
INTEROFFICE MEMORANDUM

TO: BUSINESS PROGRAM ADVISORY COMMITTEE
FROM: GEOFFREY CROSSLIN
SUBJECT: MINUTES – APRIL 18, 2014.
DATE: APRIL 18, 2014
CC: TOM BUSZEK

Members present: Karen Knapper, Danielle Anderson, Stacy Droski, Bob Worgess

Faculty present: Geof Crosslin, Roxanne Bengelink, Rick Kraas, Steve Walman, Sheila Baiers, Valerie Jones, Fran Kubicek

Administration: Tom Buszek, Monica Koning

Meeting called to order at 8:00.

Introductions made.

Minutes of the December 6, 2013 meeting were reviewed.

Minutes accepted.

Current Items:

Geof informed the members that the program changes to the Medical Language Specialist and Legal Office Assistant certificates that were approved at the December meeting have been processed and will take effect for the Fall 2014 semester.

Geof informed the members that the sequencing of classes in the Program of Study manual cannot be restructured.

Steve indicated that he is working on the paperwork to process adding a hybrid option to the BUS 201 class that was approved at the December meeting.

Roxanne gave an update on the progress of creating a new course in Editing for the Legal and Medical certificates. Roxanne will have a recommendation for the fall meeting.

Geof indicated that a course in Outlook is now possible. Geof will bring a recommendation for a new course to the fall meeting.

Monica gave an overview of her responsibilities and the new internship coordinator.

We had a general discussion of how our programs are doing and if we are meeting the needs of industry. The feeling is that we do not have the need to make changes other than those already being considered.

Meeting adjourned at 9:20.

Items for the Fall meeting agenda:

1. Discussion of Medical Transcription – Update on potential new course
2. Discussion of Legal Office certificate– Update on potential new course
3. Where Outlook should be covered in our programs
4. Other