

BUSINESS AND OFFICE DEPARTMENT

ADVISORY COMMITTEE MINUTES

(General Secretary, Word Processing,
Legal Secretary, Medical Secretary)

Tuesday, May 22, 1990

The joint meeting of the Administrative Support and Accounting Advisory Committees met at 11:30 a.m. at the Best Western.

Members Present

Paul Ihle
John Novacek
Kim Johnsrud
Sue Schneider
Ardith Johnson
Joyce Halbasch
Edie Brandli
Marie Finney
Shelley McFarland
Barb Amiot
Norma Christianson
Eileen Hoefer
Retta Kotok
Bonnie Holmquist
Jan Nyflot

Members Absent

Kurt Marben
Chris Nelson
Ellen Homme
Ken Shaw
Melba Laidley
Debbi Anderson
Milly Simmons

Instructors Present

Olive Goldesberry
Julie Thorson
Loren Weigand
Ron Trontvet
Jerry Sachs

Following lunch, Ron Trontvet, Department Chairperson, called the meeting to order. There were no additions to the agenda.

Loren and Jerry explained the new FlexTime Program, which they have been working with this quarter. This program allows students to take one or more courses at their convenience. During Fall Quarter, 1990, the Flex Lab will be open during the day and two nights a week. The instructors have visited Flex Labs at the Brainerd and Bemidji Technical Colleges and this has been a very successful concept.

Ron asked for suggestions on whether or not we should keep the IBM Displaywriters and the IBM System/36. Following a discussion, Paul Ihle moved that we sell the Displaywriters and the System/36. The motion was seconded by Tom Kays. Motion carried.

Roger DeLap pointed out that there seems to be a demand for company retraining and that the Business and Office Department should actively pursue customized training under the FlexTime Program.

LEGAL SECRETARY

The recommendation by Sue Schneider to have more exposure to typing/keyboarding briefs was discussed. Joyce Halbasch will highlight sections of a recent book she received on Legal Citations and share it with instructor, Julie Thorson. John Novacek recommended using the Minnesota Rules of Civil Procedure to obtain specific rules for briefs. The group felt that this area should be limited to the Minnesota Court of Appeals and the Minnesota Supreme Court.

Julie requested assistance from the Committee in updating as changes are made in Minnesota laws and procedures as they affect the Legal Secretary curriculum.

The members reviewed the curriculum and were advised that changes are expected to be made in the near future by the State Department.

The recommendations from the 5-year evaluation, conducted on April 19, 1989, were reviewed by the Committee and recommendations were made as follows:

1. Advisory Committee Meetings: Meetings should be held two times a year, with one of these held at the Technical College. The group would prefer to meet over lunch.

2. Student Internship: The Committee felt that this would be a valuable learning experience; however, the lack of space in offices and time to spend with interns was brought up. The students could use 3 elective credits for this internship, and the Committee felt that the internship could be completed during the second or third quarter. Julie Thorson will pursue the internship and contact Northland Community College for expertise (their paralegals currently intern).

3. Advisory Committee Members: Julie asked for recommendations for new members, and she was advised to contact one of the paralegals from Duffy Law Office to serve on the Committee.

4. Speed Building on 10-Key: Students have the opportunity to take a 1 credit elective course on Electronic Calculators. The Committee felt that this was sufficient and 10-Key speed building should not be added to any other course curriculum.

5. Alternate Course Times: Julie explained that most full-time students prefer taking courses during the day and that the courses that are successful in the evening seem to be general computer courses. The Committee agreed, and specialized courses will continue to be offered during the day.

6. CLE Courses: Paul Ihle volunteered to see that Julie receives the mailings on area CLE courses.

7. Instructor Internship: Julie has received permission to participate in a 3-week Business/Industry Internship Program for Vocational Teachers funded by the State of Minnesota. She plans to complete this internship during the summer, 1990.

8. TC and NCC Cooperation: Advisory Committee members questioned whether there has been any cooperation. At the present time, there is no cooperation; however, the Business Instructors from the TC and NCC will be meeting in the future to pursue cooperative efforts.

The Committee members also discussed equipment and software. John Novacek volunteered Chris to provide copies of the deeds that they have put on the computer. Julie will contact Chris.

WORD PROCESSING

Flextime was discussed further; this was an addition since the last meeting. The group was in support of the program, its extended hours, and self-paced learning and thought it could be expanded to other communities.

Another curriculum change discussed was the two-year secretarial program. This is still trying to be added in conjunction with Northland Community College. The students would have the option of taking a second year and getting an A.A.S. Degree. The cooperation between the two schools is still a big problem.

Marie asked about the student resource room that has been needed for years. The quiet room that was available for part of the day has been taken away. Now it looks like we will have to wait for the next bonding bill. In the proposal for the main campus is a resource room for all the main campus TC students.

Concern was expressed by Marie, Edie, and Shelley about the lack of job skills demonstrated by many of the applicants that they get. Dress was the first big concern, followed by oral and

written skills. The TC should make sure they go out with the proper training in the job skills areas.

The five year state evaluation by the state will be covered at the next meeting, hopefully in the fall. Marie suggested two meetings a year, which would keep the advisory members more current with the TC happenings, and therefore better allow them to serve the school in their advisory capacity.

MEDICAL SECRETARY

The minutes from the Medical Secretarial Advisory Committee from last September were read. Copies of the new brochure developed for the program were distributed as well as copies of the placemat which had been sent to cafes in northwestern Minnesota this past spring.

The status of enrollment for the fall was discussed. Olive Goldesberry commented that applications accepted for the Fall Quarter was up. Discussion was held as to how brochures could be distributed and the committee members felt that copies should be sent to area clinics and hospitals and perhaps a display area could be set up to advertise this occupation.

Discussion was held as to how the extending the day had affected enrollment in the Medical Secretarial Program. It was decided that in the best interest of the daytime student, courses such as Anatomy and Medical Terminology should be offered during the day. If there was a need for an evening course, this could be offered flextime and this fall the specialized advanced courses for medical secretarial students will be offered this way.

The recommendations from the five-year evaluation were discussed. Each item was addressed and the course of action taken was reviewed.

The advisory committee felt that there is a need for a course in coding in the area and after discussion, Eileen Hoefer agreed to consider teaching such a class. With the help from Olive Goldesberry, a course syllabus will be written. Hopefully this course could be added to the catalog this summer.

Respectfully submitted,

Loren Weigand
Julie Thorson
Olive Goldesberry