

Northland Community & Technical College

Advisory Board Committee Meeting Minutes

Tuesday, November 8, 2011

Room 234

Attendance

Deb Kroll
Alison Duel
Chris Derrick
Bev Quirk
Ardyce Heffernan
Danielle Erickson
Beth McMahon
Lori Anderson

Minutes

1. Advisory Board Terms

- a. Diane Karels has a different position at Altru Billing Department and will no longer be able to fulfill obligations on the Advisory Board. Lori asked if anyone else needed to complete their term; all declined and wished to continue their terms.
- b. We will need an adjunct instructor for Electronic Health Records course for Fall 2012. Several members mentioned Jan Anderson, a contact person for the Epic System at Altru Health System.

2. Program Information. All four programs are completely online and running successfully with classes at full capacity or near full capacity. Total advisees are approximately 105 students. Many students major in more than one degree.

- a. **New Program Curriculum**—approved and effective Fall 2011. Students have the option of completing the curriculum they began or can complete the new curriculum.
- b. **New Program Names** were reviewed.
 - i. Medical Office Specialist Diploma
 - ii. Medical Administrative Assistant AAS
 - iii. Medical Coding Specialist Certificate
 - iv. Medical Transcriptionist/Editor Diploma
- c. **Program Learner Outcomes** were reviewed and approved.
- d. **Graduate/Placement Stats** were available to advisory board via handouts.
- e. **Online/D2L.** Several members had questions regarding online courses so a discussion ensued. Beth explained the various options, flexibility, and actual course delivery. It was also explained that online courses are approximately \$30 more than campus courses. This is due to managing distance courses, its operation, tech support, and availability of advisors evenings and weekends. Beth indicated that Northland Community & Technical College is part of a consortium that consists of Northwest Tech Bemidji, Alexandria Tech, and NCTC. Beth also mentioned Quality Matters National Research Standards. Members were interested in seeing a demonstration of D2L and therefore this will be made available to them at the next meeting.

3. Program Review was successfully completed in April 2011.

- a. Lori explained that this is a 5-year cycle review that provides information regarding how well the graduates are efficiently and effectively achieving the program outcomes.
 - i. **Program Handbook**

1. Lori discussed with the members that she would like to complete a Program Handbook to help define recency requirements for courses. Beth mentioned it is usually 2 to 3 years. Lori will do some research to see what other programs are doing.
 - ii. **Program Brochures** were discussed; however, due to cost constraints, this will be deferred for now.
4. **Program Assessments** were discussed and Lori indicated that this is a yearly process that helps identify strengths and weaknesses of a program.
 - a. **Employer Survey Results.** Lori would like to improve the return of Employer Survey Results and asked for any suggestions how to increase return. Members discussed the possibility of an electronic survey, calling employers ahead of time, sending a postcard, etc. However, the majority felt the best outcome would be by sending a link to the employers to complete via computer to simplify the process.
 - b. **Sustainability Reports** were made available to the Advisory Board. These reports are distributed to programs every September. Used to determine/report academic program efficacy and program sustainability. The intent is to improve the viability of all academic programs. Beth reviewed and explained each column in detail for clarification. Lori mentioned that the report includes 3 levels of effectiveness—the green level, yellow level, and orange level. All four Programs are in the green level, which is deemed to be efficient and sustainable.
5. **New/Other Business.** The next Advisory Board Meeting is scheduled for March 2012. No other new or other business.

Respectfully Submitted By,

Lori Anderson