

**Name:** Administrative Professional Advisory Committee  
**Date:** November 2, 2022  
**Time:** 5:00 p.m.  
**Location:** Blue Moose  
**Attendance:** Bobbie Taylor, Julie Solheim, Amanda Kinney, Colleen Kukowski, Julie Fenning, Julie Rivard, Shaley Richards

Topic	Responsible Party	Discussion/Outcome
Old Business	Bobbie	Marketing Administrative Professional Programs: Shaley recommends Engelstad at the hockey games to have the Northland banner going. <b>Learner Outcomes:</b> Outdate; language needs to be updated. This is still in progress.
Director's Report	Bobbie	Enrollment: Program: Down from 16 students (fall 2021) to 6 students. (62.5%). Currently, for the spring 2023 semester, we have 9 students.  College: Down 7.9% from Fall 2021
Program Curriculum	Bobbie	<b><u>Program Delivery: Should we consider moving the program to online delivery?</u></b> Most current Administrative Program & Office Specialist students are online, part-time, non-traditional students. The Medical Administrative programs moved online years ago, and the program director said it helped the program grow enrollment. <b>Members Feedback:</b> Shaley likes having an on-campus delivery option. It allows students to get to know their instructor. However, she has concerns about going strictly online and not having face-to-face. Other thoughts were that she prefers the online option over Zoom because engagement can be an issue when you are on Zoom. Amanda sees both sides. She feels that times have changed, and we must adapt to our current environment. Julie S agrees with moving to an asynchronous online format because it allows them to work on classes on their schedule. <b><i>We are going to table this until the meeting in spring 2023.</i></b>

		<p><b><u>8-Week Course Delivery Schedule</u></b> The Administrative Professional programs are piloting 8-week courses for ADMS courses. <b><i>The committee supports moving to an 8-week schedule for the program.</i></b></p> <p><b><u>Aligning Admin. Profession, Marketing Management, Accounting</u></b> Also, we are trying to align the first two semesters with Marketing Management &amp; Accounting. That way, students have more time to decide which degree is best for them without losing time or money.</p> <p><b><u>General Education Courses:</u></b> <i>Should this have more options?</i> The program is receiving many transfer students. So if we allow a broader choice, we remove barriers for transfer students. Bobbie recommends keeping Comp. I, Speech and Human Relations. Remove the G5 &amp;G6 requirement change to MnTc electives, and have MNTransfer Curriculum Electives list 6 credits. Change technical elective options to 6 credits. <b><i>The committee all support the change.</i></b></p> <p><b><u>New Certificate</u></b> Administrative Profession, Marketing Management, and Accounting programs are working on a new certificate, Office Coordinator. More information will come during our spring meeting.</p> <p><b><u>Program Name:</u></b> <i>Is there a need to change the program name?</i> Julie R. raised concerns about the program's name confusing potential students. Members agreed that we should consider a new recognizable name for industry, students &amp; the career.</p> <p><b><u>To Do: Program Name:</u></b> <i>I need to research and bring back what I find to the committee. Committee wants to find ways to make this program more relatable.</i></p>
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