

Name: Administrative Professional Advisory Committee
Date: March 20, 2023
Time: 5:00 p.m.
Location: Blue Moose
Attendees: Julie Fenning, Julie Solheim, Julie Rivard, Amanda Kinney, Colleen Kukowski, Shaley Richards

Topic	Responsible Party	Discussion/Outcome
Old Business	Bobbie	<p>Program Changes: Programs have been changed per the recommendations for the advisory council during the fall 2022 meeting. New program requirements begin fall 2023 for new students.</p> <p>Admin. Office Specialist: ACCT 1104 Payroll was added to the elective list</p> <p>Admin. Professional: MNTC credits changed from 18 to 15 credits. Program elective credits were changed from 3 to 6 credits. The program has also removed Goal Area 5 & 6 elective choices to any MNTC credits as long as the students meet three of the ten goal areas. Notes were placed on the program page to notify students of this requirement. ACCT 1104 Payroll was also added to the technical elective list.</p> <p>Program Name: Keep current program name.</p>
Director's Report	Bobbie	<p>Spring 2023 Enrollment</p> <p>ADMS Programs: Office Specialist: 8 (7 are online), and actually, the campus one is completing all online. Admin. Professional: 8 (5 online, 3 on campus)</p> <p>Unduplicated numbers: 10 (All students that have Administrative Professional or Administrative Office Specialist declared)</p> <p>College: Headcount for spring 2023: 2342</p>
Adjourned		6:00 p.m.