

BUSINESS AND OFFICE DEPARTMENT

ADVISORY COMMITTEE MINUTES

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

Monday, May 6, 1991

The Administrative Support Advisory Committee met at 7:00, following a dinner and all-school advisory meeting at the Technical College Commons.

Members Present

Paul Ihle  
John Novacek  
Ellen Homme  
Joyce Halbasch  
Norma Christianson  
Retta Kotok  
Jan Nyflot  
Edie Brandli  
Marie Finney  
Ken Shaw

Members Absent

Kurt Marben  
Kim Johnsrud  
Sue Schneider  
Ardith Johnson  
Sherry LaCoursiere  
Debbi Anderson  
Eileen Hoefer  
Milly Simmons  
Bonnie Holmquist  
Melba Laidley  
Shelley McFarland  
Barb Amiot  
Ted Leister

Instructors Present

Olive Goldesberry  
Julie Thorson  
Loren Weigand

The Administrative Support Advisory Committee discussed coring, general studies, and North Central Accreditation. The members expressed the following concerns:

- That courses should not be taken from major studies to incorporate general studies.
- That many courses require student interaction and would not lend themselves to a large lecture.
- That specialized training should not be taken away from the students.
- That class size should be considered.
- That teachers must be qualified to be assigned to teach courses in the general studies area.

A motion was made by Ken Shaw and seconded by Retta Kotok to support the concepts of North Central Accreditation. Motion carried.

The members broke into three groups: General Secretary and Word Processing, Medical Secretarial, and Legal Secretarial.

### **MEDICAL SECRETARIAL**

Proposed changes to be made in the Medical Secretarial curriculum statewide were discussed and the members felt these should be implemented locally. The changes are as follows:

- . Make Keyboarding I a prerequisite.
- . Incorporate the Indexing and Filing course into the Medical Office Procedures course.
- . Add an Applied Medical Terminology class (students would now be able to get two quarters of medical terminology).
- . Add a Medical Insurance/Coding class.
- . Add Medical Machine Transcription III as an elective for the student whose strengths are in transcription.
- . Add a Keyboarding III class as an elective for students who need to increase keyboarding skills.

Other changes made in the curriculum which were discussed were those which affected our school only and not on a statewide basis were as follows:

- . Replace Human Relations/Personal Development and Job Seeking/Keeping with Career Management I and II. This change would allow our Division to core with other programs in the school since course content is the same.
- . Leave Business Communications as a required core course since "the basics" are so important, and make Oral Communications a suggested elective.
- . Add Library Orientation to the curriculum since our Technical College desires to become North Central accredited.

The length of the internship program was discussed. It was felt that if a student wanted to specialize in one area such as

transcription or insurance, that one credit of internship be offered rather than the usual three credits.

ADVISORY MINUTES

Page 3

Recruitment was discussed and the importance of high school visitation was emphasized. Olive Goldesberry indicated she would be willing to visit schools along with other instructors from various departments to make recruitment a unified effort.

#### **LEGAL SECRETARY**

The members reviewed and discussed the curriculum and recommended the following:

Indexing and Filing (ADS1819) be incorporated into Legal Office Procedures and a 2 credit keyboarding course be added to the required courses.

In order to satisfy the requirements of coring, general studies and North Central, the following changes will be made in the curriculum, effective Fall Quarter 1991:

Human Relations/Personal Development (ADS1818) will now become a general studies course, Career Management I. There will be no change in course content.

Job Seeking/Keeping Skills (ADS1825) will now become a general studies course, Career Management II. There will be no change in course content.

Library Orientation (a general studies course to satisfy North Central requirements) will be added to the curriculum. This 1 credit course will replace Professional Development I (ADS1842), which will become an elective.

#### **GENERAL AND WORD PROCESSING SECRETARY**

Marie Finney, Edie Brandlie, Ken Shaw and Loren Weigand discussed combining courses to meet the curriculum changes that are being proposed. Also, a two-year secretarial course would provide the time needed to get in the additional courses. A longer program would provide time for an internship and work into the possible state-wide merger.

Concern was raised about students being able to adapt to a 40-hour work week after having a light and flexible class schedule.

Respectfully submitted,

Loren Weigand, Olive Goldesberry,

Julie Thorson