

Name: Administrative Professional Advisory Committee
Date: March 3, 2025
Time: 5:00 p.m.
Location: Blue Moose
Attendees: Bobbie Taylor, Colleen Kukowski, Julie Solheim, Cari Scarborough, Amanda Kinney
Absent: Julie Fenning, Michelle Olderbak, Julie Rivard, Shaley Richards

Topic	Responsible Party	Discussion/Outcome
Welcome	Bobbie	
Director's Report	Bobbie	<p>Spring 2025 Enrollment:</p> <ul style="list-style-type: none"> • Administrative Programs: <ul style="list-style-type: none"> ○ AAS: 11 students ○ Diploma: 6 students • College-Wide Enrollment: <ul style="list-style-type: none"> ○ Full-year equivalent (FYE) is up by 8% ○ Full-time equivalent (FTE) is up by 10% <p>Program Sustainability:</p> <ul style="list-style-type: none"> • No updates at this time. • The college is in the process of developing a new Program Sustainability Rubric to assess program viability.
Program Name	Bobbie	<p>Program Name Discussion</p> <ul style="list-style-type: none"> • A discussion took place with the Dean in Fall 2024. The recommendation

		<p>was to table the program name change for now.</p> <ul style="list-style-type: none"> • The current name is still relatively new, and the college is prioritizing updates to assessment processes. • Given resource allocation priorities, delaying the name change is the most practical decision. • The committee should consider revisiting this topic in Fall 2026. <p>Top potential names for administrative programs:</p> <ul style="list-style-type: none"> • Administrative Assistant • Administrative Professional • Office Administration • Administrative Support • Administrative Professional Studies
College President		<ul style="list-style-type: none"> • The hiring committee is in the process of reviewing finalists. • Campus visits for candidates are scheduled for late March. • The college currently has: <ul style="list-style-type: none"> • Four interim deans • An interim president • A recently appointed Vice President
Next meeting		October 2025