

ADMIN SUPPORT PROGRAM SUSTAINABILITY COMMITTEE

February 27, 2009

1:00 PM

Room 545

Meeting Minutes

Attendees: Norma Konschak, Diane Drake, Mark Johnson, Kathy Olson, Marcia Sandahl, Rocky Ammerman, Nicki Carlson, Kent Hanson

Issues:

Norma reviewed the “guiding principles” she wanted the program sustainability committees to focus on. These were outlined in a memo Norma sent to all committee members on January 27, 2009. The three main items are:

1. What ideas do you have to help the program increase enrollment?
2. What actions can you and/or your departments take to increase the enrollment in the program?
 - a. Be specific.
 - b. Share unique talent and/or resources that are at your disposal.
3. When can you implement your action plan?

Opportunities:

Marcia reported on the “Keyboarding” courses she is offering at this spring semester that alternate delivery from TRF and Roseau sites.

- Meets alternating weeks at TRF and Roseau
- 5 students at Roseau site with 2 being full-time students
- Students are doing well

Kathy has proposed offering “Intro to Computers” in the same alternating format this summer. She has talked to Nicole Hagen about the best time to offer class and it seems to be mid to late afternoon after shifts at Polaris and the hospital are out for the day.

Kathy and Marcia have proposed offering alternating classes for next fall so that one or the other will be at the Roseau site every Monday evening for classes. This will allow students that have questions or may require additional assistance to have access to an instructor for some personal assistance.

Kent asked about offering as totally online program - Kathy and Marcia are working towards offering program in more of an online venue but are meeting some reluctance by “older” students (some of the displaced workers) who would rather have the classroom setting. They are gradually making the move to an online delivery program.

Kent indicated that in the visits he and President Temte had made last fall to area businesses they indicated a need for a “super assistant”. Could the program possibly offer a course based on “critical thinking”? Marcia reported that some of the courses incorporated critical thinking in the assignments.

Other possibilities:

- Offer an “Intro to Computers” hybrid class on a Saturday in the fall
- “Computer Basics” in the fall at Roseau

Recruiting efforts since last meeting:

- Kathy has sent out “thank you” notes to prospects-17 prospects
- Marcia has been in contact with Seven Clans Casino
- Mark has made a new video to help in recruiting efforts and to run on the web page
- Nicki reported that she and Gene had been making high school visits this spring

Next Steps:

- Follow up with the current prospects by sending out the “thank you” notes and then personally calling them to answer any questions they might have and invite them to visit the college
- Check on the possibility allowing prospective students “visit” an online class to see what it is like – will need to check with Karleen Delorme to see if this is a possibility – offer a D2L workshop
- Could the faculty actually get out and visit area high schools?
- Check with Advisory Committee on the “super assistant” to get their feedback on what program needs to meet the modern workplace demands
- Upcoming events at NCTC need to have program representation
 - Young Author’s Conference on March 10th from 8:00am-4:00pm
 - Apprenticeship Workshop on March 11th from 9:00am-2:30pm