

## BUSINESS AND OFFICE DEPARTMENT

### ADVISORY COMMITTEE MINUTES

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

Thursday, May 7, 1992

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

#### Members Present

Joyce Halbasch  
Sue Schneider  
John Novacek  
Sherry LaCoursiere  
Roger DeLap  
Ron Hanson  
Michelle Benton  
Ted Leister  
Jan Nyflot  
Retta Kottok  
Ken Shaw  
Linda Goulet  
Ken Olson  
Eileen Hoefer  
Debbi Anderson  
Marie Finney  
Edie Brandli

#### Members Absent

Paul Ihle  
Kurt Marben  
Ellen Homme  
Kim Johnsrud  
Milly Simmons  
Norma Christianson  
Bonnie Holmquist  
Ken Schmalz  
Don Jonson  
Melba Laidley  
Barb Amiot  
Shelley McFarland  
Kathy Kvick

#### Instructors Present

Olive Goldesberry  
Julie Thorson  
Loren Weigand  
Ron Trontvet  
Jerry Sachs

The Advisory Committee members briefly toured the Business and Office Department. Since there is much uncertainty in the future direction of the department because of the merger, the Advisory Committee and the Business Department staff met informally to discuss the following topics:

**Merger** - The Technical Colleges in Thief River Falls, Bemidji, East Grand Forks, Moorhead, Detroit Lakes, and Wadena will officially become Northwest Technical College on July 1, 1992. We discussed what ramifications this would pose for us and concluded that we don't know much at this point and that, as a staff, we must keep informed and involved.

**Equipment** - We have been informed by administration that the IBM Personal System 2 computers, which were moved from room 105 to the Aviation Campus, will be returned to us this fall. We plan to use these computers in the Flex Lab, giving us 20 stations in that room. Permission was also given to replace some of the transcribers.

**Curriculum** - Discussion centered on the future need of the Northwest Technical College to have one catalog for all six campuses with the curriculum being the same in each school. Instructors will be meeting in the next year to attempt to accomplish that goal.

Class size in the GOS (general studies) area was addressed. Olive Goldesberry commented on teacher/pupil ratio in the Career Management and Library Orientation courses.

**Fall Enrollment** - Enrollment seems to be ahead of where we normally are at this point in time.

**Tech Prep** - Julie explained the concept of Tech Prep, which involves creating another track for high school students to follow in the technical fields; Bev Arntson is the coordinator of this program. The schools participating in this special grant are Lincoln High School, Northland Community College, University of Minnesota, Crookston, and the Thief River Falls Technical College. The instructors from these schools have been meeting and working on Tech Prep; we expect the end result will be an easier transition from high school to technical education and increased enrollment.

**Membership** - The suggestion was made to review the membership of the Advisory Committee in the Fall.

The next Advisory Committee meeting is tentatively set for Fall, 1992.

Respectfully submitted,

Julie Thorson, Loren Weigand,  
Olive Goldesberry, Jerry Sachs,  
Ron Trontvet