

Program Name	Date	Advisory Committee feedback and input driving programmatic changes
MLT Advisory Board Meeting Minutes	December 1st	Reviewed passing rates; have decided not to change curriculum, as reported statistics for exam are for few students 2008 - 80%, 4 pass, 1 fail; 2009 -67% 4pass, 2 fail; 2010 -50% 1 pass, 1 fail; 2011 -60% 3 pass, 2 fail -review session made available to all MLT 2230 students in preparation for Board testing -Require participation in at least 1 review session for MLT 2230 Clinical applications -Excuse students wishing to participate in review sessions -Encourage student and/or recent graduates participation in review sessions -\$150 Registry exam cost may have prevented students from taking exam. Students want more hands-on experience before clinical. Suggest using Clinical site's Procedure Manual. Christie and Teresa will provide Saturday reviews for students who have not taken the test or have previously failed it.
American Sign Language Advisory Committee Meeting	December 3rd	Because of the July 1,2012 requirement of a Bachelor's Degree to take the National Interpreter Certification (NIC) exam, we are looking into an opportunity to work with MSUM's Speech Language and Hearing Sciences Department (SLHS) for an articulation agreement.
Diesel Equipment Technology Advisory Meeting	December 7th	Discussed 60/120 legislation and how it effects program. Gary gave a detailed explanation of the 60/120 law and what it means to technical programs such as Diesel. Gary asked the board for a motion to move forward with the waiver process which includes a comparison of other diesel programs in the state and why the Moorhead program should be granted a waiver. Motion by Jay and second by Steve to apply for a waiver, all in favor.
Fire Preparation Program Advisory Committee	February 22nd	Due to new Minnesota professional licensing requirements (effective July 1, 2011), our program will likely need to be expanded/modified to add more technical rescue and suppression skills, as well as prevention and education training. Rick will write new curriculum based upon the new licensing requirements; Mark and Trish will guide the courses and new program requirements through the college's Academic Standards/Curriculum process.
Radiologic Technology Advisory Committee Meeting	February 2nd	The Rad Procedures courses to be all together, the removal of physics and changing writing for speech. AP I and II will be going to 4 credits, we would also like to change Board review to 3 credits due to the workload required. There was question on how much lab time the online students had, because the sites felt that there needs to be more
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Business Division All Program Advisory Board Meeting/Banquet	February 2nd	Recommendation from Jamie McDougall that Accounting students learn more about Access as they import a lot of spreadsheet data in Access for reporting purposes. Tony reported on the reduced program length due to redundancy, the increase onsite tours, the need for internships, and the growth of the online program. Requests of Advisory Board Members: Help with placement, internships, tours, classroom decor, etc. Feedback from Advisory Board members: Curriculum suggestions, occupational trends, etc.
Architectural Technology Advisory Committee	February 2nd	The previous two Advisory Meetings discussed Program Changes that were to be implemented. Randy noted that these changes were made and submitted in February 2011 and approved at the December AASC meeting. Specification writing for Construction is being taught now, during the Spring 2012 semester. Principles of Estimating and Office Systems will be taught starting in the Fall Semester 2012. Randy asked if the committee was open to adding a second Revit course. The committee didn't see the need for adding the course at this time. Although Revit is being taught and used more in the Twin Cities area, we are not seeing it take off in our region. Randy ran the idea of adding another M&E Integration type course into the Program? The program currently has one 2 credit M&E class. Since the majority of the graduates are finding jobs doing, mechanical, electrical, plumbing, structural and low-voltage type drafting, we felt it only made sense to incorporate more of this into the curriculum. It was unanimous that a second M&E course be added. Randy will write the curriculum for a new course and run it by the Committees via e-mail. If everyone agrees with the course competencies, Randy will submit to AASC for approval.
Human Resource Programs Advisory Committee Meeting	January 31st	HRES 1134 Training and Development was reviewed with the group including the course syllabus and training presentation project was reviewed and discussed. Course outcomes were connected to the program outcome and presentation assignment seemed to be working well. Members in attendance also discussed the current status of the HRES course caps. They are mostly set at 40 with the exception of the internship and Capstone course. Research has been completed on course content and a course comparison was also done with other colleges and universities. The course cap of 40 does not work well when deliver the HR content. Has not been an issue in the past due to enrollments not reaching much past 30 in the past. The enrollment of 40 was reached this Fall in many courses which prompted the cap review. Members in attendance supported the request to lower the course caps due to the comparative research and it appeared to be best for student learning. A meeting has been scheduled with administration for further discussion. Advisory committee support will be included in the discussion.
Nursing Advisory Board Meeting	November 18th	Med-Surg is going to a primary RN model. CAN needs are high. Great LPN needs in our outpatient clinic areas. The new Urgent Care facility will be up and running early January or Early February. Our nursing model is still in process. Lots of changes going on at this time. This model has affected the Broen home. Broen Home is in need of RN's, LPN's and always in need of CNA's

