

Name: Administrative Professional Advisory Committee
Date: October 29, 2024
Time: 5:00 p.m.
Location: Blue Moose

Topic	Responsible Party	Discussion/Outcome
Welcome	Bobbie	
Director's Report	Bobbie	<p>Fall 2024 Enrollment</p> <p>During the meeting, the following enrollment numbers were shared for the ADMS Programs:</p> <ul style="list-style-type: none">• Original numbers: 10 students (1 Diploma & 9 AAS) <p>Updated data shared on October 30 indicates the corrected enrollment figures:</p> <ul style="list-style-type: none">• ADMS Programs: 14 students (11 AAS, 3 Diplomas unduplicated) <p>College-wide enrollment is currently up by 5% compared to last year.</p>
Administrative Office Support Certificate Program	Bobbie	<p>The committee unanimously supports introducing an 18-credit certificate program in Spring 2024. This program is stackable with other administrative programs, providing foundational skills for entry-level positions in the industry. Initially presented to the Academic Affairs Standards Committee (AASC) in March 2024, the certificate awaits state approval, with a projected launch in Fall 2025.</p> <p><u>Administrative Office Support Certificate</u></p> <p>ACCT 1100 Prin. Of Bookkeeping 3 credits ADMS 1100 Keyboarding I 3 credits ADMS 1121 Business Office Mgmt 3 credits</p>

		ADMS 1116 Business Communications 3 credits CPTR 1104 Intro. to Computers 3 credits <u>MKTG 1108 Customer Relations 3 credits</u> Total credits 18
New Business		<p>The committee recommends updating the program name for the Administrative Professional AAS degree.</p> <p>Action Item: Bobbie will research potential new names for the program and present options to the council by the end of January. The goal is to submit the selected name change to AASC by February 2025.</p>
Next meeting March 2025		