style="list-style-type: none"> <li>◆ Complete an analysis to determine feasibility of online format for the Children First curriculum.</li> <li>◆ Establish a web page on the OWC website to provide the public with registration information and class schedules</li> <li>◆ Continue to closely monitor overall enrollment and campus enrollment to ensure that enrollment is adequate for each section of the course.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Research of local court system requirements, agency support, student access concerns, and other issues indicates an online option is not feasible at this time.</li> <li>◆ A webpage plan is pending; Director and staff assistant will attend training to establish the webpage during spring 2008</li> <li>◆ Staff Assistant monitors enrollment closely. Three courses have been canceled during the last year due to low enrollment. Assistance was provided to place students in a new section of the course</li> </ul>
Collegiate High	<ul style="list-style-type: none"> <li>◆ Move CHS to new facility</li> <li>◆ Obtain additional equipment, furnishings and supplies for the larger facility</li> <li>◆ Assess curriculum needs and provide innovative methods of instruction for the increasingly technological society.</li> <li>◆ Serve as a practicum site for education students</li> <li>◆ Develop staffing plan to anticipate retirements and personnel changes</li> <li>◆ Continue refinement of student Capstone Project</li> </ul>	<ul style="list-style-type: none"> <li>◆ Moved to new facility June 2007; Offices, classrooms, &amp; common areas completely furnished</li> <li>◆ Expanded science, engineering, and mathematics through Project C2 and hands-on experience in tenth grade science</li> <li>◆ Implemented new technology to support curriculum needs and student attendance records (e.g. D2L, Accutrack)</li> <li>◆ Hosted four students for education practicum experiences—2 English, 2 science</li> <li>◆ Reviewed staffing needs and recommended adjustments for future</li> <li>◆ Adjusted Capstone Project to reflect best practices; implemented student-led conferences</li> </ul>

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Computer Engineering	<ul style="list-style-type: none"> <li>◆ Improve methods to automatically capture OWC certificate completion when students complete the required courses for a certificate, without a separate student application.</li> <li>◆ Develop five-year equipment plan to address all program areas</li> <li>◆ Update curriculum and staff skills to reflect Microsoft's new Windows Vista</li> <li>◆ Capture student certification data at the OWC Prometric Testing Center</li> <li>◆ Continue to survey local employers on training needs</li> <li>◆ Continue to develop and coordinate program-specific marketing to increase enrollments.</li> <li>◆ Pursue additional grant funding to maintain state-of the art equipment</li> </ul>	<ul style="list-style-type: none"> <li>◆ Automated options are currently being reviewed for certificate completion processes; in the meantime, departments monitor associate degree grads to identify certificate completers</li> <li>◆ Equipment upgrade and planning is now coordinated with other instructional departments through the Associate Dean of Career and Technical Education</li> <li>◆ Offered Vista as client OS spring 08; additional staff training in progress; some changes are pending due to textbook revisions</li> <li>◆ New testing center employee is tracking data on certification exam test success rates for OWC students</li> <li>◆ Government contractors now require certified employees, thus courses are now offered in various formats (where possible)—blended, online and fast track</li> <li>◆ New program flyers are in development to reflect changes in Cisco, CompTIA, and Microsoft certifications</li> <li>◆ Grant options are closely monitored for opportunities to pursue funding for equipment</li> </ul>
Computer Science	<ul style="list-style-type: none"> <li>◆ Address computer hardware/software needs on a continuous basis (Vista/Microsoft Office 2007)</li> <li>◆ Develop computer upgrade/replacement plan for computer labs in Buildings C and R</li> <li>◆ Review and expand course offerings in the Computer Science area (e.g. web-related programming)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Rooms C-211 and R-101 were upgraded to Dell Optiplex computers during the year and Microsoft 2007 has been installed on all computers.</li> <li>◆ Equipment upgrade and replacement planning is now coordinated with other instructional departments through the Associate Dean of Career and Technical Education.</li> <li>◆ Course offerings are now monitored annually and each term; additional courses may be necessary to accommodate new demand generated by articulation of high school career academies.</li> <li>◆ Most traditional Computer Science courses are now also offered in a distance learning or blended class format to accommodate student needs</li> </ul>

