

Administrative Support Programs Advisory Committee  
Meeting Minutes  
Tuesday, March 31, 2020  
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 31, 2020. Those members in attendance included Barb Hussong, Brenda Kellen, Shayla Landgraf, Jamie Olerud, Rachel Popowski, Ashley Prins, Lynn VanderPlaats, and Angela Hoffman.

The minutes of the March 19, 2019, meeting were reviewed and approved as presented.

### COLLEGE UPDATES

- Minnesota West experienced continued enrollment growth in the 2019 - 2020 academic year.
- The college has been responding to the COVID-19 pandemic. The past two weeks have been spent transitioning on-campus courses to an online environment and finding new ways to continue to provide services to students. Classes resumed on March 30.
- Minnesota West is preparing for its HLC (Higher Learning Commission) accreditation visit which is scheduled to occur in November 2021.

### PROGRAM UPDATE/DATA

- Fall 2019 program demographics were shared with the group (see attached)
  - Anticipated candidates for graduation in the 2019-2020 academic year:
    - 3 Administrative Assistant A.A.S.
    - 1 Administrative Assistant Diploma

### PROGRAM LEARNING OUTCOMES

- The Administrative Support Program's faculty made revisions, additions, and deletions to the Administrative Assistant A.A.S., Administrative Assistant Diploma, and Receptionist Certificate program learning outcomes based on the recommendations brought forward by the committee last spring.
- A spreadsheet for each of the programs outlining the revised program learning outcomes was shared. On the spreadsheet, each course offered within the program was listed and indicated if assessments in the course provided opportunity to either introduce, reinforce, or demonstrate mastery of the specific program learning outcome.

## CURRICULUM – COURSE OUTLINES

- 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 1100 College Keyboarding I, ADSA 1105 College Keyboarding II, ADSA 1122 Word Processing I, and ADSA 1123 Word Processing II course outlines and student learning outcomes related to WPM typing averages, proofreading skills, and use of Microsoft Office Word were reviewed and approved.
- ADSA prefixed course outlines can be found on the college website at: <https://www.mnwest.edu/programs-courses/course-outlines>

## OFFICE MANAGEMENT, AS ARTICULATION STATUS

- The articulation agreement for the Office Management, AS degree in place with Southwest Minnesota State University (SMSU) is being replaced with the Business Transfer Pathway. Transfer pathways help to ensure students stay on track to graduate in four years. All 60 credits of the degree will transfer and count towards the Business Management Bachelor degree for students.

## EMPLOYMENT NOTIFICATIONS

- College Central is a free, online career services network used to communicate to current students and alumni about job openings. Administrative Support Program students are asked to create a College Central account in a second year course. Advisory members were encouraged to have their organizations create an account and to use the site to post future job opportunities.
- Employment opportunities are also being shared with Administrative Support Program graduates through e-mail to assist with job placement.

## FUTURE MEETINGS

- Due to COVID-19, the meeting was held using Zoom. Members of the advisory committee were open to using Zoom for future meetings; however, still prefer on campus (ITV) interaction, if possible.
- A late afternoon meeting time (4:00 p.m. or 4:30 p.m. start) is desired.
- The next meeting will be held spring of 2021 unless program/curriculum needs arise.

Respectfully submitted,

Angela Hoffman

Attachment

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# Administrative Support Program Demographics – Fall 2019

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## Program

### **Administrative Assistant, AAS (60 credits)**

Full-time – 7  
Part-time – 4  
Total: 11

### **Administrative Assistant, Diploma (35 credits)**

Full-time – 1  
Part-time – 3  
Total: 4

### **Receptionist, Certificate (17 credits) 1 semester**

Full-time – 0  
Part-time – 0  
Total: 0

### **Office Management, AS (60 credits)**

Full-time – 0  
Part-time – 1  
Total: 1

Full-time Status: 50% (8)

Part-time Status: 50% (8)

## Gender

Female – 100% (16)

Male – 0% (0)

## Ethnicity

White – 75% (12)

Asian – 6% (1)

Black – 6% (1)

Hispanic – 6% (1)

Unknown/Uncoded – 6% (1)

## Age

18 to 20 – 0% (0)

21 to 24 – 13% (2)

25 to 29 – 38% (6)

30 to 39 – 19% (3)

40 and over – 31% (5)

## Where are the Students From?

### Fall 2019

State	City	Headcount
IN	Jeffersonville	1
MN	Canby	1
	Clarkfield	2
	Cottonwood	1
	Ivanhoe	1
	Luverne	1
	Minneota	1
	Pipestone	1
	Porter	1
	Slayton	1
	Storden	1
	Worthington	2
SD	Redfield	1
TX	Tyler	1

\*Note: Spring 2020 Enrollment = 22  
(Six additional students enrolled in the  
Administrative Support Programs Spring 2020:  
DIP +2; Receptionist: +1; Office Management  
+3)