NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

Name: Administrative Professional Advisory Committee
Date: March 10, 5:00 p.m.
Location: Zoom
Attendees: Linsay Kuntz, Amanda Stebleton, April McGee, Angie Morgan, Julie Fenning, Michelle Olderbak

Minutes

Topic	Responsible Party	Discussion/Outcome
Call to order	Bobbie	5:00 p.m.
Old Business	Bobbie	**Accuplacer Arithmetic Update:** Arithmetic assessment has been removed from the program requirements. **Marketing Administrative Professional Programs Update:** • The business department has worked together with marketing to create prospect letters (so far, I have sent out 22 letters), QR codes that we have put on business cards and can include in our letters, virtual career exploration sessions throughout March and April. These sessions allow our programs to talk to prospective business students and promote our programs. • We are also working with the enrollment department to receive a mailing list for ages 16-24. We want to send out promotional mailers to try to recruit new students.
1. Director's Report	Bobbie	**Past & Current Enrollment:** We have a slight rise in numbers since Fall 2017. Spring 2021: On-campus students: 5 students, Online students: 11

		Overall Numbers (no duplication)

Term/Year	Total	Term/Year	Total
Fall 2016	7	Spring 2017	9
Fall 2017	13	Spring 2018	14
Fall 2018	13	Spring 2019	17
Fall 2019	17	Spring 2020	13
Fall 2020	16	Spring 2021	16

2. Program Curriculum	Bobbie	**Learner Outcomes:** Outdate, language needs to be updated. Learner outcomes should have one action item per learner outcome—for example, Edit documents. Create documents. Instead of Edit and create documents under one learning outcome. **NOCTI: Do we keep this exam?** • The curriculum has changed, so the test isn't assessing all subject material the program is covering. • This exam is only capturing data from campus students. We are missing all of the online students, so the data is not accurate when assessing competency. The committee supports exploring other options necessary to obtain accurate data • **Action:** I will speak with the dean and research whether I should create an exam that all students complete or work with NOCTI on the exam and online students assessing. What are the pros and cons of each option?
4. Adjourned	5:18 p.m.	The next meeting will be in October.