

BUSINESS AND OFFICE DEPARTMENT

ADVISORY COMMITTEE MINUTES

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

Tuesday, April 6, 1993

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
Barbara Beito
Roger DeLap
Ron Hanson
Michelle Benton
Linda Goulet
Ken Olson
Edie Brandli
Norma Christianson
Jan Nyflot
Retta Kotok
Debi Anderson

Instructors Present

Olive Goldesberry
Eileen Hoefer
Julie Thorson
Loren Weigand
Jerry Sachs
Ron Trontvet

Members Absent

Paul Ihle
Kurt Marben
Ellen Homme
Kim Johnsrud
Milly Simmons
Bonnie Holmquist
Marie Finney
Ken Schmalz
Don Jonson
Melba Laidley
Barb Amiot
Shelley McFarland
Kathy Kvick
Sue Schneider
Sherry LaCoursiere
John Novacek
Ken Shaw
Ted Leister

The Advisory Committee members briefly toured the Business and Office Department and then discussed the following agenda items:

1. Tech Prep - Ron updated the Committee on the developments of Tech Prep. The accounting instructors at the Technical College and Lincoln High School will be cooperating in this effort during the upcoming 1993-94 school year.
2. Program Review - Julie explained the Program Review process which both the Administrative Support and Accounting Programs participated in this year. This involved a self-study process and reviewing the programs for the past three years using 21 identified criteria.

3. General Studies - Olive reported on the General Studies program, of which she is the chair. Our General Studies courses consist of Career Management I (human relations and sexual harassment), Career Management II (job search), and Library Orientation. Every student at the Technical College is required to take these courses.
4. Post-Secondary Options - We have a limited number of post-secondary options students in our Business programs (most of these high school students are from Goodridge).
5. Flex Update - Loren updated the Committee on the number of students enrolled in courses on a flexible basis. This program continues to be very beneficial for students who just want to take a course or two and do not wish to attend on a structured basis. Students have also entered our regular programs after completing courses in the flex lab.
6. Crime and Safety - Olive serves on this committee and reported on the activities relating to crime and safety in our school.
7. Equipment - Our department purchased 20 new Sony transcribers in December. Our immediate equipment needs are calculators, chairs for rooms 107 and 108, and software. Software suggestions included Microsoft Works and Great Plains. Our equipment needs in the future will focus on maintaining up-to-date computers, printers, and software.

The Committee adjourned to their individual program areas and discussed enrollment, placement, curriculum, and internships.

Legal

The members spent the majority of time discussing internship opportunities and requirements. They felt that the student should be in her last quarter and have maintained at least a C average; internships should remain as an elective. Julie indicated that the curriculum alignment process with Northwest Tech would begin in the fall and that all the Administrative Support programs would be offering these aligned programs in the fall of 1994. She also indicated that the staff would be applying for the Associate of Applied Science programs in Secretarial, Legal and Medical. These programs would be offered in conjunction with Northland Community College.

Medical

The upcoming changes in the Medical Secretarial curriculum were discussed. Areas of emphasis in medical insurance and transcription will perhaps be added and the Advisory Committee felt this would be good as students in the one-year program get only an acquaintanceship with these areas. If additional credits were added to the program, additional courses in transcription and coding could be added to make a student stronger in those areas.

Internships were discussed and the Committee felt that since internship was so valuable, it perhaps should not be an elective. Criteria for internship was discussed and the Committee felt that a student should have at least a C average and at least three credits of internship should be taken rather than just one credit as that would get to be a shadowing experience.

General Secretary/Word Processing

The additional quarter was discussed with the general feeling that it would not be monetarily beneficial to the students to take one more quarter. Even having students taking an additional year to get an AAS degree would be questionable on a monetary basis. The group did feel that any additional training is good and also helps the students get their foot in the door, if not in higher starting salaries.

If additional courses are offered, Marie stressed that improvement in writing skills are needed. Edie mentioned that internships are valuable in the transition from school to job.

A good discussion followed about the changes taking place at the TC and at Digi-Key. The TC is experiencing declining numbers, while Digi-Key has continued their fantastic growth. Marie credits their success to good timing and a very good group of employees.

Accounting

The minutes of the Accounting Advisory Committee are attached.

The next Advisory Committee meeting is tentatively set for Fall, 1993.

Respectfully submitted,

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