Technical Program Closure Plan

**Example - Business Technology**

Author: Name

Date

 **Technical Program Closure Plan - Business Technology**

# PROGRAM CLOSURE RATIONALE

The Any School District has used evidence-based reasoning in its decision to close the Business Technology program after an unsuccessful eight-year effort to grow it. Schoolwide technical program enrollment data, exploratory interest data, cooperative education placement data, and labor market data from the Department of Economic Research all pointed to a declining program with little to no interest from the school’s student population.

The data shows that there has been little interest to explore the program over the past six years, as only 3.8% of total incoming Freshmen selected the program as one of their top three choices, and only 5.3% chose it as one of their top ﬁve choices. For the 2024-2025 school year, only three out of 183 incoming Freshmen selected the program as their ﬁrst choice to explore. Long-term occupational projections from the Department of Economic Research show a 6.0% decline in the business technology ﬁeld for the workforce development areas that the District’s member towns fall into, which is the opposite direction of the overall occupational sectors.

At this time, the only students remaining in the Business Technology program for the 2024-2025 school year are Juniors and Seniors. Closure of the program will not require any current students to ﬁnd alternate placement, and all students will be able to move through the various grade levels toward program completion and graduation. The program would not be open to Freshmen to explore, nor would it accept Sophomore transfers. The oﬃcial program closure would occur at the end of the 2025-2026 school year.

# DATA REVIEW

### Schoolwide Enrollment Trends

The graph below looks at freshman enrollment in the sixteen technical programs over the past ﬁve years. Automotive Technology has remained a consistently strong program of choice for Freshmen over the past ﬁve years, and Electrical

has seen a tremendous surge in popularity over the past four years. The Automotive Technology, Electrical, and Health Assisting programs hold the highest Freshmen enrollment averages over the past ﬁve years, with 14 to 15 students per grade level. Programs with the lowest ﬁve-year average Freshman enrollment are Business Technology, Collision Repair, and Electronics Technology with only four to six students per grade level. With the exception of the 2021-2022 school

year, the Business Technology program received the lowest number of Freshmen out of all the technical programs.

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| **Five-Year Freshman Program Enrollment Data** |
| **Program Name** | **2019-2020****Enrollment** | **2020-2021****Enrollment** | **2021-2022****Enrollment** | **2022-2023****Enrollment** | **2023-2024****Enrollment** | **5Y Total Enrollment** | **5-Year Change** | **Average Enrolled** |
| Advanced Manufacturing | 9 | 11 | 4 | 13 | 15 | 52 | 67% | 10 |
| Automotive Technology | 15 | 13 | 15 | 13 | 18 | 74 | 20% | 15 |
| Business Technology | 5 | 3 | 10 | 4 | 2 | 24 | -60% | 5 |
| CAD/Pre-Engineering | 12 | 12 | 7 | 12 | 8 | 51 | -33% | 10 |
| Carpentry | 14 | 5 | 9 | 9 | 15 | 52 | 7% | 10 |
| Collision Repair | 0 | 6 | 12 | 8 | 6 | 32 | 0% | 6 |
| Cosmetology | 8 | 12 | 9 | 15 | 13 | 57 | 63% | 11 |
| Culinary Arts | 17 | 13 | 11 | 11 | 9 | 61 | -47% | 12 |
| Electrical | 7 | 13 | 17 | 14 | 17 | 68 | 143% | 14 |
| Electronics Technology | 7 | 11 | 4 | 6 | 4 | 32 | -43% | 6 |
| Health Assisting | 13 | 12 | 16 | 13 | 14 | 68 | 8% | 14 |
| Horticulture | 7 | 11 | 15 | 12 | 11 | 56 | 57% | 11 |
| Hospitality Management | 14 | 11 | 9 | 10 | 12 | 56 | -14% | 11 |
| HVAC/R | 10 | 6 | 10 | 12 | 12 | 50 | 20% | 10 |
| Plumbing & Pipeﬁtting | 12 | 8 | 14 | 14 | 9 | 57 | -25% | 11 |
| Programming & Web | 11 | 12 | 10 | 12 | 6 | 51 | -45% | 10 |
| **Total Enrollment** | **161** | **159** | **172** | **178** | **171** | **841** |  |  |

Business Technology Program Enrollment Trends The total number of students enrolled in the Business Technology program has decreased by 12.5% over the past seven years, and 32.3% over the past ﬁve years.

