

Administrative Support Advisory Board
Minutes
April 4, 2002

Present: Kathy Olson, Marcia Sandahl, Joyce Brinkman, Pam Cwikla, Bonnie Stechmann

1. Discussion of the suspension of the Legal Administrative Support Program due to lack of registration and instructor retiring.
2. Medical Administrative Support Program was discussed. Board members felt positive about the addition of an online certificate program. The on-campus degree program will continue with students taking the medical courses online and the other courses on campus. All members felt strongly that the certificate should include Business English since most new hires in all areas are lacking basic English and writing skills.
3. The merging of the Administrative Support, Accounting, Business, and Marketing departments into one Business Department was discussed. Board members encouraged us to pursue this change.