

Administrative Support Programs Advisory Committee
Meeting Minutes
Tuesday, March 15, 2022
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 15, 2022. Those members in attendance included Mindy Eggers, Carmen Elston, Mackenzie Hubers, Barb Hussong, Brenda Kellen, Ashley Prins, Penny Troe, and Angela Hoffman. Judy Tebben, Interim Dean of Technical Education, also attended the meeting.

The minutes of the March 16, 2021, meeting were reviewed and approved as presented.

COLLEGE UPDATE

Judy Tebben provided the following updates related to Minnesota West:

- Minnesota West experienced an increase in enrollment in fall semester 2021. Many other colleges within the MinnState system experienced a decline in enrollment during this same period.
- Minnesota West completed its HLC (Higher Learning Commission) accreditation visit in November 2021. The college received notification of continued accreditation. The next reaffirmation of accreditation will be held in 2031-2032.
- Minnesota West is currently completing the hiring process for the Provost position.

PROGRAM UPDATE/STATS

- Fall 2021 program demographics were shared with the group (see attached)
- Majority of students attend part-time.
- There were seven graduates in the 20-21 academic year (two in the fall/five in the spring – three Administrative Assistant, Diploma; four Administrative Assistant, AAS).
- Anticipate seven graduates this 21-22 academic year (one in the fall/six in the spring – one Receptionist, Certificate; three Administrative Assistant, Diploma; three Administrative Assistant, AAS).
- Students are encouraged to “ladder up” to the next higher-level degree.

CURRICULUM – COURSE OUTLINE REVIEW (FINAL GROUP)

- Every year, one-third of the Administrative Support Program curriculum is reviewed by its advisory committee to ensure the skills and training provided are relevant and meet the demands of the workforce.
- The ADSA 1126 Advanced Office Applications, ADSA 1136 Desktop Publishing, and ADSA 1190 Presentation Graphics 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>

COURSE RETIREMENT PROPOSAL – ADSA 1132 10 KEY OPERATIONS

- The ADSA 1132 10 Key Operations course (1 credit) was previously a degree requirement in the Accountant Clerk, Diploma and an option for an elective credit in Accountant, Diploma program.
- Due to the alignment of those accounting programs with the Business Transfer Pathway, the ADSA 1132 course is no longer a requirement or elective option in any degree program at Minnesota West.
- Students enrolled in the ADSA 1100 College Keyboarding I course do have exposure to 10-Key keystroking.
- Over the past five years, the course has had low enrollment. The last two offerings were either as an independent study or canceled.
- A motion was made, seconded, and approved to retire the ADSA 1132 10 Key Operations course.
- The paperwork to officially retire the course will be processed through the college curriculum procedures.

GRADUATE FOLLOW-UP SURVEY

- A graduate follow-up survey was developed for the Administrative Support Programs in follow-up to the discussion held at last year's advisory meeting.
- The survey is based on receipt of graduate feedback, not an employer.
- The survey is mailed approximately five months after graduation. Self-addressed/stamped envelopes are included for ease of return.
- The survey has been sent to all program graduates since 2019-2020.
 - Ten surveys were mailed – four completed surveys returned plus one returned for an invalid address.
 - Feedback of the program/curriculum has been positive (all 5s and 4s Strongly Agree/Agree responses).
- The survey's data will assist with the preparation of program assessment materials which are completed in the spring of each academic year.

NOCTI RESOURCE – DIGITAL STUDY GUIDE FOR STUDENTS

- The NOCTI is a voluntary assessment that candidates for graduation in the Administrative Assistant Diploma and AAS students complete. It assesses job readiness in five competencies: Computer Applications, Working in an Office Environment, Records Management, Office Procedures, and Accounting and Computational Skills.
- The Digital Study Guide is a new resource being used to assist students with preparing for the NOCTI assessment.
- The guides expire each year.
- The study guides were purchased with Perkins funds this year (10 digital study guides/\$42). If the plan is to continue using them, the guides will need to be funded either through Perkins or the Administrative Support Program budget.
- The guide discusses NOCTI basics, provides test preparation steps, and most importantly provides sample questions for each of the five competencies being assessed. A competency checklist that provides topics to help students guide their review/preparation for the 195 multiple-choice question exam is also included.
- The second-year student representative, Carmen Elston, shared comments and spoke appreciatively of the opportunity to utilize the digital study guide.

DISCUSSION/OTHER ITEMS

- The first and second-year student representatives shared positive comments about their experiences in the AAS and Diploma programs.
- Advisory committee members were appreciative of the opportunity to provide input on the meeting format.

NEXT MEETING

- The next meeting will be held in the spring of 2023 unless program/curriculum needs arise.

Respectfully submitted,

Angela Hoffman

Attachment

Administrative Support Program Demographics – Fall 2021

Program

Administrative Assistant, AAS (60 credits)

Full-time – 2
Part-time – 5
Total: 7

Administrative Assistant, Diploma (35 credits)

Full-time – 1
Part-time – 5
Total: 6

Receptionist, Certificate (17 credits) 1 semester

Full-time – 0
Part-time – 2
Total: 2

Office Management, AS (60 credits)

Full-time – 1
Part-time – 2
Total: 3

Full-time Status: 22% (4)
Part-time Status: 78% (14)

Gender

Female – 89% (16)
Male – 11% (2)

Ethnicity

White – 100% (18)
Asian – 0% (0)
Black – 0% (0)
Hispanic – 0% (0)
Unknown/Uncoded – 0% (0)

Age

Under 18 – 5% (1)
18 to 20 – 17% (3)
21 to 24 – 17% (3)
25 to 29 – 22% (4)
30 to 39 – 11% (2)
40 and over – 28% (5)

Where are the Students From?

Fall 2021

State	City	Headcount
MN	Benson	1
	Fairfax	1
	Garvin	1
	Granite Falls	1
	Luverne	1
	Montevideo	1
	Morgan	1
	Olivia	1
	Pipestone	2
	St. James	3
	Slayton	1
	Storden	1
	Waconia	1
	Windom	1
SD	Elkton	1

Administrative Support Programs Enrollment Trend

