

ADMN Faculty Curriculum Meeting

Tuesday, April 1, 2008

ATTENDING: Janice Barker, Elizabeth Casby, Sheila Fink, Bill Holda, Cathie Hudson, Tamora Jones, Julie Lane, Joann Silsby

TOPICS DISCUSSED:

1. The first topic of discussion was the need to increase our Advisory Committee membership. Several of our current adjunct instructors started out as advisory members and then made the transition to being instructors. Last year's meeting only had four members in attendance that weren't LCC affiliated. We're going back to a luncheon meeting this year, tentatively scheduled for Thursday, April 24. Names of two potential new members were provided in addition to inviting the panel that spoke at a recent IAAP meeting.

2. The second topic of discussion was recruitment issues within the department. What needs to be done to recruit additional students? What is preventing students from enrolling in courses?
 - a. Are the ADMN reading/writing levels consistent with other business course offerings? The majority of ADMN courses require a Reading Level 5 and Writing Level 4. Tamora Jones met with Thomas Klever, Chairperson of Language Skills and Student Development prior to the meeting. Tom said most college students could benefit by taking READ 116 and WRIT 117. Earning a 3.0 in READ 116 qualifies a student for a Reading Level 5. Earning a 2.5 in WRIT 117 qualifies a student for Writing Level 6. Reading level five and writing level six are considered high school level. Only five other business classes currently require writing levels. It was mentioned that some of the other business classes are looking at increasing their present reading and writing levels. Sheila Fink reminded us of the office administration occupation profile that was previously done in connection with Work Keys. A few years ago Bob Bouck administered Work Keys tests to students enrolled in ADMN 203 and the goal was to administer the test again in the capstone class. Bob has since retired and currently Work Keys tests are no longer being administered. It was generally agreed that we would keep the current reading and writing levels.

 - b. Several prerequisites were changed. ADMN 197 should be the prerequisite for ADMN 198 and 207. Students that have taken CHSE 120 will require overrides to enroll or may need to also take ADMN 197. The prerequisite for ADMN 216 will be changed to require ADMN 215 instead of CITA 110. ADMN 220 will be the new prerequisite for ADMN 291.

- c. About a year ago the Office Administration name was changed to Administrative Information Management Program. The course codes were changed from OADM to ADMN. A cross reference needs to be added to the schedule book to assist students in finding ADMN courses instead of OADM. Some students don't seem to be aware that the codes have changed. The new program name is confusing as phone calls get misdirected to the management programs. The Art program is referred to as ADMN which is another source of confusion. Administrative Office Program was suggested as a new program name in order to attempt to eliminate some of the confusion between programs. The ADMN prefix would remain.
 - d. Gannon 117 is a dedicated office administration classroom that needs to be utilized as much as possible. The current setup using tablets is not conducive to teaching beginning keyboarding. Adding personal computers could increase the room usage rate as keyboarding could then be taught in the room. The room design means some students have their back to the white board. The room is booked every evening Monday thru Thursday and could be used by two spring classes on Monday nights.
 - e. Recruitment is always an important issue. The IAAP meeting is scheduled for April 22 at west campus. Newsletters were sent a few years ago in an attempt to keep students informed. We need to look into reinstating the newsletters. Creating the newsletters may need to be incorporated into a class project. Additional discussion is needed before determining who would be responsible for creating the newsletter and how often it would be published.
3. Currently we are offering two versions of beginning keyboarding. ADMN 106 is the one credit course and mainly focuses on learning the alphabetic keyboard. Students need to aim for twenty words per minute in this class. ADMN 103 is the two credit course and focuses on the alphabet, symbols, numbers and exposure to basic business documents. Students aim for thirty-three words per minute in this class. These speeds are based on one-minute timings. Concern was expressed regarding how successful online keyboarding students were. Keyboarding is a class that really needs instructor interaction. Consideration needs to be given to having more classroom sections than online sections in the future. Computer classroom space may be a factor in making this change. It was decided that the ADMN 106 course would be discontinued in favor of offering the two-credit version of ADMN 103.
4. We accomplished quite a bit in a short amount of time. Additional meetings will need to be scheduled to address any keyboarding changes and updates to other classes.