

**INSTRUCTIONAL SERVICES
2007-08 PROGRAM REVIEW RECOMMENDATIONS**

PROGRAM/AREA	RECOMMENDATIONS FOR FOLLOW-UP ACTIONS DURING 2008-09
AA to BA	<ul style="list-style-type: none"> ◆ Continue talks with UWF regarding structure and continuation of the program
BAS Program	<ul style="list-style-type: none"> ◆ Increase number of qualified faculty members to teach in general business courses (adjunct and full-time) ◆ Supply classrooms with dedicated computer and audio-visual equipment ◆ Develop objective method to measure employment and success rates for graduates ◆ Develop upper division dedicated job placement services ◆ Develop on-line electronic degree audit
BSN	<ul style="list-style-type: none"> ◆ Write new curriculum to meet state, regional, and national accrediting body requirements of stand-alone program ◆ Develop/acquire appropriate support materials and services for BSN students ◆ Seek CCNE program accreditation ◆ Maintain placement rates of graduates of at least 90% ◆ Hire additional faculty as needed to support program growth ◆ Recruit additional associate faculty members ◆ Develop comprehensive long range plan for program growth ◆ Develop and refine online coursework
Biological Sciences	<ul style="list-style-type: none"> ◆ Develop or modify courses as needed to support the new Teacher Education program ◆ Strengthen support of and interaction with Nursing and Allied Health Programs ◆ Continue to evaluate our Distance Learning courses to ensure their parity with traditional instruction ◆ Increase the variety of courses offered through the Biological Sciences Department ◆ Develop strategies to encourage and support faculty efforts to remain current in their disciplines ◆ Develop criteria for evidence of competency in General Education classes ◆ Prepare for the need for an A&P instructor in the near future ◆ Procure an alternate sustainable funding source for the Science Department aquaria. ◆ Monitor teaching loads and class size ◆ Continue to improve and develop alternative methods of instruction ◆ Develop new ways for Biological Sciences to interact with other agencies and the community
Business (All)	<ul style="list-style-type: none"> ◆ Monitor program enrollments and graduation rates in all Business programs ◆ Develop specific marketing plan to increase program enrollments in Business areas where needed ◆ Enhance relationship with OWC Career Resource Center to ensure local job opportunities are easily accessible to students ◆ Expand distance learning and blended class options for selected Business courses ◆ Expand internship opportunities to students pursuing Programs of Study in the Business area

PROGRAM/AREA	RECOMMENDATIONS FOR FOLLOW-UP ACTIONS DURING 2008-09
Career Resource Center	<ul style="list-style-type: none"> ◆ Seek additional grant support for the Career resource Center ◆ Expand job placement services to include: internships, co-ops, job shadowing, and mentoring for career exploration and to increase career opportunities. ◆ Host two career fairs each year, including baccalaureate level career opportunities ◆ Increase on-site employer interviews throughout the school year ◆ Develop a marketing strategy to attract students to use the online data base ◆ Develop Career and Technical Education days for each industry. Host forums with business partners in the community to provide OWC students, high school students and the community the ability to ask questions regarding specific industries, occupations, and career pathways ◆ Expand employability skills workshops for OWC students and work with instructors to encourage them to make workshops a component of their curriculum. ◆ Develop and conduct employer satisfaction survey(s) ◆ Develop pre and post graduation surveys and aid in the documentation of supplemental data for FTEPIP ◆ Expand the Professional Certification Testing Center to accommodate more testers ◆ Develop career guide for advisors to provide additional information to students during their counseling sessions. ◆ Research innovative methods of virtual career exploration ◆ Enhance the Career Resource Center webpage

Certificate/ATD Generic	<ul style="list-style-type: none"> ◆ Develop certificate specific marketing plan to increase enrollments ◆ Increase coordination with the OWC Career Resource Center to track students in order to provide them with the tools necessary to improve their ability to obtain employment related to their training ◆ Evaluate software updates in order to keep programs current 	
Coder (Medical) Specialist	<ul style="list-style-type: none"> ◆ Develop specific marketing plan to increase program enrollments ◆ Coordinate marketing with the new Health Services AAS Degree program ◆ Monitor program offerings to insure they are aligned with employers' needs ◆ Continue to track students upon completion/graduation through student surveys and employer surveys ◆ Recruit additional associate faculty members for the program ◆ Evaluate program scheduling patterns to maximize enrollments 	
College Prep/ All Subjects	<p>English Prep</p> <ul style="list-style-type: none"> ◆ Enhance interaction between lead teacher and faculty through classroom observations, mentoring, etc. ◆ Increase use of computer lab/classrooms for prep instruction ◆ Research and acquire additional software support for prep students ◆ Conduct regular meetings for the ENC 0020 and ENC 0080 faculty ◆ Encourage faculty participation in state or national conferences ◆ Evaluate new strategies employed to assist prep students <p>Reading Prep</p> <ul style="list-style-type: none"> ◆ Implement team approach to prep reading instruction and support services ◆ Encourage faculty to attend state and local workshops/conferences ◆ Increase participation in FDEA <p>Math Prep</p> <ul style="list-style-type: none"> ◆ Increase student access to math lab ◆ Ensure availability of MyMathLab at all computer lab sites 	
Dental Assisting	<ul style="list-style-type: none"> ◆ Enhance radiology equipment/software to keep pace with community needs and national (DANB) certification changes ◆ Implement equipment three-five year refresh/replacement schedule ◆ Review and refine lab and special fees associated with program courses ◆ Recruit additional adjunct faculty ◆ Review and refine curriculum as needed to improve student success ◆ Expand program marketing and recruitment strategies ◆ Develop a long range plan to expand radiology ◆ Establish additional partnerships with local community dental offices s. 	
Educator Preparation Institute	<ul style="list-style-type: none"> ◆ Explore possibility of redesigning program as college credit ◆ Develop/refine tracking system for employment date related to EPI graduates ◆ Develop and implement strategies to ensure appropriate student computer skills prior to EPI course enrollments ◆ Work with local counties and the state to ensure that the Florida Teacher Certification exam scores are easily accessible to OWC ◆ Pursue becoming a computer-based testing site for the FTCE 	

