

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE
EAST GRAND FORKS CAMPUS
ADMINISTRATIVE SUPPORT
ADVISORY COMMITTEE MEETING
March 24, 2015

- Attendance:** The Administrative Support Program Advisory Committee met on March 24, 2015, at 6 p.m. at the East Grand Forks campus for a dinner meeting. Attendance included: Linda Simmons, Maureen O'Connell, Sandi Luck, Mary Knutson, Katie Stoley, Tena Hanson, and Sharon Whetstine. Linda Simmons called the meeting to order at 6:54pm.
- Minutes of Previous Meeting** The minutes of the October 27, 2014, meeting was approved by Mary Knutson and seconded by Maureen O'Connell.
- Reports**
- WebEx:** Linda checked with IT department regarding WebEx. The students are not able to use the license. The students are not able to use or purchase the software. The cost was \$350 per year plus all phone charges Linda concluded that it will not be possible.
- Program Review:** Linda completed and finished the program review. It was submitted to the EGF Dean and most recently, Linda recently submitted to the program review committee. This process is completed every 5 years.
- New Business:**
- Administrative Assistant Curriculum:**
- Linda shared the curriculum from the four programs (Administrative Assistant AAS, Administrative Support Software Specialist AAS, Administrative Support Microcomputer Specialist Diploma, and Administrative Support, Diploma). She requested the committee reviewed the curriculum in each program. Linda asked for the committee to review the SPEC 1101: Intro to Public Speaking and SPCH 1103: Interpersonal Communication. It has been suggested to make both Administrative Assistant AAS, Administrative Support Software Specialist AAS, have both programs similar. Tara shared her thoughts that the 2 classes currently fit into the programs. Mary and Katie both agreed, however Katy did share that her office worked in small groups—that would be fit in the program. Sharon, Sandi, and Maureen agreed that the current curriculum connects well with the positions.
- Linda asked if there were other comments and Sharon requested that the students are informed which classes are in the fall and which are in the spring so that it can be clear for graduation.
- Adjournment:** The meeting was adjourned by Linda Simmons at 7:28 p.m.