

Accounting Advisory Committee Meeting Minutes
 Western Technical College, Business Education Center, Room 111
 October 20, 2010, 4:30-5:30 p.m.

Members Present:

Jill Paetzold	Western Technical College
Paul Mack	Western Technical College
Karen Kettelson	Western Technical College
Jim Murray	Western Technical College
Paul Jacobson	Wipfli LLP
Terri Urbanek	Community Credit Union
Jim Stott	James L Stott Inc.
Wade Hackbarth	Western Technical College
Jeff Wrobel	Kwik Trip
Jo Ann Marson	Viterbo University
Peg Boudreau	Western Technical College
Gary Brown	Western Technical College
Stacey Nelson	Western Technical College
Jenny Parker	Western Technical College
Jeffrey Luna	Marine Credit Union
Jon Wedl	Snopak

Members Absent:

Mary Ann Herlitzke	Western Technical College
Bruce Bachtell	Western Technical College
Dan McIntyre	Management Computer Services, Inc.
Maureen Richardson	Fort McCoy
Ed Jaekel	JRM & Associates, LLC
Kimberly St. Sauver	Trane Company
Marty Cornforth	McHugh Excavating & Plbg

Item	Discussion	Action
Call to Order	Jim Murray called the meeting to order at 4:30 p.m. He informed the committee that our former Dean of Business, Denine Rood, accepted a position at Waukesha Technical College. Jim introduced Gary Brown, as Western's Dean of Business.	
Introductions	Jim welcomed everyone to the meeting and thanked them for coming. The committee has two new members, Jon Wedl and Jeffrey Luna. Jon is a graduate from Western's Accounting program and is currently employed at Snopak in Caledonia. Jeffrey is employed at Marine Credit Union. Welcome Jon and Jeffrey.	
Approval of Minutes	Jim presented the April 2010 meeting minutes to the committee.	Minutes were approved as presented.

<p>Do Graduates need MS Access Skills?</p>	<p>The committee felt a general knowledge or basic understanding of tables was necessary. They also felt that having the ability to plug data into Access was important. It was also mentioned that Access is difficult to learn and may require more time to learn the basic skills. Discussion led to the Introduction to Microcomputers course and what should be taught in that course. Some felt that dropping the Access portion would be ok as long as students had a basic understanding, others felt dropping PowerPoint was better because it was easier to learn on your own. Overall, members felt that computer knowledge was very important because the workplace is becoming more technological based and jobs are encompassing more duties.</p> <p>Members also mentioned that having some knowledge in non-profit accounting would be beneficial to our graduates.</p>	
<p>Curriculum Changes</p>	<p>Karen distributed materials describing a proposed curriculum change that would be effective with Fall 2011 new entry students. Currently, Western Accounting graduates are required to complete 69 credits in order to earn an Associate Degree in Accounting; the proposed change would reduce the credits needed to graduate to 67. The program is proposing the following:</p> <ul style="list-style-type: none"> • Remove the 3 credits of electives from the required curriculum. • Replace the current Cost 2 (2 credit) course with a 3 credit capstone course, "Management Accounting Project". <p>This class would run for the first time in the spring of 2013. Descriptions of the courses will be attached to the end of the minutes for those who were unable to attend.</p>	<p>Motion was made by JoAnn to accept the proposed curriculum changes, seconded by Terri Urbanek, unanimous approval. The following changes will be made effective with Fall 2011 new entry students:</p> <ul style="list-style-type: none"> • Remove the 3 credits of electives from the required curriculum. • Replace the current Cost 2 (2 credit) with a 3 credit capstone course, "Management Accounting Project"
<p>Update on Vita</p>	<p>Jill explained to the committee that they would be offering VITA for the last time spring 2011. Enrollment is typically between 6-10 students, and once the requirement to complete elective credits is removed, student enrollment will be lower. If future students are interested in this learning opportunity there are other areas in the district where they can participate in the VITA program.</p>	
<p>Job Market</p>	<p>All committee members were asked if they would hire our graduates, and they said yes. Some members felt that they may actually be looking to hire in the near future. In our district we've had good luck with placement of our students. However, some areas statewide have low placement.</p>	

	<p>Karen also reminded members to make the Accounting Team aware of anything new or any changes taking place in business. Gary Brown asked if anything was new in the technology area. The committee mentioned trying to go paperless with many parts of their job. Also, Jeff said that they are becoming more flexible with employees working at home. That they have more of a mobile workforce, not having the expense of an office etc. saves them money and offers flexibility to employees. Terri and Jeffrey also mentioned that spreadsheets are being utilized less and are attempting to eliminate the need for spreadsheet software. These companies are moving toward data mining software. They use report-writer and databases software to make data available. Terri uses Profit Star and Jeffrey uses Prolog.</p>	
<p>Program Enrollment Data</p>	<p>Karen presented new student admit data to the committee for both the Accounting and Accounting Assistant program. This school year, the Accounting program has accepted 111 with 85 registered students. The Accounting Assistant program has 13 accepted and 9 registered students. We currently have 298 students in the program.</p>	
<p>Spring Meeting</p>	<p>Members established a spring meeting date and time (April 27, 2010, from 4:30-5:30 p.m). Sheryl will send a reminder to the members.</p>	
<p>Adjourn</p>	<p>Jim adjourned the meeting at 5:30 p.m.</p>	