

**NORTHLAND COMMUNITY & TECHNICAL COLLEGE**  
**SPRING ADVISORY BOARD MEETING MINUTES**  
**March 21, 2017**  
**Room 236**

**1. Welcome.**

- a. Lori welcomes everyone and members introduced themselves.

**2. Program Review.**

- a. Lori stated that the Program Review was successfully completed in April 2016. This is a 5-year cycle review that provides information regarding how well graduates are efficiently and effectively achieving the program outcomes.

**3. Program Sustainability.**

- a. Lori explained that at the beginning of fall each semester, academic program faculty receive information regarding the efficacy of the program in the form of a Program Data Analysis Report based on program effectiveness criteria. The purpose of the information is to provide faculty and administration with trend data so that the college can assess the programs and discuss their strengths and weaknesses. If the weakness indicates a problem with viability, the programs will work through the program sustainability committee to develop action plans for improvement. The outcomes of this process may include program modification, enhancement, modernization, or discontinuance. The programs fall into 3 levels of effectiveness: Green, Yellow, and Orange. The Medical Office Programs have always maintained consistency in the Green category; however, this past year, it dropped into the Orange category.
- b. Lori met with Brian in the fall and reviewed the report to address and develop a plan to improve the health of the programs. This was discussed as well as possible causes for the drop. The college is seeing an across-the-board decline in enrollment, for reasons undetermined at this point.

**4. Curriculum Changes Effective Fall 2017**

- a. **Medical Administrative Assistant AAS**, 60 credits
  - i. Dropped ADMM 1130 Medical Transcription (4 credits)
    - 1. Added CRLT 2103 Job Seeking & Keeping (1 credit)
    - 2. Added MKTG 2120 Supervisory Leadership (3 credits)
- b. **Medical Office Specialist Diploma**, 49 credits
  - ii. Dropped down to 45 credits
    - 1. Dropped ADMM 1130 Medical Transcription (4 credits)
    - 2. Move CPTR 1104 from 1<sup>st</sup> Fall to 1<sup>st</sup> Spring semester
- c. **Patient Access Specialist Certificate**, 30 credits
  - iii. Dropped down to 27 credits
    - 1. Dropped BIOL1004 Intro to Anatomy & Physiology (3 credits)
    - 2. Moved CPTR 1104 from 1<sup>st</sup> Fall to 1<sup>st</sup> Spring semester

**5. Program Learner Outcomes**

- a. The program learner outcomes were reviewed; no changes made.

**6. Other Business**

- a. Brian Huschle, Dean of Academics, stopped in to visit with the committee. Prior to his visit, a discussion had taken place regarding possible internships to help make it easier for students to get hired. Brian explained about the federal regulations that exist, state-to-state regulations, and the private-for-profit issues. The question was asked as to how the nursing program handles this issue and Brian indicated that it is a requirement that students complete their hours for internships in the states of Minnesota/North Dakota. He also briefly mentioned several disincentives. Internships require a great deal of paperwork, agreements, etc. The majority of members felt internships would be extremely beneficial for possible employment. This discussion will continue at the next meeting.
- b. A brief discussion took place regarding the Service Learning requirement for AAS degrees. This discussion will also be continued at the next Advisory Board meeting.
- c. Fall Advisory Board Meeting is tentatively scheduled for October 24, 2016. There was some discussion about having an afternoon/luncheon meeting in November or December.

Respectfully Submitted,

**Lori Anderson, Director**  
**Medical Office Programs**