

MEMBERS: Jeff Tumbleson, Travis Martin, Amber Dunseith

TOPIC	DISCUSSION	ACTION
1. Call to Order	The meeting was called to order by: Jeff Tumbleson at 9:22am	
2. Introductions	All members introduced themselves.	
3. Agenda	Review Approval of the Agenda	Motion by: Travis Martin 2 nd : Amber Dunseith All In Favor Opposed
4. Minutes	Review Approval of the 2024 Minutes	Motion by: Travis Martin 2 nd : Jeff Tumbleson All In Favor Opposed
5. Reports from Committee Members	Introduced the Student Body Profile & Program Summary Headcount spreadsheets.	
6. Review of the Program Curriculum	<p>Jeff - discussed the ACCT/AGRI/BADM/REST Program updates.</p> <p>Jeff – Program Mapping was completed for ACCT & BADM Programs – seemd to match up pretty well. Lacking Group Work – looking at ways to incorporate.</p> <p>Jeff – Created the REST Broker Certificate. REST Broker students no longer need the 60 semester credits.</p> <p>Jeff – Working to create a Project Based Management Course & Certificate.</p>	

7. Review Enrollment and Graduation Rates	<p>Student Body Profile – Total enrollment continues to increase approaching pre pandemic numbers.</p> <p>AAB Degrees – remaining steady after a dip in 2022. RE Certificates also steady.</p> <p>Program Summary Headcount – BADM has had an increase, BADM REST is down this year and ACCT is holding steady over the last 2 years.</p>	
8. Update of the Current Future Industry Trends & Employment Outlook	<p>Amber – AI Jeff – We have incorporated AI assignments in most of our courses. Travis – The assignments are primarily looking at having Ai do something and the student critically analyzes the output.</p> <p>Amber – Word/Excel – Business Technology Jeff – We have a Free Microsoft Office web-based platform for students to use. Travis – Most courses have a project paper, and we require Excel as a course in our programs.</p> <p>Amber – Work Ethic Jeff – It is hard to teach work ethic.</p> <p>Amber – Manage Finances Jeff – Personal Finance has been added to the BADM Degree.</p> <p>Amber – Problem Solving Skills Travis – Many of the assignments in Accounting require problem solving skills. Jeff – In the Business program we have problem solving assignments that are specific to the course being taken and culminating with the students developing a Business Plan in the Capstone course.</p> <p>Amber – Conflict Management Jeff – conflict management is discussed in several classes in the Business Programs</p>	

<p>9. Employer Recommendations for Improvement <i>(list at least 5 from employer's)</i></p>	<ol style="list-style-type: none"> 1. AI – educate how to use 2. Manage Finances – many people need financial skills 3. Business Technology – many employers mention Microsoft Computer skills 4. Problem Solving Skills – employers need employees that can problem solve 5. Conflict Management – employers need employees 	
<p>10. Plan of Action <i>(for those listed in #9)</i></p>	<ol style="list-style-type: none"> 1. Continue updating AI Assignments to help better educate students on how to use it, rather than just critically analyze it. 2. Talk to adult students, taking Personal Finance to see what their thoughts are about the course. 3. Continue to look for additional Business technology that can be used in the workplace. 4. Continue looking for Assignments that improve Problem Solving Skills. 5. Incorporate Project Based Management course and Supervisory Certificate to help students with Conflict Management. 	
<p>11. Survey</p>	Complete the Individual Advisory Survey (<i>RETURN IN LOBBY FOR A GIFT</i>)	
<p>12. Adjourn</p>	<p>The meeting was adjourned at 10:10 am</p> <p><i>There being no further business to be discussed, the meeting was adjourned.</i></p>	<p>Motion by: Jeff Tumbleson</p> <p>2nd by: Travis Martin</p>