

BUSINESS AND OFFICE DEPARTMENT

ADVISORY COMMITTEE MINUTES

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

Tuesday, April 12, 1994

The Administrative Support and Accounting Advisory
Committees met at 7:30, following a dinner and all-school
advisory meeting at the Technical College Commons.

Members Present

Ellen Homme
Bonny Stechmann
Bonnie Holmquist
Norma Christianson
Debi Anderson
Theresa McNerney
Joyce Brinkman
Michelle Benton
Roger DeLap

Instructors Present

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

Members Absent

Paul Ihle
Kurt Marben
John Novacek
Kim Johnsrud
Sue Schneider
Barbara Beito
Joyce Halbasch
Lori Johnson
Retta Kotok
Milly Simmons
Jan Nyflot
Ken Shaw
Edie Brandli
Shelley McFarland
Marie Finney
Melba Laidley
Barb Amiot
Kathy Kwick
Ted Leister
Kenneth Olson
Linda Goulet
Don Jonson
Ken Schmalz

The Administrative Support meeting was called to order.
Debi Anderson moved that the minutes of the previous meeting be
approved. The motion was seconded and carried.

The faculty explained the program alignment process which
they have worked on since the beginning of the school year. This
process involved the alignment of the curriculum with the other
five schools in Northwest Technical College. The process has
basically been completed, and a list of the Administrative
Support programs which will be offered in the 1994-95 school year
was presented. The faculty is still awaiting final approval of
the three Associate of Applied Science degree programs:
Administrative Secretary, Legal Administrative Secretary, and
Medical Administrative Secretary.

Also discussed was the upcoming merger with Northland Community College in July 1995. For the 1994-95 school year, Northwest Technical College - Thief River Falls will be included in the Northwest Tech catalog and the Northland Community College catalog.

The Committee discussed software and the members indicated what word processing software was currently being used in the organizations they represent: State offices - WordPerfect 6.0; Riverview Hospital, Crookston - WordPerfect 6.0; Dickel Law Firm, Crookston - Microsoft Word; Northwest Medical Center - specialized software on their network.

The Committee also discussed software for graphics and database. It was suggested that the faculty contact Gail Holland at Northwest Medical Center for assistance in these areas.

The Committee then adjourned to discuss the curriculum in the specialized areas.

Legal

It was noted that "Common Sense" was not listed on the curriculum! How can we teach this concept? Ellen Homme thought the Legal curriculum looked very good. If and when we merge with Northland, should we offer the AAS degree in Legal Administrative Secretary or pursue cooperation between the Legal Secretary program and Northland's Legal Assistant program?

Word Processing/General Secretary

The Word Processing and Secretary/Receptionist curriculum was discussed in detail. No suggestions for changes were given. Bonny Stechmann talked about the tests available at Job Service, including the Consolidated Clerical Test. She also mentioned the State Bulletin, which gives state job listings. The faculty is interested in ordering this bulletin through the Placement Office.

Medical

The Medical Secretarial Advisory portion began with the introduction of the new member to the committee, Joyce Brinkman. Joyce brings expertise from the nursing home scene. Suggestions for other members were elicited and names from individuals working in nursing homes, eye care, and home health were given.

The new curriculum was distributed and explained. The major changes were areas of emphasis in coding, insurance and transcription. New courses such as Pharmacology, CPT Coding and ICD-9 Coding were looked upon as welcome additions. Olive

explained how some classes have now become Applied Studies and therefore would perhaps not be under the ADS licensure. These courses are Introduction to Anatomy and Physiology and Human Relations. The sequencing of courses was also discussed as well as the likelihood of having an adequate number of students in each of these areas.

Ways to recruit new students were discussed and it was felt that the Health Occupations classes in area high schools was a good place to start. Eileen Hoefer indicated she would speak with Ila Flesche from Lincoln High School in Thief River Falls about the courses offered in the Medical Secretarial Program here. Theresa McNerney indicated she had been at a health fair and adequate time was not given for her to explain this field and that that experience was a waste of time.

Accounting

The Accounting minutes are attached.

It was suggested that the Advisory Committee meet in the fall for a noon meeting.

Respectfully submitted,

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