Administrative Support Programs Advisory Committee
Meeting Minutes
Monday, September 12 -16, 2022 (Email Meeting)

Two program curriculum actions required advisory committee review/approval in order to continue through the college-wide curriculum procedure process. A request was made for committee members to review the curricular actions via email the week of September 12-16, 2022. Members who participated include Mindy Eggers, Marcy Heemeyer, Mackenzie Hubers, Barb Hussong, Brenda Kellen, Ashley Prins, and Angela Hoffman. Two committee members did not provide a response by the requested deadline.

PROGRAM CURRICULAR ACTIONS

1. Office Management, AS Program Closure

The Office Management, AS program does not meet the Business Transfer Pathway curriculum requirements; previous articulation agreements have expired. A request was made to close the 60-credit Office Management, AS program effective the end of fall 2022.

The motion to approve the request for program closure of the 60-credit Office Management, AS program at the end of the fall semester 2022 passed.

2. New Program – Office Management, AAS

A request was made for the approval of a new 60-credit Office Management, AAS program. The program will incorporate additional technical coursework to build and further strengthen office administrative skill sets. The program meets/exceeds the MnTC goal area requirements for an AAS degree.

Students who are currently enrolled in the Office Management, AS program will be able to complete the Office Management, AS degree requirements under their catalog of admission or be able to request a program/major change to the Office Management, AAS degree. No new students will be accepted into the Office Management, AS program effective/beginning spring 2023.

The motion to approve the request for the 60-credit Office Management, AAS program to begin in Spring 2023 passed.

NEXT MEETING

The next meeting will be held in the spring of 2023 unless program/curriculum needs arise.

Respectfully submitted,
Angela Hoffman