

<p><b><i>MEETING MINUTES</i></b></p>	<p align="center"> <b>Administrative and Information Management Advisory Committee Meeting Minutes</b>  Lansing Community College  Gannon Building room 117  12:00-1:45 P.M.   <b>October 10, 2008</b> </p>
<p><b>Facilitator:</b> <b>Note taker:</b>  <b>Attendees:</b></p>	<p>Tammy Jones  Laura Liebengood   Linda Crawford, Katie Donnelly, Rhonda Dukes, Christine Eaton, Curlada Eure-Harris, Cathie Hudson, Julie Lane, Steven Leiby, Carrie Murphy, Carol Scott, Jo Silsby, Mary Speiser, Ann Wing</p>
<p><b>Topic:</b>  <b>Topic:</b>   <b>Topic:</b></p>	<p><b>Introductions</b>  The meeting started off with introductions.</p> <p><b>Business, Media, &amp; Information Technology Update—Mary Speiser</b>   Mary provided an update regarding the ongoing apprenticeship program. Numerous IT students participated in IT apprenticeships during spring semester. Students were employed by the State of Michigan as well as AJ Boggs &amp; Co. Students can post their résumés online for prospective employers to view. Lois McIntosh has been hired to work with the apprenticeship program.</p> <p><b>Program Update – Tamora Jones</b>   Tammy explained that we currently have six certificates of completion, five certificates of achievement and two associate degrees. The certificates are designed so students can begin with the certificate of completion and have all the classes count towards the next higher certificate of achievement. Currently we have several certificates that are very similar. We also want to make sure students are employable after earning the various</p>

certificates.

Questions were asked regarding what jobs or job levels are attainable with the different levels of certification. Typing skill levels were also discussed.

Cathie Hudson and Tammy Jones stated that ADMN 119 focuses on typing skills with three-minute timings being given each week. The suggestions were to have a words per minute requirement with a certificate of achievement. We will look into various ways of certifying a student's typing speed. We will consider including additional timed writings as part of the capstone class.

The advisory committee felt strongly that students needed advanced Word and Excel skills in order to be employable in an administrative office position. The Word and Excel classes were previously on the curriculum but removed in favor of the Microsoft Office overview class. In light of the committee's strong feelings about Word and Excel, these two classes are being put back on the certificates and Microsoft Office removed. The advisory committee's response to adding Access was that it isn't nearly as important as the other two software packages. Access will not be added to the certificates.

Options will be needed to allow students to test out of Word or Excel. Currently students can enroll for either class and attempt to test out by taking the midterm and final exams. If they pass the exams, the class is waived. If they don't pass, they have to take the class. We would like to find a certified exam that students could take to test out of software classes.

Several suggestions were given for topics in which students need to improve. Mentioning soft-skills caused a great reaction in almost everyone. Soft-skills seem to be what is lacking in the employee.

The capstone class needs to be redesigned. Currently the class includes practice for the International Association of Administrative Professionals (IAAP) certification exam, portfolios and service learning requirements. We had to change instructors in the middle of spring semester, and the course was being restructured. Time was being spent on a certification exam that required three years of documented related work experience. The portfolio is viewed as a valuable part of the course.

Examples of student work from previous classes are included in the portfolio. Ideas about what to eliminate and what to add to the capstone class were discussed. The certification piece was strongly thought to be something to eliminate. The exam covers economics, management, technical office and networking.

Tammy, a former high school teacher recalled her advisory committee creating an exam and then testing the students.

