

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE
Administrative Support/Accounting
Advisory Committee Minutes
Tuesday, March 30, 1999

The Administrative Support and Accounting Advisory Committees met in Room 134 following a campus-wide advisory committee dinner. The following were present:

Norma Christianson
Marie Finney
Pam Cwikla
Bev Thompson
Marcia Sandahl
Roger DeLap
Kim Johnsrud
Lori Johnson
Ken Olson

Instructors:
Julie Thorson
Kathy Olson
Olive Goldesberry

The minutes of the last meeting were reviewed. Roger DeLap moved to accept the minutes and Pam Cwikla seconded the motion.

Julie Thorson gave the following report on the recommendations from the last advisory meeting:

The suggestion of a survey of software being used in businesses in NW Minnesota had been given to Administration and no action had been taken thus far. Members commented on software being used in their businesses and Julie commented that Word 97 and WordPerfect 8 are currently being taught in the Administrative Support programs.

The recommendation that program titles be revised to exclude the term "secretary" would be discussed in curriculum changes later in the meeting. Pam Cwikla indicated her title had been changed from executive secretary to administrative assistant and this was perhaps a good recommendation.

The recommendation that students be required to lease laptop computers for the 1998-99 school year had been implemented in the Fall.

The recommendations regarding equipment and software for the Marketing, Management and Sales Program had been turned over to the new instructor in that Program.

The suggestion that Windows 95 be offered through the flex program had been discussed but not implemented at this time due to the difficulty in putting it in place.

Julie Thorson asked for additions to the agenda. Marie Finney responded with a suggestion that consideration should be given to alternatives to offering classes in the evening so students could be given more employment opportunities. Some programs have many evening courses with mandated attendance making employment in the late afternoon and evening impossible even though the salary is very good and consideration would be given to hiring these students. Members felt that offering more courses through the internet or through the flex program could be a solution to the problem.

Olive Goldesberry discussed the current status of the programs, indicating we are currently offering three diploma programs and three AAS degree programs with approximately 40 students enrolled full-time in these programs. She indicated the flex program has been helpful in allowing students to take courses in a less structured setting and allowing students to take courses which otherwise would cause a schedule conflict.

Changing the program titles, which had been recommended at the last advisory committee meeting, will be implemented for the 1999-2000 school year. The recommendation from the committee was that the former titles be included in the description. The changes are as follows:

Secretary/Receptionist (Diploma) to Administrative Support (Diploma)
Administrative Secretary (AAS Degree) to Administrative Support (AAS Degree)
Legal Secretary (Diploma) to Legal Administrative Support (Diploma)
Legal Administrative Secretary (AAS Degree) to Legal Administrative Support (AAS Degree)
Medical Secretary (Diploma) to Medical Administrative Support (Diploma)
Medical Administrative Secretary (AAS Degree) to Medical Administrative Support (AAS Degree)

Comparisons between the requirements in the programs for 1998-1999 and 1999-2000 were made with the recommendation from the faculty that the credit value of Introduction to Computers be increased from two to three. Rationale for this increase includes the need to expand the content of the course and align it with Computer Utilization. This would allow the students the option to take either course to meet the program requirement. A motion was made by Roger DeLap and seconded by Marie Finney that this recommendation be implemented.

Kathy Olson discussed the Business Software Specialist/Help Desk proposed degree option (see attachment). A motion to recommend pursuing this new program was made by Marie Finney and seconded by Roger DeLap.

The pros and cons of requiring students to lease laptops were discussed. Questions were raised regarding any possible upcoming changes in financial aid to assist students in renting laptops to whether the school was including laptop labs when planning for the future in the upcoming remodeling. The consensus in this committee was the laptop use should be encouraged but not required and the College should consider subsidizing students for the lease of such equipment.

Further recommendations on equipment and software was sought. Julie Thorson indicated that the three Administrative Support instructors had just returned from a Course Technology National Conference and that Office 2000 is coming out this year and so is Windows 2000. This software will perhaps be installed in the fall of 2000.

Julie Thorson indicated the future of our programs looks strong and there is a need for our graduates. Mention was made about the future of the Accounting Program as the instructor, Ron Trontvet, is retiring this year and according to MNSCU, this program will become a liberal arts one. The loss of the technical emphasis was discussed.

Appreciation was expressed by the instructors to the committee members for serving so faithfully and giving support to our programs. The names of potential members were solicited and the recommendation that current students serve on the Committee was made.

Upon the giving away of several prizes, the meeting was adjourned at 8:45.

Respectfully submitted,

Olive Goldesberry