Business Office Professional Advisory Council Meeting Minutes

Location: Blue Moose

Date/Time: March 11, 2026, 5:00 p.m.

Attendees: Madison Brekken, Cari Scarborough, Julie Rivard, Amanda Kinney, Colleen Kukowski, Michelle Olderback, Bobbie Taylor

Guest: Dr. Joseph Agbeko, Dean of Liberal Arts

1. Introductions

The meeting began with introductions of all advisory council members. Dr. Joseph Agbeko attended the meeting to meet the committee and participate in program discussions.

2. Fall 2025 Recommendations Update

Program Name Changes (Effective Summer 2026):

- Administrative Professional → Business Office Professional
- Administrative Office Specialist → Business Office Specialist
- Administrative Office Support → Business Office Support

The name changes have been approved at the college level. The diploma and AAS program changes have been approved at both the state and federal levels. The certificate program is currently completing the approval process and no issues are anticipated.

Curriculum Changes (Effective Summer 2026):

- ADMS 1100 Keyboarding I changed to ADMS 1105 College Keyboarding
- ADMS 1102 Keyboarding II changed to ADMS 1106 Advanced Keyboarding
- ADMS 1110 Word Processing dropped and ACCT 1128 Computerized Accounting I added
- ADMS 2213 Advanced Office Applications moved to 2nd Spring
- SSCI 1101 Human Relations moved to 2nd Fall

Program Elective Changes:

- CPTR 1106 Microcomputer Database dropped
- CPTR 1132 Microcomputer Maintenance dropped
- BUSN 2210 Principles of Management added
- MKTG 2200 Principles of Marketing added

3. Enrollment Review & Trend

Enrollment trends were reviewed with the advisory committee:

- Administrative Professional AAS: Spring 2025 (7) → Spring 2026 (6)

- Administrative Office Specialist Diploma: Spring 2025 (7) → Spring 2026 (5)
- Administrative Office Support Certificate: Spring 2025 (3) → Spring 2026 (5)

The committee raised concerns regarding overall enrollment levels within the programs.

4. Recruitment & Marketing Efforts

Bobbie Taylor shared that the recent program name changes, along with marketing initiatives being led by Dr. Joseph Agbeko, are intended to increase awareness and enrollment.

Dr. Agbeko is currently developing a marketing campaign with a target implementation date of June 2026.

He is also working to expand use of the college's CRM system, Salesforce, which could support recruitment through automated communication with prospective students.

The CRM system could also be used for post-graduation follow-up surveys to better track graduate employment outcomes and identify the industries in which graduates are working.

5. Future Program Development

Dr. Agbeko is collaborating with the Computer & Networking Program Director to explore the development of an Artificial Intelligence program.

Potential AI-related coursework could benefit the Business Office programs by providing students with additional workforce-ready technology skills. Familiarity with AI tools may strengthen graduates' competitiveness in the job market and demonstrate modern technology competencies to employers.

6. Advisory Feedback

Advisory members discussed the importance of continued industry alignment and agreed that the updated curriculum and technology integration will help keep the program relevant to employer needs.

Action Items / Next Steps

- Continue progress on certificate program approval.
- Implement a marketing campaign targeted for June 2026.
- Explore integrating AI-related skills and tools into coursework.
- Investigate the use of Salesforce CRM for recruitment and graduate tracking.

Adjournment

The meeting concluded following a discussion of enrollment, marketing efforts, and future program opportunities.