

Northland Community and Technical College
East Grand Forks Campus
Administrative Support
Advisory Committee Meeting
January 29, 2013

Attendance The Administration Support Program Advisory Committee met on January 29, 2013, at 6 p.m. at the East Grand Forks campus for a dinner meeting. Attendance included: Tena Hanson, Roxanne Melberg, Maureen O'Connell, Julie Rivard, Mary Knutson, Heidi Sundquist, Tricia Anderson, Linda Simmons, and Sandi Luck. Linda Simmons called the meeting to order at 6:26 p.m.

**Minutes of
Previous Meeting** The minutes of the October 9, 2012, meeting was approved by Heidi Sundquist and seconded by Tena Hanson.

Reports

Enrollment Linda reported on the enrollment. It was noted that enrollment has remained similar to the past with 12 students this academic year. There were a total of 4 who graduated in December and 8 students in the program this spring.

New Business

Curriculum Modification

Credit Total Linda reported that it is mandated by the state of MN Ruling 6120 that all Minnesota Academic programs shall be limited to 60 credits by December 2013. Linda Simmons was responsible for analyzing the curriculum to determine where the program cuts could be made. After meeting with Dean Brian Hurschle, she completed paperwork to request the following changes:

Administrative Assistant, AAS 65 credits and Administrative Support Software Specialist, AAS 64 credits proposed changes:

1. To decrease the MN Transfer credits from 18 to 15 credits but still covering at least 3 different areas, this is the state law. This would delete 3 MN transfer credits in the program.
2. Keyboarding II which is now a 3 credit class and the proposal is to drop it to 2 credits. Currently the class meets 4 hours per week, and it is proposed to go to 1 hour of lecture and 1 hour of lab, with a total of 3 hours of class. This was proposed as Keyboarding II is a skill based class and a continuation of the skills that are taught in Keyboarding I.

3. The technical elective in the Administrative Assistant, AAS which was 4 credits is proposed to change to 3 credits. This would not cause issues as most classes are three credit and students would not have an issue completing this requirement.

Linda continued to discuss the proposal and explained that none of the core courses would be cut. With these changes, the programs would be brought to 60 credits. Tena agreed that the changes were logical. Maureen believes this is a nice mix and would work well for the students. Heidi stated that it would be beneficial for the students.

The credits in the Administrative Assistant, AAS were divided up between 14-16 credits for each semester and changing the MN transfer electives to the last semester. It is possible to complete the program in 2 years. Heidi and Julie discussed the changes as well as the demographics of the current students. The programs would be brought to 60 credits by changing the 3 options.

Linda will be submitting the paperwork to the Academic Affairs Shared Council, as they meet on February 6, 2013, for approval for the changes to occur starting in the fall of 2013. The current students will be allowed to choose to either stay with the old program or switch to the new program.

No other discussion.

Linda made a motion to make the three changes (noted above) and it was approved by Heidi and seconded by Tricia. There was no further discussion.

Other Business

There was a lengthy discussion about the job market, internships, and current applicants.

Tena asked about the job market in this area—Linda believes that they are openings, however our students need to compete against the 4 year college students. Heidi discussed internships and Roxanne suggested to encourage the internships for the student. Julie discussed the current applicants and their abilities or lack of abilities. Roxanne feels we need to push that more and encourage the internships. Julie discussed the accounting and basic accounting as a very important class.

Keyboarding II

Linda discussed the changes in Keyboarding II class and how they will not need to change any of the lectures, however decreasing the homework lessons. Linda

shared the old and the new common course outlines description and learning outcomes for the Keyboarding II class. She made a motion to make the changes of 2 lectures and 1 lab to 1 lecture and 1 lab to meet the needs of following the new policy. Roxanne accepted the motion and Julie seconded with no discussion from board members.

Employee Survey

Linda reported on the Employee Survey of Graduate Performance. The survey is sent to employers of Northland College graduates. The employers are asked to fill out the paper copy and send it back to the school. It is sent to the employer one year after the student graduates. Results are polled in May. The discussion continued to how the survey was delivered. Julie and Tena suggested sending the survey electronically and it would seem that there would be no changes to the paper copy. Linda agreed to make a suggestion to Shannon and request the survey is sent to the employers through an e-mail. Another suggestion is to remind the graduates about the survey. Linda also reported that she keeps a database of the graduates. Julie suggested to encourage the students to keep Northland College up to date—as a year is a long time and could even have two jobs by then.

Job Descriptions

Sandi had done some research on Administrative Assistant job descriptions and requested a copy from local organizations. She shared the copies with the board members. She requested suggestions from the board to provide a content that should be a priority to teach in the classes so students are prepared for the real world. Tricia suggested teaching more about research and using reputable sources. Julie suggested having some understanding of Google docs, Adobe, Adobe Acrobat.

**Suggestion for
next agenda**

Tricia suggested to discuss how the curriculum changes have affected the students or class. Linda reported this will be on the agenda in March 2014.

Adjournment

The meeting was adjourned at 7:29 p.m.