

Northland Community and Technical College
East Grand Forks Campus
Administrative Support
Advisory Committee Meeting
October 27, 2015
Minutes

Attendance The Administrative Support Program Advisory Committee met on October 27, 2015, at 6 p.m. at the East Grand Forks campus for a dinner meeting. Attendance included: Maureen O'Connell, Katie Stoley, Heidi Sundquist, Sharon Whetstine, and Linda Simmons. Linda Simmons called the meeting to order at 6:35 p.m.

Minutes of Previous Meeting The minutes of the March 24, 2015, meeting was approved by Maureen O'Connell seconded by Katie Stoley.

Reports

Enrollment Linda reported on the enrollment. There are currently 36 students enrolled. Three will graduate in December and seven will graduate in May, 2016. Linda noted that there are 20 students enrolled in Office Procedures Fall, 2015 class. Linda keeps contact information on the graduates for placement tracking purposes.

The topic of evening classes was discussed. Is a topic brought forward by Dr. Bona and will be starting as early as fall, 2016. We will know more as information is given by college administration.

New Business

Learner Outcomes: Review of the four Program Learner Outcomes:
Administrative Support, 31 credits, Diploma, 11 Learner Outcomes
Administrative Assistant, 60 credits, AAS, 12 Learner Outcomes
Administrative Support, Software Specialist, 60 credits, 15 Learner Outcomes
Administrative Support Microcomputer Specialist, 48 credits, 12 Learner Outcomes
All are approved; no changes were made.

Resumes Linda brought examples of current resumes to be used in class. Three resume examples were reviewed by the committee. The committee agreed that the example resume of *Diane L. Johnson* was the most clear and concise resume. Katie suggested using tabs to space the cell phone and e-mail address out to make it more symmetrical. Also the home phone number is not necessary as most people have their cell as their main means of communication. The other two resumes had confusing wording, looked bulky, and had too many headings. One resume looked too much like a template.

The committee agreed that the OBJECTIVE should no longer be used on resumes and for an entry level resume it should be kept to one page, using a separate page for references

Other Business

Associates Degree vs Diploma

A lengthy discussion was held about the differences between achieving an associate's degree or the diploma. Sharon, Katie and Heidi all agreed that the employer prefers the associates rather than the diploma, but employers really value experience. Internships are of great value to the job seeker and benefits the employer.

ADOBE Pro

The committee held a lengthy discussion on ADOBE PRO. It is useful for medical and legal offices. Katie is using the program at her job and she said redactions are easily made in legal offices. The program utilizes bookmarks, printing, creating advertising, etc. It is also useful for creating PDF's, forms and scanning. There are no classes or training for the program ADOBE Pro CD is estimated to be \$385. It was determined that the program is too expensive to require our students purchase it.

Quick Books:

Sharon Whetstine asked about using Quick Books being added to be use with accounting courses, perhaps as an elective course. The committee agreed that it is a user friendly program. Linda will talk to John Chappell about using it. Linda will also talk to Tracy Bowman about it when Tracy is back from sabbatical.

Electives

The limits of the elective choices were discussed and it was determined that since internships can be 2 – 4 credits, this helps with the electives. Linda would substitute Quick Books as an elective.

Adjournment

The meeting was adjourned at 7:20 p.m. by Sharon Whetstine and Maureen O'Connell seconded.