

**BUSINESS AND OFFICE DEPARTMENT**

**ADVISORY COMMITTEE MINUTES**

**Administrative Support and Accounting**

**Tuesday, November 22, 1994**

The Administrative Support and Accounting Advisory Committees met at the Evergreen Eating Emporium at 12 noon.

Members Present

John Novacek  
Bonny Stechmann  
Kim Johnsrud  
Norma Christianson  
Debi Anderson  
Theresa McNerney  
Joyce Halbasch  
Michelle Benton  
Lori Johnson  
Ken Shaw  
Edie Brandli  
Marie Finney  
Kenneth Olson  
Linda Goulet  
Nancy Tofte

Members Absent

Paul Ihle  
Kurt Marben  
Ellen Homme  
Bonnie Holmquist  
Sue Schneider  
Barbara Beito  
Joyce Brinkman  
Milly Simmons  
Jan Nyflot  
Shelley McFarland  
Melba Laidley  
Barb Amiot  
Kathy Kwick  
Ted Leister  
Ken Schmalz  
Roger DeLap

Instructors Present

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

The Administrative Support and Accounting Advisory Committee meeting was called to order and introductions were made. Ken Shaw moved that the minutes of the previous meeting be approved. The motion was seconded by Linda Goulet and carried.

Julie Thorson made a report of recommendations from the last Advisory Committee meeting on April 12, 1994. In 1993-94, Northwest Technical College - Thief River Falls applied for three Associate of Applied Science degree programs. Medical Administrative Secretary was approved; Administrative Secretary and Legal Administrative Secretary were not approved. NTC - TRF will reapply for these two programs this year. NTC and Northland

Community College issued a joint registration publication for Winter Quarter. This is the beginning of many joint efforts by the two schools. The staff is teaching WordPerfect 6.0 in Word Processing this year; they are still searching for teaching materials and software for graphics and database and welcome suggestions from committee members. The State Bulletin, which gives state job listings, is available to students through the Placement Office at NTC.

Handouts were made available on the 1994-95 aligned curriculum, and Olive Goldesberry explained the new course offerings and changes in curriculum and also explained how a quarter-by-quarter plan is available in order that students may develop an individual program plan. A copy of the course syllabi for all Administrative Support courses was made available to committee members. A motion was made by Theresa McNerney to approve the Administrative Support curriculum and course syllabi. The motion was seconded by Debi Anderson and carried.

Jerry Sachs made a similar presentation on the Accounting curriculum and course syllabi, explaining the changes and impact on the Accounting program. A motion was made by Linda Goulet to approve the Accounting curriculum and course syllabi. The motion was seconded by Nancy Tofte and carried.

Olive also presented the suggested General Education requirements for the Medical Administrative Secretary AAS degree program. She added that these requirements would also apply to any other Administrative Support AAS degrees. A motion was made by Marie Finney to approve these General Education requirements. The motion was seconded by Ken Shaw and carried.

Enrollment figures were given by Olive for the Administrative Support and Accounting programs. She indicated that our enrollment is down this year and that the instructors will be recruiting at high schools throughout the year.

Julie explained and presented the Program Outcomes for the Administrative Support programs. A motion was made by Ken Shaw to approve these Program Outcomes. The motion was seconded by Bonny Stechmann and carried.

Jerry made a similar presentation on the Accounting Program Outcomes. A motion was made by Linda Goulet to approve these Program Outcomes. The motion was seconded by Michelle Benton and carried.

Ron Trontvet reported on the merger activities between NTC - TRF and Northland Community College, which will take place on July 1, 1995. He also reported on notebook computers. The school has purchased ten notebook computers for the staff to use this year. All members of the Business & Office staff have these

computers and will receive training during the year. The staff will then make recommendations on whether or not to adopt the computers next year.

Julie reported on North Central Accreditation. The self study is now complete, and NCA will make their on-site visit on February 6-7-8, 1995.

Loren Weigand gave a report on the Flex program, including numbers of students and courses.

John Novacek raised some concerns regarding the Legal Administrative Secretary AAS degree program. Is this program too much like the Legal Assistant program at Northland Community College? Do we need both of these programs? Julie will research this issue before reapplying for the Legal Administrative Secretary program.

Congratulations to Lori Johnson - winner of the NTC sweatshirt!

The next meeting is tentatively scheduled for spring, 1995.

The meeting adjourned at 1 p.m.

Respectfully submitted,

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