

Northland Community and Technical College  
Administrative Support/Accounting  
Advisory Committee Minutes  
Monday, March 27, 2000

The Administrative Support and Accounting advisory committees met in Room D62 following a campus-wide advisory committee dinner. The following were present:

Paul Ihle	Instructors:
Ken Schmalz	Julie Thorson
Eileen Hoefer	Kathy Olson
Marie Finney	Norma Konschak
Pam Cwikla	

The minutes of the March 1999 meeting were reviewed. Marie Finney moved to accept the minutes. Pam Cwikla seconded.

Julie Thorson reported on the recommendations from the last advisory meeting:

Course time offerings were discussed. Employers who hire our students would like alternatives to our regular night course offerings, including more flex classes and perhaps some online courses. We have not been able to expand our flex program and will, in fact, not be offering flex courses in the fall. The Administrative Support instructors have made plans to seek training for offering online courses in the future.

The Curriculum Committee has approved increasing the Introduction to Microcomputer course from two credits to three credits. The change will be implemented in Fall 2000.

We have received approval from MnSCU for the Software Support Specialist major to be added to the Administrative Support program. Specialized courses are being planned and the new major will be offered beginning Fall 2000. Prospective students have already begun to express interest in enrolling in the program.

We do not have current students on our advisory committee at this time but will include a student member in the 2000-2001 academic year.

Members commented on the advisability of Administrative Support developing a written software survey and making it an ongoing tool to help in decisions about which software we should be teaching.

Quality of Administrative Support students was discussed. Instructors felt that students were entering the program with insufficient preparation in basic communications skills such as grammar, spelling, punctuation, and writing. Paul Ihle questioned whether one

course in Business Communications is sufficient for our students. Members felt that more courses and stronger emphasis in all Administrative Support courses would be advisable for the program.

Julie Thorson discussed changes in majors offered in the program. The titles of the majors have all been changed to use the term Administrative Support rather than secretary or receptionist. In addition, the diplomas for Medical Secretary and Legal Secretary were suspended from the program, leaving only one diploma – Administrative Office Support. Medical and Legal emphasis can still be pursued through the AAS degree.

Kathy Olson presented the curriculum that has been planned for the Software Support Specialist major. Members discussed the curriculum and course descriptions. The group was very enthusiastic about the program and felt that graduates would find excellent employment opportunities in business and industry with this degree.

Office procedures were discussed. Members felt that more emphasis needs to be placed on professional demeanor and business office etiquette to prepare students to enter the workplace.

Norma Konschak reported on plans for improvements to the Accounting program. One change is placing more emphasis on computerized accounting programs, since the majority of businesses are using software programs for their accounting systems. Members discussed the changes and felt the program was adapting to meet the needs of industry.

Members discussed possible additions to the advisory committee, including the need for additional members to replace those who have resigned/retired recently.

Meeting was adjourned after the awarding of a doorprize.

Submitted by Kathy Olson