CALL TO ORDER

The regular monthly meeting of the Education, Services, and Institutional Relations Committee of the Milwaukee Area Technical College District Board was held in open session on Thursday, September 20, 2007, and called to order by Chairperson Baker at 5:00 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A: ROLL CALL

Present: Fred Royal and Lauren Baker.
Excused: Robert Davis

ITEM B: COMPLIANCE WITH THE OPEN MEETINGS LAW

The Education, Services, and Institutional Relations Committee meeting was noticed in compliance with the Wisconsin Open Meetings Law.

ITEM C: APPROVAL OF MINUTES – August 21, 2007 – Attachment 1

Motion: The minutes were approved without objection.
Action: Motion approved.

ITEM D: COMMENTS FROM THE PUBLIC

Spoke in opposition to the proposed realignment of the Television and Video Production Program to the Business Division:
- Kevin Pulz – instructor and instructional chair of MPTV (Appendix A)
- Dennis Majewski – Chair of Television and Video Production Advisory Committee (Appendix B)
- Andy Azinger -- former Public Television employee and MATC student (Appendix C)
- Michael Garvin – Milwaukee resident; senior videographer in MPTV; P.T. instructor
- Ryan Pigeon – Student
- Glenn Riley – MATC Instructor and former student
- Bill Werner – MPTV Producer and Director
- Jennifer Waldherr – MATC student (Appendix D)
- Darnell Tatum – MATC student
- Allen Newson – Resident and MATC graduate
- Randy Bishop – MATC student
Farah Corrao – MATC graduate

Charlie Dee – Vice President Local 212 – questioned the need for realignment, and commented on declining enrollment in relation to the reduced evening hours at the food court

ITEM G  G-3 Realignment of TV and Video Production Program

Discussion: Dr. Evonne Carter, Associate Provost, introduced Ms. Lucia Francis—Dean, Business, Graphic Arts & Information Technology. Ms. Francis noted that the purpose of this move is to align the TVP program to the academic side of MATC. This change will have limited impact to the functioning of the program. The relationship with MPTV will remain intact. Utilization of technology and the involvement of the Advisory Committee will remain as is. The impact to the students will be minimal. A core curriculum between TVP and other programs will be developed. There was discussion regarding whether this move is being implemented to solve a problem. Ms. Francis indicated that there is not a problem; this is just a realignment of the program.

Questions were raised about the process that was used to make this decision. This item will be placed on the agenda for October for further discussion. Ms. Baker noted that if there is a change to this structure, there needs to be an explanation as to why, and ensure that there is adequate involvement in the process.

E-1 Tentative Meeting Schedule – Attachment 2

Discussion: Changed from Tuesday to Thursday.

Motion: It was moved by Director Royal, seconded by Director Baker, for approval to accept the Tentative Meeting Schedule – Attachment 3.

Action: Motion approved.

E-2 Policy Review – Pre-employment Background Check – Attachment 3

Discussion: Second Read for the policy. No changes.

Motion: It was moved by Director Royal, seconded by Director Baker, for approval to accept the Policy Review – Pre-employment Background Check – Attachment 3.

Action: Motion approved.

E-3 Resolution (E0005-09-07) to Approve Surgical Assistant Advanced Technical Certificate – Attachment 4

Discussion: Seeking approval of the technical certificate which had been previously reviewed by the committee in order to move it forward to the State Board for adoption.

Motion: It was moved by Director Royal, seconded by Director Baker, for approval to accept Resolution to Approve Surgical Assistant Advanced Technical Certificate – Attachment 4.
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Action: Motion approved.

ITEM F: DISCUSSION ITEMS

F-1 Program Quality Review – Electric Power Distribution/Line Mechanic – Attachment 5

Discussion: Dr. Carter introduced Dr. Dave Turner—Dean, Technology and Applied Sciences, Dr. Bill Hodgkinson—Associate Dean, and Mr. Jim Simpson—Faculty, Electric Power Distribution. This is a single faculty program. Ms. Baker requested that the profile continue to be provided for each program review as has been done in the past. Dr. Hodgkinson gave a historical perspective of how this program started in the early 1990s and how it has evolved over time. There was discussion regarding the enrollment in the program, workforce needs throughout Wisconsin and the need to look more deeply into recruiting women and people of color into these types of non-traditional programs.

F-2 Program Quality Review – Travel Services – Attachment 6

Discussion: Dr. Carter introduced Ms. Lucia Francis—Dean, Business, Graphic Arts and Information Technology, Mr. Rich Busalacchi—Associate Dean, and Ms. Susan VanWinkle—Travel Services Faculty. This is a single faculty program. Ms. Francis noted that this is the only program of this kind in the state. Mr. Busalacchi indicated that the division is planning to align Travel Services with the Hotel/Hospitality Program in order to offer more exposure to the program. A core curriculum will be developed between the two programs for the first two semesters and then specialize in the area of interest for the second two semesters. The Travel Services Advisory Committee has been involved in making these decisions. There was a discussion regarding how internet capabilities have affected the way people utilize Travel Services.

ITEM G: INFORMATION ITEMS

G-1 LPN Program Probation Status Update

Discussion: Dr. Carter introduced Ms. Dessie Levy—Dean, Health Occupations and Dr. Nancy Vrabec—Associate Dean, and Ms. Melanie Gray—Program Coordinator, Licensed Practical Nursing Program. Ms. Levy gave the history of how and why the LPN program was put on probation status by the WTCSB. Dr. Vrabec outlined the steps that have been taken to improve the standing of the program. The status of the LPN Program goes back to the State board for review in May, 2008, and future update will be given to the committee after that review.

G-2 Various Policy Revisions – Editorial Changes – Attachment 7

Discussion: The policy revisions are not substantive and therefore appear only as an information item for the committee’s review.

G-4 Enrollment Update

Discussion: Ms. Theresa Barry—Vice President, Student Services noted that Ms. Baker had asked about the historical level of enrollments and the decline in headcount. Ms. Barry introduced Dr. Tom Pilarzyk, Director—College Advancement Research. Ms. Barry and Dr. Pilarzyk provided a Powerpoint presentation regarding enrollment statistics.
Strategies for growing MATC enrollment will be further discussed in October.

Ms. Baker asked that information regarding Adult Vocational courses be brought to the October committee meeting, specifically, what has been offered in the past, why we no longer offer it, and what we currently offer.

ITEM H: MISCELLANEOUS ITEMS

H-1 COMMUNICATIONS AND PETITIONS

None

H-2 INFORMATION ITEMS

None

ITEM I: OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: Thursday, October 18, 2007
Milwaukee Campus, Board Room (M210)

ADJOURNMENT

The Committee adjourned at 7:06 p.m.

Respectfully submitted,

Michele M. Conroy
Administrative Specialist to the Provost