

ADMIN SUPPORT PROGRAM SUSTAINABILITY COMMITTEE

May 8, 2009

1:00 PM

Room 545

Meeting Minutes

Attendees: Norma Konschak, Kathy Olson, Marcia Sandahl, Rocky Ammerman, Gene Klinke, Mark Johnson, Joel Ziegler, Kent Hanson

Issues:

Norma noted that the two events scheduled this spring that were going to be targeted were cancelled: Young Author's Conference and Apprenticeship Workshop.

Kathy talked about the topic of a "super assistant" which was discussed at the Advisory Committee meeting. Students need more "critical thinking" skills.

- Talk to Company Presidents or CEO's to see what they expect in an assistant.
- Possibly bring someone in to talk to students about what is expected of them. They are more willing to listen to an outsider than instructor

Plans for summer:

- Call prospects and applicants to make a personal connection.
- Possibly offer a pre-registration orientation (D2L based)
- Offer sample lesson on D2L with "guest" pass to try out for limited time

Gene provided some stats:

- ADMS has 9 applicants to date
- He strongly urged personal contact with applicants to "connect" with the students and to offer assistance and answer questions.
- Applications are up 17% overall to date.
- Online applicants are up 85% - expected to double by 2015.
- Try to have more online offerings to attract students
 - Program has hybrid (D2L based) offerings along with online courses.
 - Older non-traditional students are nervous about the new technology.
 - Program has more part-time than full-time students
- In the future when holding "open houses" and "Pamper parties" times need to be adjusted to attract more students
 - 10am-2pm to fit high school schedules
 - 2pm-5pm or later for the community

Kathy had proposed offering an "Intro to Computers" in Roseau this summer but this idea was scratched because COI offered a computer course as well as the Roseau High School.

Marcia reported that 2 of the 5 students completed course in Roseau.

Does "Intro to Computers" need to be evaluated? Rocky said that MSUM required a 3-credit computer course. Could we offer several 1-credit courses to make up the 3 credit requirement.

The program name was discussed. The "Administrative Support" title is confusing to some. Need to keep name familiar and simple.

Marcia will work with Mark to develop a flyer similar to the one made by the Cosmetology program.

Marcia indicated she shared the Admin Support 16-credit certificates with Jim Retka and Kirsten Michalke, Director of Workforce Development. They had expressed some interest in stackable certificates as they work with displaced workers. Although the Admin Support certificates are not completely stackable, they are progressive in that they can be incorporated into the Diploma and AAS degree programs.

Next Steps:

- Follow up with the current applicants and prospects by making personal contact with them.
- Continue to work on setting up a D2L shell where students can explore a sample of what an online or hybrid class would be like.
- Keep moving towards online program
- Work with Gene to send out a letter by end of semester to let prospects know we are still accepting applicants for the program and to encourage early registration.