

Minutes

Name: Administrative Professional Advisory Committee

Date: April 6, 2022

Time: 5:00 p.m.

Location: Blue Moose

Attendees: Bobbie Taylor, Cari Lindquist, Colleen Kukowski, Julie Solheim, Julie Rivard, Amanda Stebleton, Shaley Richards

Topic	Responsible Party	Discussion/Outcome
Program Changes	Bobbie	<p>Program Changes:</p> <ul style="list-style-type: none">- The advisory councils recommends adding an Event Planning course because it aligns better with industry needs in the workforce.- The advisor council recommends removing the Office Technologies course from the curriculum. This course isn't meeting industry needs.- Should the programs accept D grades to the program? Committee approved this as long as the cumulative GPA to graduate remains at 2.0.- If a Human Resource course becomes available, add it to the list of elective options.- Bobbie will take activities that include Zoom, Apps, Doodle, and Microsoft Teams and add them to another course in the program.- Bobbie should consider adjusting the curriculum of Word Processing so it is not redoing some of what was already taught in Intro. to Computers. Bobbie will collaborate with the Intro. Computer instructors to see how the curriculum is laid out.
Report	Bobbie	<p>NCTC Comprehensive Program Review Plan (5-yr program plan) has been completed and submitted on March 4, 2022. I am awaiting feedback from the dean.</p> <p>College Enrollment:</p> <ul style="list-style-type: none">• FYE 1759• Unduplicated HC 3896

		<p>Program Enrollment Trends Administrative Professional & Office Specialist</p> <p>Overall Numbers (no duplication)</p> <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>10</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	10
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Discussion		<p>Promote Internship, workstudy opportunities.</p> <p>Marketing & Enrollment Update: See College Marketing Efforts 2022 document.</p> <ul style="list-style-type: none">- Advisory council recommends inviting industry to NCTC during career fairs.- Also sending letters out to local high school students.- Offer hands on activities for high school and middle school students.																												
Adjourned		6:55 p.m.																												