

ADMN Fall Kickoff Meeting

Monday, August 18, 2008

Instructors were informed that all communication should be done thru their LCC Google e-mail accounts which can be forwarded to personal accounts if desired. Official college communications will no longer be mailed directly to other e-mail accounts.

It's time to finalize your spring course requests as the paperwork for the spring 2009 schedule needs to be submitted by Tuesday, September 2. Please include availability, times to avoid and any format changes. The new president is encouraging that we be open minded and provide opportunities for students to graduate as soon as possible. We need to look at offering eight week options versus the traditional sixteen formats. Some of the ADMN courses contain too much material to adapt to eight week formats.

The ADMN 103 Keyboarding class was discussed briefly. We will continue to offer online, 16 week classroom and 8 week evening sections. ADMN 106 will not be offered in the spring but we will delay discontinuing the course totally. Two online sections of ADMN 103 will be offered spring semester to compensate for not offering ADMN 106. Three classroom sections will also be offered.

Details regarding the student portfolio were discussed. The concept of a student portfolio is introduced in ADMN 102. A reflection paper is written in ADMN 195. The portfolio is also discussed in ADMN 203. Projects that are created in ADMN 119 may be included in the portfolio. Some students don't seem to understand the portfolio concept. Many have not been saving relevant assignments to include in their portfolio. Students were much more receptive to the portfolio concept after a classroom discussion in ADMN 291 this past spring regarding what should be included. Students should be encouraged to store class projects on a USB drive for future inclusion in the student portfolio. Students may also want to use an e-mail account to store electronic copies of projects. At this time we don't have a storage location to store various student projects. The students need to take responsibility for keeping track of items to include in their student portfolio. I've talked to a couple ADMN students already this fall and both felt instructors were doing an excellent job of conveying portfolio information in classes this fall.

It appears it is time to scrutinize the content of ADMN 291, our capstone class. ADMN 291 currently requires submitting their administrative portfolio, preparing for the Certified Administrative Professional exam and completing a service learning project. Last spring was an eye opening experience. Students are not happy with having to purchase the certification cd and most students have indicated they have no plans to take the certification exam. The practice exams include many questions related to economics, human relations management and other topics that are not included in our classes.

For many ADMN students, the capstone is their last class. We want them to leave on a positive note versus a negative note. Changes that could be implemented include omitting the certification preparation. The time previously spent on certification issues could be used on other topics relevant to an office environment. Topics could include etiquette, prioritizing tasks, effective decision making, project management and time management to name a few. We may want to consider bringing back some of the concepts covered in the discontinued Critical Thinking class that was taught by Marion Schaffer. Time could be spent on polishing students' job hunting skills possibly aligning with options offered by Capital Michigan Works. Students need to be exposed to working with PDF files, converting files, scanning and inserting graphics. The certification sections will be removed from the class this spring. Suggestions of what to include are welcome.

The Administrative Office program currently offers six certificates of completion, five certificates of achievement and two associate degrees. Many of the certificates differ only by a class or two. Some of the certificates need to be consolidated and some may need to be eliminated entirely. The medical office and medical transcription will be merged. Is it realistic for a legal office student to find employment after completing the Legal Office Administration certificate of completion? Does a student need the additional legal classes offered in the Legal Office certificate of achievement? Students can only earn the 0114 associate degree once regardless of the number of specialties completed.

Based on last spring's advisory committee meeting and input from Capital Michigan Works, the Administrative and Information Management certificate of completion 0789 will be modified. The advisory committee felt very strongly that all students needed a strong

exposure to Word and Excel. These classes were previously taken off the curriculums in favor of the Microsoft Office overview class. Options for students to test out of keyboarding and Word will need to be created. The following classes are proposed to be included in the modified version of this certificate. The modifications are similar to a certificate that was requested by Capital Michigan Works this summer. This certificate of completion will contain sixteen credits once the credit value of ADMN 105 is increased to two credits. As a department we decided the following classes should be included:

ADMN 102	Editing Business Documents	3
ADMN 103	Beginning Keyboarding	2
ADMN 105	Employability Skills	2
ADMN 203	Administrative Office Procedures	3
CITA 119	Microsoft Word	3
CITA 126	Microsoft Excel	3

Overall, our fall kickoff meeting was very productive. We still have some modifications to make, but I feel the department is moving in the right direction. Thank you for taking time at the beginning of the semester to attend this meeting.