To: Programs Committee, University Curriculum Council  
Regional Higher Education Curriculum Committee  
Chillicothe Campus Curriculum Committee  

From: Allison White, OAT Program Coordinator, Ohio University Chillicothe  

Date: January 27, 2020  

Subject: Office Administration Technology A.A.B. AA5005 Suspension  

On March 7, 2019, two internal and one external reviewer representing the University Curriculum Council’s Program Review Committee completed the program review for the Regional Higher Education A.A.B. program in Office Administration Technology (OAT). Although many aspects of the program were found to be successful (faculty, financial resources, physical facilities, library resources, technology assistance, attracting majors from a declining enrollment, student satisfaction, successful internships, and job placements), the resulting recommendation was that the program is in jeopardy based on the following concerns:

- Nationwide demand for OAT graduates is decreasing (local market not included)
- No funds available for Microsoft Office Specialist (MOS) testing and certification
- Decreasing enrollment and subsequent decrease in number of OAT majors
- Overlap in technical programs’ content across RHE; content encroachment
- Lack of a regular computer replacement cycle in labs in RHE

A recommendation from the reviewers was to redesign OAT into a Medical Office Administration Technology (MOAT) program to meet the expected increase in jobs (as determined by the reviewers). Research (conducted by the OAT Program Coordinator) into this solution yielded no benefit to a medical focus for several reasons. RHE currently has a medical assisting program (MAT) and a nursing program both yielding graduates prepared for licensure. Local employers are looking for credentialed applicants. Additionally, RHE enrollments are not sufficient to support both MAT and MOAT. Local enrollments in similar vocational programs is also low. Finally, OAT’s single tenured faculty member, Allison White, is not academically prepared in a medical field in order to make load in a program with half of its focus on medical (clinical) content that goes beyond the current OAT billing and coding track.

Consequently, the RHE deans in conjunction with the OAT Program Coordinator are recommending to the campus, regional, and university curriculum committees to suspend the Office Administration Technology program offered on the Chillicothe and Southern campuses (see attached Program Closure/Teach-Out Notification Form). There are three students from Chillicothe actively enrolled in this degree program who are projected to graduate in spring 2020 (see attached OAT Teach-out Plan).
Completion plans have been developed and submitted to the Chillicothe Interim Dean for each of these students.

Each of the three active OAT students will be able to complete all program requirements by the end of the 2019-20 academic year. Seven other students in the major (not actively enrolled in OAT classes for fall 2019) are also on the teach-out plan list. They have been notified of OAT’s suspension and maximum completion dates. No new students have been admitted into the program since August 2019.

Finally, it seems reasonable that if a plan is required for the students that a plan be set for the single tenured faculty member from OAT. As the University Curriculum Committee requires, a plan is set for Allison White, Associate Professor. Since spring 2019, White has increasingly been assigned to teach in the BTAS program (aligned with University College in the new One OHIO alignment). The TAS regional program coordinator has secured White for 75% of her required load in TAS courses scheduled through AY21. The interdisciplinary nature of TAS is welcoming of the addition of White’s business and technology background. Additionally, the Chillicothe Interim Dean has recommended that White continue to teach OAT popular courses. The recent One OHIO integration of RHE programs into Athens’ departments has aligned OAT with University College as well. Therefore, the OAT courses maintaining excellent enrollment will continue to be offered by Allison White. White is also open to opportunities to use her instruction and program coordinating experiences with other programs aligned with University College.

If you have any questions, please contact Allison White whitea3@ohio.edu.