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Criminal Justice	<ul style="list-style-type: none"> <li>◆ Continue to ensure compliance with FDLE rules through increased staff involvement in Training Center Director's Association meetings and the FDLE Professionalism program.</li> <li>◆ Continue to work toward implementation of the "re-write" of the FDLE academy for April 2008</li> <li>◆ Work with the Community Services Complex design team to endure additional Defensive Tactics training room space and to develop a scenario-based residential training unit</li> <li>◆ Complete the installation of the computer lab in the Public Safety area</li> <li>◆ Work toward successful integration of the Criminal Justice program with the new Public Safety division programs and the BAS degree</li> <li>◆ Continue development of fire science curriculum</li> </ul>	<ul style="list-style-type: none"> <li>◆ Staff participated in numerous FDLE workshops/trainings to increase knowledge of compliance issues</li> <li>◆ The "re-write" has been approved by FDLE. Staff and instructors are familiar with the new curriculum and implementation is scheduled for summer 2008</li> <li>◆ An alternate location for the Defense Tactics training room space and the scenario-based residential training unit were found; both have been removed from the Community Services Complex design</li> <li>◆ The computer lab is fully functional with 21 stations</li> <li>◆ The Criminal Justice program, the Emergency Administration and Management program, and the BAS degree continue to integrate well; the first BAS graduates with this emphasis will complete in May 2008</li> <li>◆ Fifteen new fire science courses have been developed</li> </ul>
Dance	<ul style="list-style-type: none"> <li>◆ Pursue feasibility of replacing the dance floor.</li> <li>◆ Pursue strategies for increased studio space</li> <li>◆ Replace portable barres in dance studio</li> <li>◆ Continue to give participatory scholarships for dance students to participate in training with guest artists and residency programs</li> <li>◆ Seek ways to increase dance class offerings with existing studio</li> </ul>	<ul style="list-style-type: none"> <li>◆ Dance floor was replaced with new type of floor that allows both Ballet and Modern, as well as Tap</li> <li>◆ Additional space is problematic, but still under consideration</li> <li>◆ New portable dance Barres were purchased through funds from the Mattie Kelly Endowment.</li> <li>◆ Last year the Dance Program offered its first intensive 3-day Dance Workshop with several well-known guest artists. Two guest artists from our sister city program in France came for a dance residency and worked with several dancers in a special piece for the 2008 Dance Facets program.</li> <li>◆ Increasing dance class offerings continues to be a challenge as existing classes are becoming more and more popular</li> </ul>

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Distance Learning	<ul style="list-style-type: none"> <li>◆ Enhance technology training program to better accommodate faculty needs</li>   <li>◆ Develop three-year staffing plan to recognize growing technology demands and ensure appropriate coordination of IT, AV, and L-Tech services</li>   <li>◆ Address facilities needs for LTech</li>   <li>◆ Develop stronger collaboration with other technical departments</li> <li>◆ Investigate the purchase of Tegrity or other podcasting software</li>   <li>◆ Improve software license acquisition and tracking systems</li> <li>◆ Pursue grants as a source of funding for specific projects and purchases</li> </ul>	<ul style="list-style-type: none"> <li>◆ Open labs are scheduled each Friday for faculty who want "drop-in" assistance</li>   <li>◆ D2L training is now available online</li> <li>◆ Software assistance and training support for selected programs is available in "Snagit" format online</li>   <li>◆ LTech organizational structure was reconfigured to improve efficiency; R Building Computer Lab supervisor now assists with some services and training; additional part-time help is available as needed.</li>   <li>◆ New offices for LTech were built in the LRC; staff members are now housed in the same vicinity on the second floor.</li>   <li>◆ Biweekly meetings are now held with IT</li>   <li>◆ Tegrity has been purchased with a college-wide license</li>   <li>◆ Review of the software/license tracking procedures in progress through the college-wide Technology Strategic Planning initiative</li> </ul>

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Early Childhood/ Family	<ul style="list-style-type: none"> <li>◆ Explore continued expansion of distance learning course offerings</li> <li>◆ Implement strategies for increasing success rate of students in distance learning classes</li> <li>◆ Increase coordination with Career Resource Center to assist students and employers with job placement.</li> <li>◆ Survey Early Childhood Education students upon graduation to gain information on how to better serve students</li> <li>◆ Implement a session of OWC Listens for community members and professionals in the early childhood education field.</li> <li>◆ Continue to monitor the demand within the industry for an articulation from the AAS/AS to a BA/BS degree in early childhood education</li> </ul>	<ul style="list-style-type: none"> <li>◆ The majority of courses in the department via distance learning; additional courses will be designed for DL as needed</li> <li>◆ The professors of the web-based and text-based courses have initiated regular e-mail contact with students regarding due dates and helpful information about assignments. For CHD1800, the professor of this early childhood administration course offers an options tutoring session on budgeting and budget problems to assist students needing additional help before the exams.</li> <li>◆ ECE students seeking jobs and employers seeking ECE students are referred to the Career Center</li> <li>◆ A student survey will be conducted is scheduled for May 2008</li> <li>◆ OWC Listens session has not been scheduled at this time, but is on the list for a future session</li> <li>◆ The number of inquiries from employers concerning the possibility of a BA/BS degree has increased in the last year. Interested professionals are the Early Learning Coalition of Okaloosa &amp; Walton Counties, Okaloosa Head Start, and Tri-County Head Start; the new elementary education program may appeal to some of these individuals.</li> </ul>