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| **Business Technology Eight-Year Student Enrollment** |
| **SY** | **9th** | **10th** | **11th** | **12th** | **Total** |
| 16-17 | 3 | 3 | 8 | 3 | 17 |
| 17-18 | 7 | 7 | 3 | 7 | 24 |
| 18-19 | 10 | 10 | 7 | 3 | 30 |
| 19-20 | 5 | 12 | 8 | 6 | 31 |
| 20-21 | 3 | 8 | 9 | 7 | 27 |
| 21-22 | 10 | 5 | 7 | 9 | 31 |
| 22-23 | 4 | 10 | 5 | 7 | 26 |
| 23-24 | 2 | 6 | 9 | 4 | 21 |
| ***Average*** | ***5.5*** | ***7.6*** | ***7.0*** | ***5.8*** | ***25.9*** |
| *24-25* | *0* | *0* | *6* | *9* | *15* |

Freshman enrollment has decreased 71.4% over the past seven years, and excluding two years of anomalies

where the program attracted ten students, the average Freshman enrollment is only three to four students a year. Over the past eight years, the program graduated an average of ﬁve to six students each year, with an average student enrollment across all four grades at

25.9. Towards the end of the 2023-2024 school year, the Freshmen in the program requested to transfer out for the 2024-2025 school year, leaving the program with

only ﬁfteen students total, six Juniors and nine Seniors.

### Program Interest Pre-Exploratoration

When applying to Any Schoool District , prospective Freshmen select their top ﬁve program choices to explore, in ranking order. Programs showing the strongest interest as a “top three” choice from the incoming Freshmen over the past six years are: Culinary Arts, Carpentry, Electrical, and Cosmetology. For this 2024-2025 school year, these same four programs were the most popular “top three” choices to explore, along with Automotive Technology. Programs with the lowest level of interest to explore as a “top three” over the past six years are Horticulture and Business Technology. While Business Technology has some interest amongst Freshmen as the fourth or ﬁfth program to explore, when comparing the 38 and 53 students that opted to explore the program during the 2023-2024 and 2024-2025 school years with actual Freshmen enrollment for those same years (see the Business Technology Seven-Year Student Enrollment graph), the selection rate is extremely low.

