

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **16-Sep-15** Curriculum Bulletin _____
 Effective Date **Fall ~~2016~~ 2017** Approved by EPC _____

Department **XXX**
 College **RE - Regional College**
 Degree **AAB - Associate of Applied Business**
 Program Name **ITAP** Program Banner Code **Information Technology for Administrative Professionals (ITAP)**
 Concentration(s) _____ Concentration(s) Banner Code(s) _____
 Proposal **Revise program name change to Office Technology (OTEC)**

Description of proposal:

In order to move the ITAP Program forward and to keep the program current with changing market demands, ITAP faculty and I have proposed a name change for the program. The new name being proposed is "Office Technology". The new name accurately depicts the program content and courses. OTEC will be the new subject code replacing ITAP

Does proposed revision change program's total credit hours? Yes No
 Current total credit hours: **61** Proposed total credit hours **61**

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure):

The Medical Billing, COMT, BTAS, Engineering Technology and Accounting Technology Programs use ITAP courses within their curriculum.

Units consulted (other departments, programs or campuses affected by this proposal):

The programs that use ITAP courses that have been consulted include; Medical Billing, COMT, BTAS, Engineering Technology and Accounting Technology.

REQUIRED ENDORSEMENTS

 Department Chair / School Director

10/21/2015

 Campus Dean (for Regional Campuses proposals)

11/21/2015

 College Dean (or designee)

5/29/16

 Dean of Graduate Studies (for graduate proposals)

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 Senior Vice President for Academic Affairs or Provost (or designee)

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**Department of
Higher Education**

John R. Kasich, Governor
John Carey, Chancellor

CHANGE REQUEST: MAJOR NAME MODIFICATION

Date of submission: *to come*

Name of institution: Kent State University

Previously approved title: Information Technology for Administrative Professionals major within the Associate Applied Business degree

Proposed new title: Office Technology major within the Associate Applied Business degree

Proposed implementation date of the request: Fall 2017

Date that the request received final approval from the appropriate institutional committee:
[DATE] (Kent State University Board of Trustees)

Primary institutional contact for the request

Name: Therese E. Tillet
Title: Executive Director of Curriculum Services
Office of the Provost
Phone: 330-672-8558
E-mail: ttillet1@kent.edu

Educator Preparation Programs:

Leads to licensure: No
Leads to endorsement: No

History of the program.

The program was established in 1975 on Kent State's regional campuses with the original major name of Office Management and Related Technologies, although it was historically referred to as Office Technology. The major name changed to Information Technology for Administrative Professionals in 2002 to align it with the professional society the International Association for Administrative Professionals. The program is fully offered at Kent State's Ashtabula, Salem, Trumbull and Tuscarawas campuses.

Explain the rationale for name change.

Kent State University proposes revising the name of the major—from Information Technology for Administrative Professionals to Office Technology—due to the ambiguity of its current name, which creates a challenge in marketing and recruiting students. The name Office Technology is more recognizable to students and prospective employers who are looking for administrative staff.

The ambiguity originates from the words “information technology” in the current name. Information technology can include almost anything ranging from the use of computers to store, retrieve and transmit data using networks, intranet and the Internet. Information technology also encompasses coding and programming and the troubleshooting and maintenance of computers and electronic devices. Typically, information technology describes the expertise that occurs behind the scenes, within the back end office of an organization

In comparison, office technology focuses primarily on front-end office functions, where employees use technology for daily job responsibilities that may include producing business documents, designing presentations, generating data reports and creating financial spreadsheets. These activities more accurately describe Kent State’s associate degree program. Students in the program gain a wide variety of computer application skills needed for gainful employment in office administrative support positions. Job titles in the field include office assistant, accounting clerk, office manager, administrative coordinator, executive administrative and administrative assistant–technology.

Revision of the major name to Office Technology will also align Kent State’s program with similar programs across the state, all assigned under the same Classification of Instructional Program (CIP) of “Business Operations Support and Assistant Services”:

Ohio Public Institution	Associate Degree Program
Belmont College	Office Administration
Cincinnati State Technical College	Administrative Assistant
Clark State Community College	Office Administration
Columbus State Community College	Business Office Applications
Cuyahoga Community College	Administrative Office Systems
Eastern Gateway Community College	Administrative Assistant Technology
Edison State Community College	Office Systems Administration
Hocking Technical College	Office Management
James A. Rhodes State College	Executive Administrative Assistant
Lakeland Community College	Office Administration
Lorain County Community College	Administrative Office Information Systems
Marion Technical College	Office Information Technology
Northwest State Community	Office Administration
Ohio University	Office Technology
Owens State Community College	Office Administration Technology
Rio Grande Community College	Administrative Office Assistant
Sinclair Community College	Business Information Systems
Southern State Community College	Office Information Technology
Stark State College	Administrative Office Professional
Terra State Community College	Office Administration
University of Akron	Office Administration
University of Cincinnati	Administrative Information Technology
Washington State Community College	Office Administrative Services
Zane State College	Administrative Office Assistant

Describe how the name change will affect students in the current program.

The proposed name change will not affect current students as only the name is changing; the program's requirements are unchanged. Current students may choose to graduate with the new name, but are not required to do so.

Describe any administrative, curricular, faculty or support service changes occurring along with the name change.

Existing resources and services are sufficient. Enrollment in the program over the past five years has averaged 41 students each semester. The program has two full-time and six part-time faculty.

Provide evidence that the appropriate accreditation agencies been informed of the proposed change (if applicable).

Not applicable.

Kent State University verifies that the information in this request is truthful and accurate.

Respectfully,

Todd A. Diacon, PhD
Senior Vice President for Academic Affairs and Provost
Kent State University