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Administrative Support Programs Advisory Board Meeting	November 19th	<p>Changing Roles of Administrative Assistants in the Workforce: * Required to do more for less *Roles are changing for administrative assistants; required to stay a step ahead of technology without budgets available for continuing education</p> <p>*Administrative assistants are required to be more efficient by knowing shortcuts in Excel and preparing dynamic Power Points *Administrative assistants are given short deadlines with quick turnaround time * Ability to work for bosses who are younger *Ability to teach others technology as they are the "Go-to-person" *Basic knowledge of accounts payable/receivables; the more skills into the bookkeeping areas increase changes of employment *Extended day to complete workload; laptops go home with administrative assistants to complete work they can't finish at the office *Utilize iPads/notebooks; Windows phones; other mobile devices; scheduling meetings online *Utilizing electronic calendaring to schedule appointments and meetings for assistant and boss using PIM software * Expert in software applications to include Excel for spreadsheets; Access (members present didn't feel Access was important as Excel); dynamics/Quick books are used in the field * InDesign: Desktop Publishing -most are going to content management system/web based (no Dreamweaver); Adobe Suite and Publisher; Photoshop is used *Cloud computing -not important; NDSU has converted with Win 8/365 in some areas, but are not making in the transition yet; most areas are currently using Office 2010 *Microsoft is giving their employees a new SurfacePro - full-flagged operating system in December 2012 *SurfacePro will make an impact on industry. The change to Win 8 -is going to hit within the next year; Windows-based systems are taking off in every aspect. This impact will mean that administrative assistants will be expected to be versed on emerging technologies. *students are expected to use the latest technologies proficiently and efficiently *Students need to be able to interface with MAC/PC for some employers *Students taking classes at Skills Technology Center who are geared toward business want to know how to use and manipulate pdfs/Word --How do I get to show up on file? *Students will be using drop boxes and Skydrive with Win 8/Office 2013 *industry's perception of students' technology knowledge is that they already know and can use technology. "Students are not technology literate, but technology dependent." *Student perception-(Dani) -"I don't need to know more about technology because I feel I know enough for now." *NDSU (Darla) -"IT will do the upgrades, but administrative assistants will need to organize it, and know how to send it back. Admins do it all -data entry, marketing, sales, etc." *MHD HS -all MAC -Office 2008; lost PC lab. Specific departments are given iPads. BYOD-some students can't afford the technology. High schools don't have open networks so students use their own devices to access or bypass to get information.</p>
Criminal Justice Advisory Meeting	November 7th	<p>Fourteen Students attended skill in Alexandria this past summer. Three students attended North Dakota skills in Fargo. We had five of the fourteen students in Alexandria that did not pass the Physical Fitness portion of skills. This seems to be an ongoing concern. Chief Ebinger mentioned that they are partnering with Edge Fitness and with personal trainers for his officers physical fitness needs. He thought it might be a possibility for M-State students also. Morrie Lanning cautioned that requiring a level of fitness and taking that on through the college might be problematic and costly. Other comments were that students at that point in their education and training should be motivated enough to do it themselves</p>

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Medical Office Careers	October 24th	Reviewed with committee members the current program plans/ course additions/certification exams. Discussion of the upcoming changes with transition in coding --ICD-9 to ICD-10 (this takes effect in Oct. of 2014) and training is needed for providers/physicians and current coders; how this will be implemented to our students, this is already in our curriculum in Advanced Coding. The trend is moving toward certification for coders. Discussion regarding transcription, incorporation of "scribes" in some facilities and if there is a need for training. Some transcription has been outsourced to private companies
Network technology Administration	October 25th	Suggestions from the committee on improving our web page for better marking: * Potential students should be able to do a search on the M State web site to pull up all computer programs and should not have to scroll through the list. *M State needs to make sure that the internet search engines are updated with our new program name. Network Administration and computer network technology should pull our program as well as other key words searches. * They felt we should be able to have video testimonials on our program page to show case alumni that are working in the field who can promote our program by telling what they have learned and how they have put their education to work on the job. Greg Bahr suggested that Public Speaking and College Writing should be combined into 1 class. Both cover the same skills. Did not want to see cutting additional technical courses. Marlene mentioned combining e-mail administration with Enterprise Network Technology course, Jim thought that might be possible, but still suggested adding the wireless integration component which would increase the number of credits.