

# MINUTES

Office Systems

Advisory Committee Meeting

October 23, 2020 at 12:00 pm | Meeting called to order by Chae Budziak

---

In Attendance

---

Members Present:

Brenda Butz –

- x FA20 enrollment is down 14% compared to fall 2019 at the college. FA20 office system enrollment is down 45%, equivalent to 221 credit hours compared to FA19
- x Office Systems head count is up about seven percent, which is twenty students more over last year.
- x Department has streamlined course offerings and resequenced to align with programs in Business, Marketing Management and Computer Information Systems.

---

## Overview of the Office Systems Program

---

- x Committee was asked if there is anything additional that can prepare our students to gain new skills content to add or remove to prepare for gain employment?
  - o Teams, Zoom, Forms are important.
  - o Dare Bmnd 11 ( w9 Tc 0.003 Trk Tw [(a045sr.-0.00r3(nd 11 (045sr. Tm [(O)r)9 (o)-110 (d)-4-24

3. Success of completion is 81.2%
4. Capacity is 49.9%

---

## Next Meeting

---

February Friday Noon