

Administrative Support Programs Advisory Committee
Meeting Minutes
Tuesday, March 16, 2021
4:00 p.m.
Meeting held via Zoom

The Administrative Support Programs Advisory Committee for Minnesota West Community and Technical College met via Zoom on March 16, 2021. Those members in attendance included Mindy Eggers, Carmen Elston, Marcy Heemeyer, Barb Hussong, Brenda Kellen, Shayla Landgraf, Jamie Olerud, Ashley Prins, Penny Troe, Lynn VanderPlaats, and Angela Hoffman. Paul Lanoue, Dean of Agriculture and Business Programs, also attending the meeting.

The minutes of the March 31, 2020, meeting were reviewed and approved as presented.

COLLEGE UPDATE

Dean Lanoue provided the following updates related to Minnesota West:

- Minnesota West experienced a decline of approximately 8% in enrollment for the 2020-2021 academic year.
- The college received both CARES and CRRSSA federal relief funds to assist with instructional needs related to COVID and to help provide student support.
- Minnesota West continues to prepare for its HLC (Higher Learning Commission) accreditation visit which is scheduled to occur in November 2021.

PROGRAM UPDATE/STATS

- Fall 2020 program demographics were shared with the group (see attached)
- The program had two graduates in the Administrative Assistant, AAS program Fall 2020 and anticipates five candidates for graduation (two Administrative Assistant, AAS; three Administrative Assistant, Diploma) spring semester 2021.
- NOCTI Exam: The exam could not be administered in spring 2020 due to COVID. In fall 2020, two graduates completed the NOCTI. Five more students are anticipated to complete the NOCTI in spring 2021. This data provides information for program assessment purposes. The NOCTI is only completed by students in the AAS and Diploma programs.

AWARDS & RECOGNITION

- The Administrative Assistant, AAS program was recognized by Bestcolleges.com as the #7 program in the nation for online Associate Administrative Assistant Programs. Program rankings are determined annually based on a number of factors including: academic quality, affordability and online competency.

CURRICULUM – COURSE OUTLINE REVIEW

- Every year, one-third of the Administrative Support Program curriculum should be reviewed by its advisory committee to ensure the skills and training provided are relevant and meet the demands of the workforce.
- The ADSA 1130 Office Accounting Concepts, ADSA 1131 Office Accounting Concepts II, ADSA 1111 Office Management, ADSA 1141 Customer Service for Office Professionals, and ADSA 1145 Supervisory Management course outlines and student learning outcomes were reviewed and approved.
- ADSA prefixed course outlines can be found on the college website at: <https://www.mnwest.edu/programs-courses/course-outlines>

PROGRAM ASSESSMENT – GRADUATE FOLLOW-UP/EMPLOYER SURVEY

- Program assessment is completed annually in the spring. In order to improve and assist with the program assessment process, a graduate follow-up and employer survey are being developed. Feedback from advisory members indicated employers may not be able to provide information due to privacy guidelines unless the graduate signs a release of information form. This possible issue will be researched further.

SCHOLARSHIP OPPORTUNITIES

- There are three Minnesota West Foundation scholarship opportunities designated only for administrative support program students:
 - Granite Falls Bank Administrative Assistant Scholarship
 - North Star Mutual Insurance Administrative Assistant Scholarship
 - Administrative Assistant Scholarship
- The administrative support programs are not eligible to receive Workforce Development Scholarship funding.

RECRUITMENT AND MARKETING

- Recruitment and marketing efforts were very different this past year due to COVID. No career expos, career fairs or high school marketing events were able to be attended. More social media and newsprint opportunities were utilized.

DISCUSSION/OTHER ITEMS

- Student representatives were asked to share comments about their experiences in the AAS and Diploma programs. Topics discussed included: textbook options (hard copy vs. e-Books and publisher subscription services) and differences in instruction occurring within program related courses.

NEXT MEETING

- The next meeting will be held spring of 2022 unless program/curriculum needs arise.

Respectfully submitted,

Angela Hoffman

Attachment

Administrative Support Program Demographics – Fall 2020

Program

Administrative Assistant, AAS (60 credits)

Full-time – 6
Part-time – 4
Total: 10

Administrative Assistant, Diploma (35 credits)

Full-time – 2
Part-time – 5
Total: 7

Receptionist, Certificate (17 credits) 1 semester

Full-time – 0
Part-time – 0
Total: 0

Office Management, AS (60 credits)

Full-time – 3
Part-time – 3
Total: 6

Full-time Status: 48% (11)

Part-time Status: 52% (12)

Gender

Female – 91% (21)
Male – 9% (2)

Ethnicity

White – 87% (20)
Asian – 9% (2)
Black – 0% (0)
Hispanic – 4% (1)
Unknown/Uncoded – 0% (0)

Age

18 to 20 – 13% (3)
21 to 24 – 9% (2)
25 to 29 – 26% (6)
30 to 39 – 17% (4)
40 and over – 35% (8)

Where are the Students From?

Fall 2020

State	City	Headcount
MN	Canby	1
	Clarkfield	1
	Cottonwood	1
	Dumont	1
	Fairfax	1
	Garvin	1
	Granite Falls	1
	Jackson	2
	Marshall	1
	Minneota	1
	Pipestone	1
	Porter	1
	Slayton	1
	Storden	1
	Windom	1
	Worthington	3
NJ	Joint Base Maryland	1
SD	Brookings	1
	Elkton	1
	Sioux Falls	1

Administrative Support Programs Enrollment Trend

