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Date: April 26, 2019

Subject: Closure (Sunset) of Program

Recommendation from the Vernon College Program Evaluation Subcommittee to close (sunset) the Administrative Office Technology program effective Fall 2019.

Academic Council approved this recommendation on April 12, 2019.

College Effectiveness Committee approval on \_\_\_\_\_.

Board of Trustees approval on \_\_\_\_\_.

Teach-out Plan:

1. Date of closure – August 15, 2019

The Administrative Office Technology program has been on probation yearly since the 2013-2014 academic year because of low student enrollment. With the continued decrease in student interest, lack of graduates, and lack of meeting other state and local benchmarks, the program evaluation sub-committee recommended closing (sunset) the Administrative Office Technology program. Fall 2018 enrollment did not meet the VC minimum expectations. No new students were admitted Spring 2019.

2. Explanation of how affected parties (students, faculty, staff) will be informed of the impending closure –

Transcripts were reviewed from Fall 2016 through Fall 2018 and produced approximately 5-8 students actively taking Administrative Office Technology classes. Identified students were contacted by the Division Chair and degree plans were reviewed to allow the students to complete by Summer 2019 or initiate a change of major.

One full-time faculty position will be effected by the program closure.

3. Explanation of how affected students will be helped to complete their programs of study with minimal disruption –

The Division Chair and Dean of Instructional Services researched how many students were actively pursuing a certificate or degree in this program. All currently enrolled students will complete their chosen certificate or degree level by the end of Summer 2019.

4. Indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified –

Not applicable

5. Signed teach-out agreements with other institutions, if any –

No other institutions are involved in the Administration Office Technology program; therefore, no signed teach-out agreements are required.

6. How faculty and staff will be redeployed or helped to find new employment –

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The one faculty member's full-time employment contract for 2018-2019 will be completed in May 2019. The one full-time faculty member will be working to teach numerous classes for non-credit through the Vernon College Continuing Education department as a part-time instructor.

7. If closing an institution, arrangement for the storing of student records, disposition of final financial resources and other assets -  
Not applicable