

MINUTES
ADMINISTRATIVE SUPPORT ADVISORY COMMITTEE MEETING
April 14, 2009
7:00 p.m. • Room 645A

A meeting of the Administrative Support Advisory Committee was held on Tuesday, April 14, 2009, 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: Janell Bruggeman, Mary Dyrud, Olive Goldesberry, Bev Thompson, and Julie Thorson. Also present was Administrative Support Instructor Marcia Sandahl.

Members of the committee were welcomed and introductions were made.

Minutes of the last meeting were distributed and reviewed.

A flyer was distributed outlining the current program requirements including the Administrative Assistant AAS degree, the Administrative Support Diploma, and the program's three 16-credit Certificates.

Old Business:

1. Program Sustainability – Marcia informed the committee that the ADMS Program Sustainability Committee meets regularly for updates and generation of ideas to help sustain and improve the program. Results of these meetings include:
 - a. Delivering ADMS courses in a hybrid, online, or evening format.
 - b. The low-enrolled course of Integrated Office Systems being offered alternate years.
 - c. ADMS courses being offered as evening courses in Roseau on alternate weeks spring semester with four on the schedule for fall semester.
 - d. The online Job Seeking/Keeping course was considered to be condensed to a half-semester course, but not implemented at this time. It will be considered for implementation in the future.
 - e. Three 16-credit skills certificates were approved and are currently being offered by the ADMS program in TRF. They include an Administrative Support Skills certificate, a Computer Software Skills certificate, and a Bookkeeping Skills certificate. Enrollment in these certificates has not yet been determined.
 - f. Marketing of the program has been directed to specific groups including businesses, individuals who have been in the workforce for a number of years, and dislocated workers. The program marketing video prepared by Mark Johnson that is on the website was shown.
 - g. The committee was informed that eight students are graduating from the program in May and that, to-date, sixteen referrals for next fall have been received. Program faculty have corresponded with these potential students.

2. 60/120 Credit Maximum Legislation – Norma Konschak, TRF Academic Dean, informed the committee that this legislation is currently in place and must be complied with by July of 2011. Some programs may be granted a waiver because of required hours for certification, etc.; however, the ADMS program is not one of them. Further legislation has been proposed this spring to change the law and not require these maximums. Compliance would mean decreasing the number of credits for the AAS Degree from 65 to 60 with 45 program and 15 general ed credits. It may also mean decreasing the number of credits in the Diploma program from 32 to 30, but that is yet to be determined.

New Business:

1. Budget Shortfalls
 - a. Idea Forum – Norma informed the committee that because of state budget shortfalls, the college (both campuses) has had to cut a total of approximately \$500,000 from the current year's budget and will need to cut approximately \$1.6 million from next year's budget. No faculty cuts will be made next year because of contract constraints. These cuts will be made in administration, through retirements, etc. The Idea Forum was an online process where anyone at the college could submit ideas that could possibly generate revenue or reduce expenses. The ideas submitted were then reviewed by a committee of representatives from all unions and departments at the college with input on the financial gains and losses involved with each idea. The ideas the committee felt were viable were forwarded to the Cabinet where discussion is continuing to take place.
 - b. Federal Stimulus Funding – Norma also informed the committee that, while these budget cuts are taking place, NCTC is anticipating receiving approximately \$1.23 million over the next biennium in federal stimulus dollars. While the rules on how this money can be spent are not yet final, faculty, staff, and students have been involved in submitting ideas on how to use the money to achieve the college's new strategic plan. It cannot be used to supplant the cuts that are being proposed to meet the budget shortfalls of the state. These funds will not be ongoing and the proposed ideas should be to inspire student success; cultivate high quality programs, services and employees; and revolutionize growth strategies to sustain vibrant learning communities—all goals of the strategic plan.
2. Program Assessment – Marcia informed the group that since the ADMS courses are now being offered in an evening, online, or hybrid format, program faculty are proposing that the program assessment be conducted online through D2L. The logistics on how this will occur are not yet finalized. It was suggested by the committee to give students the opportunity to complete the assessment online or on campus. Program faculty will look into this option further.

Discussion

1. Committee members were asked to brainstorm answers to the question, "What is impossible today that would revolutionize the ADMS program in the future?"

Several ideas were brought forth by the committee:

- a. Offer hybrid courses at night to attract more people who are working.
- b. More fully utilize the 4:00-6:00 time slot for courses.
- c. Offer short courses to businesses (clinic, etc.) for in-service training on such topics as Keyboarding, Word, and Excel, in addition to other computer topics such as those Holly currently offers through the IT department. Go to their place of business where possible and if equipment is available to offer these short courses. This could give employees a break from their job for some fun activities in addition to upgrading their skills.
- d. Support efforts to align with COI to use our faculty's expertise and experience in training opportunities for displaced workers. Establish a connection with those students which might encourage them to continue their education in our program.
- e. Establish a cohort for displaced workers to provide them with the support they need to get through some of the tough spots they experience as they return to school after being out for a number of years.
- f. Encourage students to participate in community service activities as a way to establish connections with the community that could possibly lead to additional scholarships.
- g. Participate in establishing a two-year course schedule so that students can better plan for the courses they need or want.
- h. Through service learning, ask students to demonstrate their keyboarding skills at career fairs to show how these skills would be beneficial to them in many occupations.

Committee members were thanked for their input and continued support, and thank you gifts were distributed.

The meeting was adjourned at 9:05 p.m.

Respectfully submitted,
Marcia Sandahl