



Name: Administrative Professional Advisory Committee
Date: November 4, 5:00 p.m.
Location: Zoom

Attendees: Julie Solheim, Bobbie Taylor, Colleen Kukowski, April McGee, Lindsay Kuntz, Amanda Stebleton
Absent: Michelle Olderbak, Julie Fenning, Angela Morgan

Committee Agenda

Topic	Responsible Party	Discussion/Outcome
Call to order	Bobbie	5:01 p.m.
Old Business	Bobbie	The new program format began in fall 2020.
Director's Report	Bobbie	<p>Update on Hyflex Format: Hyflex has helped the programs during COVID; many programs and courses throughout the college are being offered through this format. The online option has helped maintain student enrollment in the ADMS program.</p> <p>Current Enrollment for Fall 2020: There are 16 students (online: 9, campus, 7) for the AAS degree and diploma degrees.</p> <p>Two students are graduating from the program this fall.</p> <p>Marketing Efforts: I met with marketing (Chad Sperling) in early March 2020 for assistance in marketing the new program. I have not received any updates or documents since our conversation. So the business department programs met and plan to create their marketing materials/marketing kit to send to prospects.</p>



		The department will schedule a meeting with the dean and the marketing department in the next month to present what we have and request that marketing produce the documents.
Program Curriculum	Bobbie	Arithmetic Accuplacer Discussion: Should the program remove that portion of the test? The committee unanimously approved to have the requirement removed. The group discussed the benefits of removing that barrier. Students will gain the mathematics skills needed for the job in ADMS 1121.
Adjourned		5:28 p.m.