

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

Administrative Support / Accounting

Advisory Committee Minutes

Wednesday, April 22, 1998

The Administrative Support and Accounting Advisory Committees met following a campus-wide advisory committee dinner. The following were present:

Norma Christianson

Lynn Dyer

Edie Brandli

Marie Finney

Pam Cwikla

Bev Thompson

Renae Seibel

Marcia Sandahl

Roger DeLap

Michelle Benton

Nancy Tofte

Instructors:

Julie Thorson

Kathy Olson

Olive Goldesberry

Ron Trontvet

Dave Patten (Marketing)

Kathy Olson was introduced as the new Flex instructor for Administrative Support, and she reported on the Flex enrollment numbers for this year: Fall Quarter - 29; Winter Quarter - 109; Spring Quarter - 88. The majority of students taking courses by a flex arrangement are our daytime students.

Dave Patten was also introduced as the new Marketing, Management and Sales instructor. Dave started teaching Spring Quarter and is beginning to set up his own advisory committee. He asked for recommendations for the Marketing advisory committee.

The minutes of the last meeting, held on April 22, 1996, were reviewed. Many positive changes have been made since that time. The instructors are teaching full time, and the Medical Secretarial program has been reinstated. The current programs in Administrative Support and Accounting were reviewed. The instructors reported that enrollment is building, classes are full, and graduates are employed.

The instructors reviewed the semester curriculum, which will be implemented next fall. The committee questioned whether there was state leadership in developing this curriculum. The instructors statewide did get together and share ideas, but each campus developed its own curriculum, and there is no state standard. This will probably lead to difficulties in transfer from one school to another. (For those unable to attend the meeting, the curriculum is enclosed.)

A handout was given to the committee on the software currently being used in various courses and the proposed software changes for next year. Roger DeLap suggested that the school do a survey of business and industry in Northwestern Minnesota to determine what software is being used. The committee strongly felt that the Administrative Support students need to be proficient in more than one word processing program. In addition, the committee recommended that the program titles should be revised to exclude the term "Secretary." Some suggestions included Administrative Support Staff, Administrative Assistant.

The following motions were presented and passed unanimously:

1. Motion by Nancy Tofte; second by Lynn Dyer:
The Administrative Support programs should maintain both Word and WordPerfect word processing software programs and upgrade to Word 97 and WordPerfect 8.
2. Motion by Roger DeLap; second by Marie Finney:
First-year Administrative Support students should be required to lease a laptop computer for the 1998-99 school year.
3. Motion by Roger DeLap; second by Michelle Benton:
The Administrative Support and Accounting advisory committees recommend that adequate equipment (electronic sales register / computerized cash drawer with scanner) should be provided for the Marketing, Management and Sales program.
4. Recommendation:
Nancy Tofte recommended that Red Wing Point of Sales software be provided for the Marketing, Management and Sales program. Our school currently has a license for Red Wing software, so the cost should be minimal.

5. Suggestion:

Nancy Tofte suggested that a course on Windows 95 be offered through the Flex program. She has had a number of requests for this course.

The instructors expressed appreciation to the new committee members for agreeing to serve on an advisory basis and also to the faithful members who continue to support Northland and our programs.

The meeting adjourned at 8:15. Next meeting (a luncheon meeting) is tentatively scheduled for Fall, 1998.

Respectfully submitted: Julie Thorson