

Administrative Professional Advisory Council Meeting Minutes

Date/Time: November 5, 2025, 4:00 p.m.

Location: Room 150 – East Grand Forks Campus

Present: Bobbie Taylor, Cari Scarborough, Julie Rivard, Julie Solheim, Amanda Kinney, Madison Brekken, Michelle Olderbak

Absent: Colleen Kukowski

Program Data Review

Credential	Fall 2024	Fall 2025	Change
Administrative Office Support – Certificate	0	3	+3
Administrative Office Specialist – Diploma	2	3	+1
Administrative Professional – AAS	6	5	-1
Total (Unduplicated)	8	11	+3

Enrollment increased from eight (8) unduplicated students in Fall 2024 to eleven (11) in Fall 2025 (+37.5%). Growth was driven primarily by the Administrative Office Support Certificate and Specialist Diploma. The AAS degree declined slightly by one student, indicating some migration toward shorter credentials. Overall, this trend demonstrates increased program visibility, improved advising communication, and stronger alignment with student completion goals.]

Program Name

Change Discussion

The committee discussed the need to update program titles and curriculum to reflect current industry trends, align with workforce needs, and remove outdated terminology associated with “administrative assistant” roles. Members agreed that names emphasizing business professionalism and technology will better represent the skillsets and career paths of graduates.

Recommended Name Changes:

The council reviewed administrative and business support program names from other high-enrollment MinnState institutions, including Anoka Technical College, Anoka-Ramsey Community College, Ridgewater College, and others with Business: Workplace & Technology or Office Professional emphasis areas. This benchmarking helped guide recommendations toward more modern, business-focused program titles.

Degree	Current Title	Recommended Title
• Certificate:	Administrative Office Support	Business Office Support
• Diploma:	Administrative Office Specialist	Business Office Specialist
• AAS Degree:	Administrative Professional	Business Office Professional

These updated names better reflect professionalism, business readiness, and alignment with industry language, reducing the stigma associated with traditional “administrative assistant” titles and helping promote upward mobility and enrollment growth.

Program Changes

Based on redundancy within the program sequence, the advisory council recommended the following curriculum adjustments to ensure students develop the advanced technology, management, and business communication skills necessary in the modern administrative field:

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Diploma Program:

- **Remove:** ADMS 1110 Word Processing
- **Add:** ADMS 2213 Advanced Office Applications
- **Remove from elective list:** CPTR 1106 Microcomputer Databases and CPTR 1132 Microcomputer Maintenance
- **Add to elective list:** ACCT 1128 Computerized Accounting I

AAS Degree:

- **Remove:** ADMS 1110 Word Processing
- **Add:** ACCT 1128 Computerized Accounting I
- **Remove from elective list:** CPTR 1106 Microcomputer Databases and CPTR 1132 Microcomputer Maintenance.
- **Add to elective list:** MKTG 2200 Principles of Marketing and BUSN 2210 Principles of Management.

ADMS 2213 Advanced Office Applications

- Remove ACCT 1124 Spreadsheet Concepts as the prerequisite.
- Move from ADMS 2213 from the fall to the spring semester.
- Update Learner Outcomes

These changes are designed to ensure that students are gaining skills aligned with today's technology-driven workplace, positioning graduates for a variety of industry roles and supporting career advancement opportunities.

Course Title Revisions

To improve accuracy and alignment with course content, the committee recommended that the following course title and learner outcomes be updated:

- ADMS 1100 Keyboarding I → ADMS 1100 College Keyboarding
- ADMS 1102 Keyboarding II → ADMS 1102 Advanced Keyboarding

Members agreed that these revised titles more clearly reflect the professional keyboarding and word processing skills developed in the courses and better represent the content students will master.

Industry Needs and Employability Trends

The committee emphasized the importance of maintaining flexibility in the curriculum to reflect evolving technology and communication platforms. Adding Advanced Office Applications will allow greater focus on Microsoft 365, Teams, Zoom, and Google Workspace integration. Incorporating Computerized Accounting I and business management coursework will enhance career readiness and align with employer expectations for multifaceted administrative professionals.

The meeting was adjourned at 5:40 p.m.