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| **Incoming Freshmen Selections of Five Programs to Explore** *(made by student/parent when applying)* |
|  | **Total Top 3 Choices** |  | **Total Top 5 Choices** |
| **Program Name** | **2019-****2020** | **2020-****2021** | **2021-****2022** | **2022-****2023** | **2023-****2024** | **2024-****2025** | **6 Yr****%Δ** | **%****Total** |  | **2019-****2020** | **2020-****2021** | **2021-****2022** | **2022-****2023** | **2023-****2024** | **2024-****2025** | **6 Yr****%Δ** | **%****Total** |
| Advanced Manufacturing | 14 | 18 | 21 | 21 | 24 | 23 | 64% | 4.0% |  | 46 | 30 | 42 | 45 | 36 | 43 | -7% | 4.8% |
| Automotive Technology | 28 | 34 | 38 | 40 | 37 | 49 | 75% | 7.1% |  | 43 | 51 | 56 | 60 | 60 | 71 | 65% | 6.6% |
| Business Technology | 24 | 14 | 16 | 16 | 23 | 17 | -29% | 3.8% |  | 46 | 41 | 40 | 38 | 53 | 44 | -4% | 5.3% |
| CAD/Pre-Engineering | 40 | 34 | 23 | 35 | 29 | 25 | -38% | 6.5% |  | 59 | 52 | 40 | 56 | 45 | 42 | -29% | 6.1% |
| Carpentry | 43 | 45 | 53 | 44 | 45 | 67 | 56% | 9.3% |  | 65 | 72 | 87 | 76 | 83 | 111 | 71% | 9.3% |
| Collision Repair | 12 | 24 | 16 | 34 | 24 | 26 | 117% | 4.4% |  | 24 | 37 | 35 | 55 | 51 | 54 | 125% | 4.9% |
| Cosmetology | 43 | 35 | 41 | 44 | 53 | 48 | 12% | 8.7% |  | 49 | 46 | 52 | 51 | 65 | 58 | 18% | 6.4% |
| Culinary Arts | 69 | 49 | 61 | 69 | 57 | 53 | -23% | 12.3% |  | 86 | 83 | 86 | 90 | 83 | 78 | -9% | 10.4% |
| Electrical | 26 | 42 | 46 | 48 | 55 | 53 | 104% | 8.8% |  | 42 | 65 | 74 | 78 | 71 | 93 | 121% | 8.0% |
| Electronics Technology | 31 | 38 | 31 | 35 | 20 | 25 | -19% | 6.3% |  | 54 | 58 | 43 | 58 | 45 | 36 | -33% | 6.3% |
| Health Assisting | 30 | 30 | 29 | 25 | 35 | 36 | 20% | 6.0% |  | 45 | 45 | 41 | 48 | 54 | 52 | 16% | 5.7% |
| Horticulture | 7 | 14 | 24 | 16 | 29 | 24 | 243% | 3.6% |  | 30 | 37 | 51 | 47 | 51 | 53 | 77% | 5.2% |
| Hospitality Management | 23 | 19 | 18 | 30 | 22 | 14 | -39% | 4.5% |  | 47 | 43 | 41 | 46 | 47 | 36 | -23% | 5.4% |
| HVAC/R | 10 | 22 | 29 | 23 | 25 | 30 | 200% | 4.4% |  | 27 | 44 | 52 | 45 | 49 | 46 | 70% | 5.3% |
| Plumbing & Pipeﬁtting | 5 | 23 | 24 | 27 | 28 | 35 | 600% | 5.0% |  | 7 | 35 | 44 | 49 | 56 | 59 | 743% | 5.4% |
| Programming & Web | 30 | 30 | 28 | 36 | 25 | 21 | -30% | 6.0% |  | 44 | 46 | 46 | 63 | 35 | 34 | -23% | 5.7% |
| **Total** | **435** | **471** | **498** | **543** | **531** | **546** | **22%** |  |  | **714** | **785** | **830** | **905** | **884** | **910** | **24%** |  |

### Cooperative Education Placement

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| **Business Technology Seven-Year Co-Op Placement** |
| **School Year** | **11th on Co-Op** | **12th on Co-Op** | **Total on Co-Op** | **% of Program Out on Co-Op** |
| 2017-2018 | 0 | 1 | 1 | 10% |
| 2018-2019 | 1 | 1 | 2 | 20% |
| 2019-2020 | 1 | 4 | 5 | 36% |
| 2020-2021 | 0 | 2 | 2 | 13% |
| 2021-2022 | 0 | 1 | 1 | 6% |
| 2022-2023 | 0 | 0 | 0 | 0% |
| 2023-2024 | 0 | 1 | 1 | 8% |

Over the past seven years, an average of 13% of Business Technology Juniors and Seniors have participated in the

cooperative education program each year. Over the past three years, an average of only 4.6% of Business Technology Juniors and Seniors have participated in the cooperative education

program.

### Industry Recognized Credentials

Beginning in the 2021-2022 school year, the Business

Technology program offered their Seniors the opportunity to sit for the Microsoft Oﬃce Specialist (MOS) certiﬁcation in Excel.

