



To: Sabbatical Committee, Clark College

From: Mary Evens, Business Technology

Date: December 12, 2018

Subject: Sabbatical Report, Summer/Fall Terms 2017

Although the release time of my sabbatical occurred during Summer and Fall 2017, my plan stated that I would continue the work of the sabbatical as part of teaching our capstone course during Spring 2018. I used the research and materials that I developed in our Administrative Procedures (BTEC 211) class while also trying out a new textbook.

Using feedback from students in our Spring 2018 Administrative Procedures class as well as continued communication with local employers, I further modified the assignments used for this course during Summer and Fall 2018 in preparation for teaching the class again in Spring 2019. Based on significant feedback from students using the original book in Spring 2017 and the alternate book in Spring 2018, we will be changing back to our original textbook for Administrative Procedures for the foreseeable future. The original textbook has a better flow and far fewer mistakes than the new textbook that we tried in Spring 2018.

I am continuing to work on this class modification during Winter 2019 when I will be putting most (if not all) of the simulation manual that I created during the sabbatical into Canvas so our students can access it more easily during the course using the online tools through Canvas.

In addition to the planned tasks of my sabbatical, I worked with other BTEC faculty to create and conduct a survey of local employers regarding their office staff needs. The information from this survey is being used in ongoing planning to enhance the BTEC Department's goals to reach out to more students and to better prepare our students for their future careers.

Thank you for this opportunity to withdraw and reflect on some needed adjustments to our capstone course. I look forward to using this updated material in future spring terms.