

# **ADMIN SUPPORT PROGRAM SUSTAINABILITY COMMITTEE**

**October 14, 2008**

**3:00 PM**

**Room 545**

## **Meeting Minutes**

Attendees: Norma Konschak, Joel Ziegler, Diane Drake, Mark Johnson, Kathy Olson, Marcia Sandahl, Julie Olson, Gene Klinke, Rocky Ammerman.

### **Issues:**

Part-time program (headcount w/FTE)

### **Opportunities:**

Propose to change method of delivery - Online venue?

Marcia is offering hybrid courses for Spring 2009 and alternating delivery from TRF and Roseau sites.

Basic Keyboarding/Keyboarding I/Keyboarding II  
Integrated Elec Office

Nicole Hagen has announced course offerings at Polaris and it has been promoted in the area newspapers

Kathy and Marcia may take on Mary Hanson's online courses for Spring 2009.

### **Next Steps:**

- Take advantage of some "connections" Northland has in the area:
  - Seven Clans Casinos
  - Red Lake High School
  - White Earth
- There are currently four programs on "orange" list. They will rotate on web page.
- Visits at work places.
- MnSCU announced a 14% increase in online enrollment – NCTC had a 24% increase. Keep working towards online delivery for program.

Norma will work on "guiding principles" for committee.