

MINUTES
ADMINISTRATIVE SUPPORT ADVISORY COMMITTEE MEETING
March 27, 2006
6:00 p.m.
Swenson House

A meeting of the Administrative Support Advisory Committee was held on Monday, March 27, 2006, at 6:00 p.m. in the Swenson House. The meeting was preceded by a dinner followed by remarks and comments from Interim President Jim Davis and Dean of Academic Affairs Jeff Thomas.

The following committee members were present: Michelle Benitt, Cindy Cedergren, Jill Dillon, Susy Dowers, Mary Dyrud, Olive Goldesberry, Lisa Johnson, Leigh Ann Kennedy, Stacey Myhrer, Jan Nyflot, Julie Olson, Laurie Panek, Becky Rogalla, and Julie Thorson. Also present were Administrative Support Instructors Kathy Olson and Marcia Sandahl.

Members of the committee were welcomed and introductions were made. An overview of the functions of the committee was given.

Current program offerings and learning outcomes for each were reviewed with the committee. Programs include the Administrative Assistant AAS degree, the Administrative Support Diploma program, and the Administrative Support Software Specialist AAS degree.

Proposed changes were then introduced to the committee for input and recommendations. For the Administrative Assistant AAS program, the proposed changes include adding Intro to Web Concepts and Customer Relations courses and dropping Human Relations. This would result in an increase of 3 credits to the program for a total of 68. Questions and concerns from the committee included since Bookkeeping is a prerequisite, why is it included in the total credits, and, given the emphasis on Human Relations in the past, would administration be in favor on dropping this course. Committee members felt the proposed changes would be good for the program since Customer Relations focuses on the relationships within the workplace as well as without.

No proposed course changes were presented for the Administrative Support Diploma program; however, the Evening/Online delivery schedule of the program starting in the Fall of 2006 was presented and discussed. Julie Olson raised a question as to whether or not Human Relations should be replaced by Customer Relations in this program as well. That suggestion will be taken into consideration.

For the Administrative Support Software Specialist AAS program, the proposed changes include dropping Principles of Accounting I and a technical elective and adding Bookkeeping and Micro Operating Systems. This would increase the program by 1

credit for a total of 65. Committee members felt the proposed changes would be good for the program.

Two programs, Administrative Support—Microcomputer Emphasis Diploma and Administrative Support—Bookkeeping Emphasis Diploma, which are currently offered only on the East Grand Forks campus, were presented with a request to be replicated in Thief River Falls. Only one course, Advanced Micro Technology in the Microcomputer Emphasis, would need to be added for students to take this option. Two courses, Computerized Accounting I and Payroll Accounting in the Bookkeeping Emphasis, would be in addition to what other students in the program take and these two courses are currently offered by other college faculty. The question was raised here again about whether or not Human Relations should be replaced with Customer Relations in these programs as well. The committee felt these would be good programs giving students other options from which to choose.

A change in the graduation standard for Administrative Support students was presented as follows: "In order to graduate from an Administrative Support program, the student must maintain a "C" or better in all technical required and elective courses as well as maintain a 2.0 GPA overall." The current standard is "a student must maintain a minimum cumulative GPA of 2.0." The committee was in agreement with this change.

A list of potential short courses was distributed and discussed. Committee members were asked to review the list and get back to either Kathy Olson or Marcia Sandahl on any additional short courses they felt might be beneficial to offer.

Discussion was held regarding the Medical Secretary program, which is no longer offered on the Thief River Falls campus, and the changes that brought that about. The program is offered on the East Grand Forks campus. Students can still access a number of the courses either online or through ITV from EGF. A concern was expressed regarding a need for insurance and coding. It was noted that this will be available online in the future. This issue warrants additional discussion.

A question was raised regarding the potential for offering Legal Administrative Support courses. Requests from employers for someone with this background have been received a number of times in the past six months. This issue warrants additional discussion/consideration.

Mary Dyrud was the winner of the door prize, a Northland sweatshirt.

Meeting adjourned at 8:15 p.m.