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<p><b>Graphic Design/ Multimedia</b></p>	<ul style="list-style-type: none"> <li>◆ Upgrade instructional equipment to meet curricular needs in all programmatic areas</li> <li>◆ Explore a return to offering A.S. degrees, rather than the A.A.S. degree, or consider offering both degrees</li> <li>◆ Explore offering an A.S. degree in Photographic Technology</li> <li>◆ Explore a greater cooperative curriculum offering between Graphic Design and Visual Arts.</li> <li>◆ Develop articulation agreements with one or more four-year institutions to provide a continuation opportunity for our students</li> </ul>	<ul style="list-style-type: none"> <li>◆ Equipment planning is now coordinated with related departments through the Associate Dean of Career and Technical Education</li> <li>◆ A review of A.S. degrees and A.A.S. degrees is currently underway in the Graphic Design/Multimedia area. Additional development will take place when the new faculty member is hired.</li> <li>◆ A Photographic Technology A.S. degree plan is currently being developed and will be reviewed by the Curriculum Committee in 2008-09; implementation is contingent, in part, on filling the vacant faculty position in graphics.</li> <li>◆ A cooperative curriculum has been developed and is currently being reviewed by Administration</li> <li>◆ High school articulation for the digital design career academy has been completed; articulation agreements are under development with selected postsecondary institutions</li> </ul>
<p><b>Kids on Campus</b></p>	<ul style="list-style-type: none"> <li>◆ Explore ways to offer scholarships for children</li> <li>◆ Address space/facility issues which limit program growth</li> <li>◆ Seek a way to offer lunch for students at a reasonable price</li> <li>◆ Explore ways to offer off campus excursions</li> <li>◆ Explore feasibility of offering cooking classes</li> </ul>	<ul style="list-style-type: none"> <li>◆ Limited scholarship access is available through the CROP program; additional options are still under exploration.</li> <li>◆ Additional classrooms on the Niceville Campus has mitigated problems to some degree; involving departments directly in the planning has been successful</li> <li>◆ Food costs remain an issue, but planning continues with food service on meal prices</li> <li>◆ Consideration of off campus excursions and cooking classes continues; insurance, transportation and parental permissions are challenges</li> </ul>

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Office Systems	<ul style="list-style-type: none"> <li>◆ Develop a 3 year equipment/software plan-especially for the labs</li> <li>◆ Monitor software needs on a regular basis</li> <li>◆ Develop a plan to ensure students are prepared to meet the needs of local employers</li> <li>◆ Develop program specific recruitment and retention strategies</li> </ul>	<ul style="list-style-type: none"> <li>◆ Room C 212 have been upgraded to Dell Optiplex computers and flat panels.</li> <li>◆ All computer labs have been updated with Microsoft 2007.</li> <li>◆ Software needs are monitored on an annual basis as part of a college-wide effort through the Instructional Services area</li> <li>◆ Student placement rates in office-related disciplines remain strong</li> <li>◆ The employer satisfaction survey developed through the Career Resource Center and feedback through OWC Listens sessions will aid with ensuring the program accommodates local needs.</li> <li>◆ The new Business Division Department Chair is working with the Director of Marketing to develop ideas on how to further promote the program in order to increase enrollments</li> </ul>

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Nursing (ADN)	<ul style="list-style-type: none"> <li>◆ Develop and implement strategies to raise retention rates</li>   <li>◆ Maintain licensure passing rates to ensure high performance in the NCLEX-RN</li>   <li>◆ Maintain placement rates of graduates to at least 90%.</li>   <li>◆ Develop staffing plan to accommodate recent program expansion</li>   <li>◆ Recruit additional associate faculty members</li>   <li>◆ Evaluate national accreditation options.</li>   <li>◆ Develop long range plan for future program growth</li> </ul>	<ul style="list-style-type: none"> <li>◆ Multiple new strategies have been implemented (e.g. one-to-one academic counseling for failing students using the HESI, testing remediation requirements included in NUR theory courses; increased referrals to AS : expanded orientation session for new students to include study/test-taking techniques&amp; current student testimonials on rigors of the program)</li>   <li>◆ Specific strategies to ensure students are well-prepared for NCLEX are in place (e.g. HESI testing in each semester). Pass rates for May 2007 graduates=100%, putting OWC's program in the top 5% of Florida's 58 nursing programs (including BSN); strategies will continue to help maintain at least 90%.</li>   <li>◆ Placement rates remain strong; however, increased contact with local hospitals and health care employers should keep placements high.</li>   <li>◆ The Director of Nursing meets each term with the Senior Vice President to develop long and short term staffing strategies for the next three terms; faculty members work as a team to suggest clinical rotations.</li>   <li>◆ Efforts continue to recruit associate faculty. Twin Cities Hospital joined other local hospitals in providing a staff member for clinical instruction in 2007; compensation rates for clinical instruction have been amended to be more competitive with industry rates.</li>   <li>◆ Current accreditation efforts revolve around the BSN program</li>   <li>◆ Long range plan for future program growth is ongoing. Increasing enrollment is limited by faculty availability and clinical opportunities at local health care facilities.</li> </ul>

