

Northland Community and Technical College
Advisory Committee Meeting Minutes
Accounting Career Programs
December 3, 2024

Attendance: Tracy Boman, Shannon Jesme, Trisha Stromsodt, Scott Berge, Chris Wolf

Reports: The committee reviewed the following items:

- Fall 2023 meeting minutes
- Current program offerings
- Enrollment updates
- Exit survey results
- Proposed Accounting program changes and supporting documents
- Human Resource Certificate supporting documents

1. Review of Previous Meeting Minutes:

After introductions, the committee reviewed and approved the minutes from the prior meeting.

2. Acknowledgment of Support:

All members were thanked for their continued support of the accounting program.

3. Program Changes Proposed and Approved:

○ **Suspension of the Accounting Clerk – Microcomputer Application Emphasis Diploma:**

The committee approved the suspension of this diploma due to low enrollment and outdated course content. The diploma, which has been in place for over 17 years, has not seen significant enrollment in recent years. Some courses in the program have not been offered due to low demand or outdated curriculum. This diploma will be replaced by the Accounting Technician diploma and Accounting certificate. The board approved these changes with the understanding that further modifications can be made, if necessary, for future approval.

○ **Human Resource Certificate:**

The committee approved the creation of a Human Resource Certificate, recognizing the need for industry knowledge in this area. This certificate will be a valuable addition to the program, as few similar certificates are offered within the Minnesota State system. A discussion was held regarding the responsibilities of human resources in smaller companies without dedicated HR departments, where these tasks often fall to accounting or administrative staff. The board approved the certificate, with the flexibility for further adjustments as needed.

4. Other Items Discussed:

○ **Interim President Shari Olson and College Presidential Search Update:**

An update on the current interim president and presidential search was provided.

- **Review of Northland's Accounting Programs:**

A review of the three accounting programs offered at Northland was conducted.

- **Student Exit Survey Results:**

The exit survey results met the program's goal of a minimum average score of 3 out of 4.

- **Curriculum Modification:**

A curriculum change was discussed due to the increase in college algebra credits from 3 to 4.

5. **Next Meeting:**

The committee agreed that a spring meeting would be held only if there is new business to discuss.

Adjournment:

The meeting was adjourned at 8:00 p.m.

Respectfully Submitted,

Tracy Boman