

**MINUTES**  
**ADMINISTRATIVE SUPPORT ADVISORY COMMITTEE MEETING**  
**April 2, 2008**  
**7:00 p.m. • Room 645A**

A meeting of the Administrative Support Advisory Committee was held on Wednesday, April 2, 2008, at 7:00 p.m. in Room 645A. The meeting was preceded by a dinner in the Gunderson Commons.

The following committee members were present: Cindy Cedergren, Jill Dillon, Mary Dyrud, Olive Goldesberry, Lisa Johnson, Dawn Kasprovicz, Julie Olson, Laurie Panek, Bev Thompson, and Julie Thorson. Also present were Administrative Support Instructors Kathy Olson and Marcia Sandahl.

Members of the committee were welcomed and introductions were made.

Minutes of the last meeting were distributed and reviewed.

**Old Business:**

1. The outcome of the proposed changes recommended by the committee at the last meeting were reviewed as follows:
  - a. Administrative Assistant AAS Program – Intro to Web Concepts was added to the program. The recommendation to add Customer Relations and drop Human Relations was not approved as the Customer Relations course is no longer offered.
  - b. Administrative Support Diploma Program – The evening/online format is in place.
  - c. Administrative Support Software Specialist AAS Program – Changes proposed were not approved and the program has been suspended on the TRF campus due to low enrollment.
  - d. Administrative Support Microcomputer Emphasis Diploma Program – Replication of this program on the TRF campus was not approved by administration. The committee asked if this could be reconsidered at this time. Marcia and Kathy indicated that instead of replicating this program, a similar skills certificate program called Computer Software Skills is being proposed. This certificate program was discussed later in the meeting.
  - e. Administrative Support Bookkeeping Emphasis Diploma Program – Replication of this program on the TRF campus was not approved by administration. Again, the committee asked if this could be reconsidered at this time. Marcia and Kathy indicated that instead of replicating this program, a similar skills certificate program called Bookkeeping Skills is being proposed. This certificate program was discussed later in the meeting.
  - f. Graduation Standard for Administrative Support which reads “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 – This was approved and is currently in place.

New Business:

1. Program Sustainability – The committee was informed that the Administrative Support Program (Diploma and AAS) on the TRF campus has fallen into the “Orange Level” of effectiveness as determined by the college’s newly implemented procedure for academic program sustainability. Copies of the procedure were distributed to committee members. It was explained that “Orange-level programs” are “At-Risk” due to low enrollment and are in need of immediate supportive action. A committee, as designated by the procedure, has met with the Administrative Support Instructors as the first step in a proactive process of determining what can be done to keep the program operating.

The Advisory Committee was greatly concerned about the apparent lack of accounting for online enrollment, which is currently an integral part of the Administrative Support program, in determining the level of risk. Another concern expressed was the effect of the merger with EGF on the program. Discussion was also held regarding the process of proposing new programs or replication of programs through the Academic Affairs and Standards Council.

- a. Sustainability Proposal –Kathy Olson and Marcia Sandahl indicated they have put together a proposal to present to the Program Sustainability Committee. That proposal was presented and reviewed with the Advisory Committee. It includes making a number of changes as follows:
  - i. Redesigning the delivery of a number of courses from a face-to-face format to a hybrid format.
  - ii. Offering typically low-enrollment courses alternate years.
  - iii. Offering one evening course a semester in Roseau to enable faculty to serve as a technical support person for area students who are taking NCTC online courses.
  - iv. Condensing the online Job Seeking/Keeping course to one-half semester.
  - v. Adding three skills certificate programs of 16 credits each including:
    1. Administrative Support Skills
    2. Computer Software Skills
    3. Bookkeeping Skills
  - vi. Greater focus on marketing these proposed changes and certificates to a specific group of people throughout the region including Manitoba.

Discussion was held regarding the proposal and how and when it would be implemented and to whom the program should be marketed.

2. 60 & 30-Credit Maximum Legislation – The Committee was informed that the Legislature has passed a law limiting the number of credits for technical education programs. The AAS program is not to exceed 60 credits and the Diploma program no more than 30 credits. This will make it necessary to drop five credits from the AAS program and two credits from the Diploma program. The following recommendations were presented and discussed with the Committee:
  - a. AAS Program:
    - i. Drop Accounting I (-4 credits)
    - ii. Add Bookkeeping as a required course (+3 credits)  
This course is currently a prerequisite and not considered in the total number of required credits.
    - iii. Drop three Technical Electives (-3 credits)
    - iv. Drop one General Elective (-1 credit)
  - b. Diploma Program:
    - i. Drop two Technical Electives (-2 credits)

Thank you gifts were distributed.

The meeting was adjourned at 8:45 p.m.