<p>English/ Communication</p>	<ul style="list-style-type: none"> ◆ Improve scheduling of computer classrooms to offer writing courses ◆ Label courses according to what types of computer support is needed to succeed in the course ◆ Seek additional methods of tutorial support ◆ Continue use of LRC staff for acquainting students with data retrieval and MLA resources ◆ Develop and implement strategies to improve student success rates at the course level ◆ Increase the “training” and support of adjunct professors 	
<p>Learning Support Services -- Academic Success Center (ASC), Math Labs</p>	<p>Academic Success Center</p> <ul style="list-style-type: none"> ◆ Increase the number of tutor hours available at the Sikes, Chautauqua and FWB centers ◆ Expand study strategies workshops and offer them online using Elluminate or Tegrity software ◆ Expand Online tutoring through Elluminate and/or Tegrity ◆ Explore ways to fund and expand tutoring staff to work with ESOL students ◆ Update ASC brochures ◆ Explore funding for a full-time Staff Assistant for the ASC since another computer lab has been added ◆ Increase cross training of ASC staff to allow for continuous support of workloads during staff absences ◆ Increase faculty support services (workshops, online tips, etc.) <p>Math Lab</p> <ul style="list-style-type: none"> ◆ Acquire additional lab space at the Sikes Center ◆ Increase service hours at the Sikes Center Math Lab ◆ Increase the number of tutor hours in all labs, especially during peak hours ◆ Computers at the Crestview, FWB and Niceville Math Labs to accommodate speed needed to complete online homework and tests. <p>Learning Technologies</p> <ul style="list-style-type: none"> ◆ Enhance relationships with Department Heads, Division Directors, Staff Assistants and faculty to increase positive communication, response time and service ◆ Complete a comprehensive review of LTech policies and procedures to update printed and online information. ◆ Address the long term tracking issues for LTech and get recommendations from Tech. Review Comm. ◆ Seek new sources of support funding and grants , including partnership opportunities with other college programs to purchase software and equipment 	
<p>Mathematics</p>	<ul style="list-style-type: none"> ◆ Recruit additional adjunct faculty ◆ Develop faculty staffing plan to address increased demand for college credit level instructors ◆ Ensure that the need for increased office and instructional space is incorporated in to facilities planning for the Niceville Campus ◆ Provide sufficient instructional/computer technology to meet instructional needs of all math faculty members ◆ Ensure all classrooms have the appropriate equipment/resources for instruction ◆ Support the teacher education program with additional courses as appropriate 	

Music	<ul style="list-style-type: none"> ◆ Continue to explore offering baccalaureate degrees in music education and recording arts ◆ Explore adding applied faculty in string, brass, and woodwinds due to growing demand ◆ Explore adding a women's chorus 	
Networking	<ul style="list-style-type: none"> ◆ Review course scheduling and sequencing in all network curricula ◆ Develop coordinated staff training and curriculum development plan ◆ Develop 3-5 year equipment and software plan ◆ Insure program course offerings align with local industry trends ◆ Develop and implement strategies to increase enrollment and completers 	
Social Sciences	<ul style="list-style-type: none"> ◆ Monitor the faculty/student ratio to ensure adequate staffing and promote student success ◆ Encourage greater use of technology in the classroom as appropriate ◆ Pursue the involvement of the LRC in more of the courses ◆ Develop additional blended format classes ◆ Upgrade classroom furniture (student and faculty furniture) ◆ Encourage the use of the Academic Success Center and other tutoring avenues in all classes ◆ Introduce new courses as the need and demand arise 	
Surgical Technology	<ul style="list-style-type: none"> ◆ Comply with all requirements to place the program on temporary inactive status ◆ Develop comprehensive planning document to guide program reactivation decisions 	
Theatre/ Entertainment	<ul style="list-style-type: none"> ◆ Explore offering a 2nd film course. ◆ Explore expansion of theater course offerings ◆ Increase enrollments in THE prefix (theater) courses beyond Cinema Appreciation ◆ Explore the possibility of adding an acting course for musical theater students ◆ Continue to explore the possible of building a baccalaureate curriculum in the Theatre area 	