KINGSBOROUGH COMMUNITY COLLEGE
The City University of New York

CURRICULUM DATA TRANSMITTAL SHEET

DEPARTMENT __Business__   DATE __9/20/18__

☒ Title of Course or Degree Change: __Office Administration and Technology, A.A.S.__

Change(s) Initiated: (Please check)

☐ Letter of Intent
☒ Closing of Degree Program
☐ New Course*
☐ New 82 Course
☐ New Certificate Program
☐ Change in Pre/Co-Requisite
☐ Deletion of Course
☐ Other (please describe): _____

☐ Proposal
    ☐ Proposal (Letter of Intent sent previously)
☐ Change in Degree Requirements
☐ Change in Degree Requirements (adding concentration)
☐ Change in Discipline Code
☐ Change in Description
☐ Change in Course Titles, Numbers, Credits &/or Hours

PLEASE ATTACH PERTINENT MATERIAL TO ILLUSTRATE AND EXPLAIN ALL CHANGES

I. DEPARTMENTAL ACTION
Action by Department and/or Departmental Committee, if required:

Date approved __9/20/18__   Signature, Committee Chairperson: _____

Signature, Department Chairperson: _____

II. PROVOST ACTION
Provost to act within 30 days of receipt and forward to College-wide Curriculum Committee exercising one of the following options:
A. Approved ☐   B. Returned to department with comments ☐

Recommendations (if any): _____
Signature, Provost: _____ Date: _____

III. CURRICULUM SUB-COMMITTEE RECOMMENDATIONS (*FOR NEW COURSES ONLY*):

A.   Approved ☐   B.   Tabled ☐ (no action to be taken by Curriculum Committee)

Recommendations (if any): _____
Signature, Sub-Committee Chair: _____ Date: _____

IV. COLLEGE-WIDE CURRICULUM COMMITTEE ACTION

Committee to act within 30 days of receipt, exercising **one** of the following options:

A.   Approved   ☐ (forwarded to Steering Committee)
B.   Tabled   ☐ (Department notified)
C.   Not Approved ☐ (Department notified)

Signature, Chairperson of Curriculum Committee _____ Date: _____

CURRICULUM DATA TRANSMITTAL SHEET

DEPARTMENT __Business__   DATE __9/20/18__

☒Title of Course or Degree Change: __Website Development and Administration, A.A.S.__

__Change(s) Initiated: (Please check)__

☐ Letter of Intent   ☐ Proposal
☒ Closing of Degree Program   ☐ Proposal (Letter of Intent sent previously)
☐ New Course*   ☐ Change in Degree Requirements
☐ New 82 Course   ☐ Change in Degree Requirements (adding concentration)
☐ New Certificate Program   ☐ Change in Discipline Code
☐ Change in Pre/Co-Requisite   ☐ Change in Description
☐ Deletion of Course   ☐ Change in Course Titles, Numbers, Credits &/or Hours
☐ Other (please describe): _____

__PLEASE ATTACH PERTINENT MATERIAL TO ILLUSTRATE AND EXPLAIN ALL CHANGES__

I.   __DEPARTMENTAL ACTION__
Action by Department and/or Departmental Committee, if required:

Date approved __9/20/18__   Signature, Committee Chairperson: _____

Signature, Department Chairperson: _____

II.   __PROVOST ACTION__
Provost to act within 30 days of receipt and forward to College-wide Curriculum Committee exercising one of the following options:
A. Approved ☐   B. Returned to department with comments ☐

Recommendations (if any): _____

Signature, Provost: _____ Date: _____

III.   __CURRICULUM SUB-COMMITTEE RECOMMENDATIONS__ (*FOR NEW COURSES ONLY*):

A.   Approved ☐   B.   Tabled ☐ (no action to be taken by Curriculum Committee)

Recommendations (if any): _____

Signature, Sub-Committee Chair: _____ Date: _____

IV.   __COLLEGE-WIDE CURRICULUM COMMITTEE ACTION__

Committee to act within 30 days of receipt, exercising **one** of the following options:

A.   **Approved**   ☐ (forwarded to Steering Committee)
B.   **Tabled**   ☐ (Department notified)
C.   **Not Approved** ☐ (Department notified)

Signature, Chairperson of Curriculum Committee _____ Date: _____

To: Provost Joanne Russell
From: Jeffrey Lax, Chair, Department of Business
Date: September 20, 2018
Subject: Termination of Office Administration and Technology and Website Development Degrees

Please accept this memorandum as a formal request to terminate the two Office Administration and Technology ("OAT") degrees offered within the Department of Business:

Office Administration and Technology Degrees to be terminated:
1. A.A.S. in Office Administration and Technology
2. A.A.S. in Website Development and Administration

Rationale
Reflecting a nation-wide trend, the office administration program has suffered severely dwindling enrollment at Kingsborough in recent years.

Enrollment Data

Program	FALL						
	2011	2012	2013	2014	2015	2016	2017
Office Admin & Tech	123	106	86	90	70	52	52
Website Development	33	29	30	18	13	9	14

With programs related to Health Information Technology (and similar degrees) now more science-intensive and housed and administered in biology and other science departments at most colleges, and since our OAT faculty members have no background in these areas, there is little hope to revive our existing OAT degree into one of the more attractive options that students are now pursuing.

Similarly, the OAT program's website development program is more technical (and far less popular) than the more robust Graphic Design program already administered by the Art department at Kingsborough. Moreover, since Prof. Don Donin passed away several years ago, the OAT program lacks qualified faculty members to teach in these areas.

The Department of Business anticipates the ability to absorb the two full time faculty members currently housed in OAT, and will assign them appropriate courses related to business and technology, such as Introduction to Computer Concepts (BA 6000) and other related courses.

Sunset Date
We request a "sunset date" of Fall 2024 for both degrees. This would allow students currently enrolled to complete their degrees over the next two years.