Klamath Community College

Program: Business Administration	Date: 7/31/18	Submitted By: Linda (Davenport) Williamson

Action Item 1	Enhance student employability while also addressing employer feedback by incorporating Project Management coursework into degree program.
Proposed Action	Research options by interviewing employers and evaluating professional resources to select most appropriate coursework.
Responsible Party	Linda (Davenport) Williamson
Success Criteria	Creation of a significant embedded project in a required program course OR a stand-alone mandatory program course in Project Management
Resources	Anticipated time of 10-15 hours to research, process required paperwork, and develop course content. If a certification is available for the community college level, coordination will take place with the KCC Testing Center. Coordination will also take place with the Computer Engineering Program Lead to pursue cross-program development.
Timeline	Developed for inclusion in 2019-2020 program requirements in KCC catalog.
Action Item 2	Determine if the need exists for two separate degree paths, one for transfer and one for employment.
Proposed Action	Work with KCC Institutional Researcher to access information on program transfer students; compare KCC Business Administration program to other comparable community college programs throughout Oregon to determine potential "best practice" related to degree with dual intent.
Responsible Party	Linda (Davenport) Williamson
Success Criteria	Decision made regarding restructuring current program into two separate paths.
Resources	Time to research, access to Dean for CTE to review/discuss, support of VP of Academic Affairs for proposal.
Timeline	Developed for inclusion in 2020-2021 program requirements in KCC catalog.
Action Item 3	Evaluate and address CMA for Business Administration program.
Proposed Action	Work with KCC Institutional Researcher to determine areas of concern leading to 2017-18 CMA; create plan to address concerns.
Responsible Party	Linda (Davenport) Williamson
Success Criteria	Improvement of CMA for 2018-2019 by a minimum of 20%.

Resources	Time to research, access to Institutional Researcher and CTE Dean, support for potential changes in support of improving CMA
Timeline	Evaluation of CMA upon availability of data for 2018-2019.

Signatures:

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Program Lead   Date

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Dean of Instruction   Date

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Dean of CTE (when applicable)   Date

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VP of Academic Affairs   Date