That year, only two of the nine students passed the MOS

certiﬁcation in Excel. For the two subsequent years, only one student per year passed the MOS certiﬁcation in Excel.

## Competitive Offerings

During the 2017-2018 school year, the Business Technology program added on membership in the following competitive organizations, which are still available to program enrollees to this day: Business Professionals of America (BPA), Distributive Education Clubs of America (DECA), and Junior Achievement.

## Instructor Credentials

Business Technology program is staffed with professionally licensed instructors who each brought over a decade of industry experience. One instructor has recently retired and the other i holsds additional relveant teaching licenses.

### Labor Market Trends

Long-term occupational projections from the Department of Economic Research show a collective 6.0% decline over a ten-year period for occupations in the business technology ﬁeld for the Regional 1, 2, and 3 workforce development areas. This change is heading in the opposite direction of the three workforce development areas’ total occupational growth (of 4.0%) by ten percentage points. Additionally, the total mean annual OES wages in the business technology-related SOC code categories are 21.93% lower compared to the overall industry SOC codes from the three workforce development areas. The occupational categories from SOC codes 431011-439061 used for the business technology ﬁeld data all had a high school diploma educational level recorded under Typical Education Needed for Entry.

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| **Long-Term Occupational Projections by Workforce Development Area 2022-2032** |
|  | **Workforce region 1** | **Workforce region 2** | **Workforce region 3** | **Workforce region 4** |
| Business Tech Total Employment 2022 | 5,499 | 3,021 | 7,538 | 16,058 |
| Overall Total Employment 2022 | 209,143 | 98,006 | 273,500 | 580,649 |
| Business Tech ProjTotal Employment 2032 | 5,017 | 2,912 | 7,161 | 15,090 |
| Overall ProjTotal Employment 2032 | 210,535 | 104,181 | 289,064 | 603,780 |
| % Change Business Tech Employment 2022-2032 | -8.8% | -3.6% | -5.0% | -6.0% |
| % Change Overall Total Employment 2022-2032 | 0.7% | 6.3% | 5.7% | 4.0% |
| 2023 Business Tech Mean Annual OES Wage | $51,097 | $49,778 | $56,129 | $52,335 |
| 2023 Overall Total Mean Annual OES Wage | $63,412 | $65,308 | $72,382 | $67,034 |
| Variance From Overall Total Mean Annual OES Wage | -19.42% | -23.78% | -22.45% | -21.93% |

# CLOSURE PLAN

As the Business Technology program only has Juniors and Seniors remaining at this time, the students in these two

cohorts would matriculate out through graduation, receiving a certiﬁcate of attainment in Business Technology along with their high school diploma. There are no Sophomores currently enrolled in the program due to lack of interest, and the

program will not be accepting transfer students from other technical programs effective upon DESE acceptance of the

Closure Plan for Business Technology. The program will also not be offered as an exploratory option in 2024-2025 for the incoming Freshman class.

Timetable for Program Closure

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| June, 2024 | Meet with program instructor to discuss feasibility of program remaining open |
| July, 2024 | Analyze program and labor market data |
| August, 2024 | Outreach to impacted students:1. Send communication to current Freshmen who selected to explore program, to notify that the program will not be offered as an exploratory option
2. Send communication to existing students and parents/guardians, to notify that the program will be closing, however it will be phased out through each student’s graduation date, so

their student will have the opportunity to complete the program as previously scheduled |
| August, 2024 | Outreach to industry partners: send communication to Program Advisory Committee members to notify them about the program’s closing |
| September, 2024 | Remove program from exploratory offerings. Program will not be available to Sophomore transfers. |
| June, 2025 | Class of 2025 Seniors graduate |
| September, 2025 | Remaining cohort (Class of 2026) completes their Senior year. Program will not be available for exploratory or Sophomore transfers. |
| June, 2026 | Class of 2026 graduates |