

Name: Administrative Professional Advisory Committee
Date: October 25, 2023
Time: 5:00 p.m.
Location: Blue Moose
Attendees: Cari Scarborough, Colleen Kukowski, Shaley Richards, Bobbie Taylor

Topic	Responsible Party	Discussion/Outcome
Old Business	Bobbie	<p>Program Changes: ADMS courses, 8-week schedule. In Fall 2023, the administrative program offered all the ADMS prefix courses as 8-week courses. Thus far, the feedback has been positive. Additionally, the MKTG courses are being held in the same format.</p> <p>The program does need to update the course learner outcomes to remove redundancies. The goal is to address this over the next year or two.</p>
Director's Report	Bobbie	<p>Fall 2023 Enrollment: 14 unduplicated students. Diploma has seven (7) students. AAS has eleven (11) students. College: Enrollment is up 1% from last year.</p> <p>ADMS Programs: Most students are declared online, and the students with the campus major announced typically participate through the online option.</p> <p>Advisory members believe that including Business Event Planning and Project Management in the program was a wise decision. They mentioned that in the past, the program occasionally suffered from excessive duplication.</p>
Adjourned		7:00 p.m.