



Business and Office Systems Advisory Committee

Meeting Date: April 23, 2025

Meeting Time: 9:00am

Location: Flex (On-Campus A1228 or Zoom Link)

<https://kish.zoom.us/j/87098601431?pwd=l1tRz8sZXwc4QpbD6tgI4bihSHfT5L.1>

- I. **Welcome & Introductions** – 5 minutes
- II. **College Updates** – 5 minutes
 - A. **Costs to Kish Students**
 - i. Review of changes that implemented in the 2024-2025 academic year and discussion of proposed changes for 2025-2026 academic year
 - ii. In 2024-25, the College completed the elimination of student fees and provided clarity to students in billing; easier for students to prepare for the costs of college.
 - iii. Textbook costs and affordability have been a high priority. In 2025-26, the College has proposed a tuition increase that would cover the costs for textbooks and digital materials for students. This would simplify the process of acquiring books and save students money during their time at the College.
- III. **Program Updates** – 10 minutes
 - A. **Spring 2025 Enrollment**
 - i. College-Wide Growth: Enrollment has increased by 11.3% over Spring 2024.
 - ii. Business: The Business (BUS) program recorded 243 credit hours in Spring 2025, reflecting a 3.6% decrease over Spring 2024 with 252 credit hours; a difference of 9 credit hours.
 - iii. Office Systems: The Office Systems (OS) program recorded 222 credit hours in Spring 2025, reflecting a 76.2% increase over Spring 2024 with 126 credit hours; a difference of 96 credit hours.
 - B. **Department Updates**
 - i. Student News, Field Trips/Experiences
 - ii. Department Events
 - iii. Other
- IV. **Employer and Industry Update** – 40 minutes
 - A. Industry Update/Employer Needs
 - B. Trends – What major trends and emerging technology in your areas of the industry?



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- C. Hiring – What major trends and emerging technology in your areas of the industry?
 - D. Skills – Any in-demand skills in industry?
 - E. Industry Shifts – Next 3-5 years?
 - F. Development – How do you upskill or reskill current employees?
 - G. Artificial Intelligence – Needs? Impacts? Opportunities? Applications?
 - H. Curriculum Guidance (if any)
 - I. Open Discussion
- V. **Next Meeting Date & Focus**
- A. TBD – Fall 2025 Semester