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Orientation and Advising	<ul style="list-style-type: none"> <li>◆ Continue to develop practices and policies that reach out to the prep at-risk students.</li> <li>◆ Require prep students to meet with an education advisor and develop a formal program plan during their first semester at the college</li> <li>◆ Expand awareness and use of online student support tools (Degree Audit, FACTS, Web Advising, etc.)</li> <li>◆ Upgrade/update online orientation program</li> <li>◆ Continue to provide an on-going review of both advising and orientation activities to solicit recommendations for improvements and/or changes</li> <li>◆ Complete focused training and assistance sessions with faculty and instructional departments for Degree Audit</li> <li>◆ Implement the Florida Community College Software Consortium (FCCSC) Web Advising System</li> <li>◆ Continue to meet State MOU goals to support the Florida Academic Counseling and Tracking System (FACTS) enhancements to include the USU 2+2 Advising functionality</li> </ul>	<ul style="list-style-type: none"> <li>◆ Face-to-face advising sessions and enrollment in SLS 1101 College Success Course are mandatory for all prep students. This course included the requirement that the students meet with an Educational Advisor and obtain an official Program of Study. An Educational Advisor/Student Support Specialist visits each college prep class early in the semester to discuss strategies for success</li> <li>◆ All students are required to complete an OWC orientation, which includes a "post-test"; the orientation stresses advising, support services, student success strategies, online student support tools, and graduation issues.</li> <li>◆ Orientation is reviewed and updated regularly by the advising staff to include new program offerings and/or any policy/procedure changes that impact students at OWC. The Office of Marketing and Community Relations is currently exploring the use of new software to enhance the current orientation.</li> <li>◆ Degree Audit training workshops for staff, faculty, and advisors in conjunction with the start of each academic year, registration training meeting, individual departmental meetings, and New Faculty workshops are conducted</li> <li>◆ Electronic Web-Advising (FCCSC Degree-Audit) with links to SUS Home Pages and FACTS.org which contains the Common Course Pre-requisite manual and FACTS 2+2 are fully implemented</li> </ul>
ROTC	<ul style="list-style-type: none"> <li>◆ Develop staffing options/plan to support growth and retention in ROTC courses</li> <li>◆ Continue with aggressive recruiting efforts, keeping the program visible on campus, at area high schools and all college recruiting functions</li> </ul>	<ul style="list-style-type: none"> <li>◆ Two full-time staff members are now serving ROTC on the OWC campus</li> <li>◆ Recruiting efforts are ongoing with a revised brochure, updated web information and coordination with CHS.</li> </ul>

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<p><b>Student Financial Aid</b></p>	<ul style="list-style-type: none"> <li>◆ Develop staffing plan to address growing financial aid program</li> <li>◆ Relocate the Student Financial Aid Office or renovate existing space to provide better privacy for students</li> <li>◆ Implement FCCSC changes</li> <li>◆ Implement federal ACG and Florida First Generation Grants</li> <li>◆ Identify alternate sources of aid for students</li> <li>◆ Continue cross-training staff so that students are better served.</li> <li>◆ Keep current with all updates including federal, state FCCSC and institutional policies and programs</li> <li>◆ Ensure information on the OWC web site is consistently updated in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>◆ Budget cuts limit additional staffing at this time, but requests will be reviewed for 2008-2009;</li> <li>◆ Expansion of enrollment services to C-2 will provide increased space and should improve efficiency in serving students</li> <li>◆ Implementation completed and on-going with each academic year</li> <li>◆ Implementation completed and on-going</li> <li>◆ Continued awarding of the OWC Grant and retooling and using the OWC Short Term Loan for eligible late applicants</li> <li>◆ With new staff in place, cross-training is an on-going process</li> <li>◆ Current updates completed and on-going due to the nature of Financial Aid Programs</li> <li>◆ A financial aid code of ethics has been developed and will be reviewed for action by the Board of Trustees during the spring.</li> </ul>