

Minutes

NAME: Administrative Professional Advisory Committee
DATE: October 27, 2021
TIME: 4:30 p.m.
LOCATION: Blue Moose
ATTENDEES: Julie Fenning, Julie Solheim, Colleen Kukowski, April McGee, Michelle Olderbak, Lindsay Kuntz

Topic	Responsible Party	Discussion/Outcome																												
Old Business	Bobbie	Marketing Administrative Professional Programs Update Learner Outcomes: Outdate; language needs to be updated. This is still in progress.																												
Director's Report	Bobbie	Enrollment Trends Administrative Professional & Office Specialist Overall Numbers (no duplication) <table><tr><th>Term/Year</th><th>Total</th><th>Term/Year</th><th>Total</th></tr><tr><td>Fall 2016</td><td>7</td><td>Spring 2017</td><td>9</td></tr><tr><td>Fall 2017</td><td>13</td><td>Spring 2018</td><td>14</td></tr><tr><td>Fall 2018</td><td>13</td><td>Spring 2019</td><td>17</td></tr><tr><td>Fall 2019</td><td>17</td><td>Spring 2020</td><td>13</td></tr><tr><td>Fall 2020</td><td>16</td><td>Spring 2021</td><td>16</td></tr><tr><td>Fall 2021</td><td>16</td><td>Spring 2022</td><td></td></tr></table>	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	Fall 2021	16	Spring 2022	
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Program Curriculum	Bobbie	MNTC: (Minnesota Transfer Curriculum): Do we remove an MNTC course? <ul style="list-style-type: none">AAS degree needs a minimum of 15 credits needed.Administrative Professional has gone from 15 credits to 18 credits of MNTC.Human Relations was changed from a technical elective to MNTC.Current MNTC:<ul style="list-style-type: none">Human Relations																												

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		<ul style="list-style-type: none"> ○ Composition I ○ Public Speaking or Interpersonal Communication ○ Intro to Ethics or Morals & Medicine ○ Cultural Anthropology or Intro to Sociology ○ Any MNTC Elective <p>The committee supports removing the MNTC elective and adding a new technical elective. In addition, the committee supports the idea of adding an Event Planning course if approved by the dean.</p> <p>Diploma: If approved, Event Planning add as an elective under the elective list</p> <p>Office Technologies add more curriculum to strengthen the virtual world: Zoom, SignUp Genius, Doodle, Teams, etc.</p> <p>Certificate: Consider creating an Event Planning Certificate.</p>
Other Business		<p>March Meeting:TBD</p> <ul style="list-style-type: none"> • The committee would like more information on the college's marketing strategies. • The committee would like information on previous and current FYE and Headcount numbers. • Update the status of an Event Planning course • Update the status of an Event Planning certificate
Adjourned		6:00 p.m.