NOTE CHANGE IN MEETING DATE

NOTICE TO RESIDENTS OF THE MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT, WISCONSIN

A regular open meeting* of the MILWAUKEE AREA TECHNICAL COLLEGE EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS COMMITTEE of the Milwaukee Area Technical College District Board, Wisconsin, will be held in the BOARD ROOM (ROOM M210) of the MILWAUKEE AREA TECHNICAL COLLEGE, 700 West State Street, Milwaukee, Wisconsin on MONDAY, JUNE 15, 2009, beginning at 5:00 P.M. The agenda** for said meeting is presented as follows:

The agenda for said meeting is presented as follows:

A. Roll Call

B. Compliance with the Open Meetings Law

C. Approval of Minutes – May 18, 2009 - Attachment 1

D. Comments from the Public

E. Action Items

   1. Approval of Participation in the American College & University Presidents Climate Commitment Program – Attachment 2

G. Discussion Items

   1. Academic Trimester Plan – Attachment 3

   2. Police Science/Fire Science Workforce Update

   3. Quality Review Process (QRP) for FY2009-10 – Attachment 4

H. Information Items

   1. Human Resources Core Committee Update – Attachment 5

   2. Quarterly Child Care Update– Attachment 6
I. Miscellaneous Items
   1. Communications and Petitions
   2. Information Items

J. Old Business/New Business
   1. Date of Next Meeting:

      Monday, June 22, 2009, Board Room (M210), Milwaukee Campus

Committee Members: Holmes, Michalski, Royal

* Other members of the MATC Board may be present, although they will not be participating as members of this committee. This meeting may be conducted in part by telephone. Telephone speakers will be available to allow the public to hear those parts of the proceedings that are open to the public.

** Action may be taken on any agenda item, whether designated as an action item or not. Agenda items may be moved into Closed Session for discussion when it becomes apparent that a Closed Session is appropriate under Section 19.85 of the Wisconsin Statutes. The Board may return into Open Session to take action on any item discussed in Closed Session.

Reasonable accommodations are available through the ADA Office for individuals who need assistance. Please call 414-297-6221 to schedule services at least 48 hours prior to the meeting.
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 Monday, May 18, 2009, and called to order by Director Holmes 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: Mr. Thomas Michalski, Ms. Melanie Holmes
Excused: Mr. Fred Royal

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 – April 23, 2009 – Attachment 1

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

ITEM D: COMMENTS FROM THE PUBLIC

ITEM E: ACTION ITEMS

E-1 Resolution (E0014-5-09) to Approve the Districts Plan for 5-Year Certification Renewal – Attachment 2

Discussion: Dr. Evonne Carter, interim provost, introduced Ms. Liz Pancobo, district certification officer. Ms. Pancorbo introduced Ms. Evelyn Pumphrey, chair, District Certification Committee. Ms. Pancorbo briefly explained the requirements for WTCS faculty certification. Ms. Pumphrey described the changes made to the activities that are accepted for 5-year certification renewal.

Motion: It was moved by Mr. Michalski, seconded by Ms. Holmes, to approve the Resolution to Approve the Districts Plan for 5-Year Certification Renewal – Attachment 2.
Action: Motion Approved
E-2 Resolution (E0015-5-09) to Approve MOU between UW-Milwaukee and MATC – Attachment 3

Discussion: Dr. Carter introduced Dr. Dave Turner, dean, Technology and Applied Sciences Division. Dr. Turner explained that this MOU outlines the parameters of a collaborative effort between the two colleges to utilize the metal casting area at MATC as a test-site for UWM courses.

Motion: It was moved by Ms. Holmes, seconded by Mr. Mihalski, to approve the Resolution to Approve MOU between UW-Milwaukee and MATC – Attachment 3

Action: Motion Approved

ITEM G: DISCUSSION ITEMS

G-1 Program Improvement Grant Activity Update – Attachment 4

Discussion: Dr. Carter introduced Dr. Terry Firkins, interim director, High School Articulation. Dr. Firkins explained that this grant works with the programs of the college to make major improvements. Dr. Firkins highlighted the accomplishments of the last year as well as how those accomplishments were achieved. There was a discussion related to second year retention efforts.

G-2 Innovation Grant Update – Opening Doors with China – Attachment 5

Discussion: Dr. Carter introduced Dr. Turner and Mr. Anthony Aveni, faculty, Television and Video Production Program. Mr. Aveni explained the process used to develop this program. Approximately thirty-five students from China and thirty-five students from MATC participated in this program. Dr. Vicki Martin, interim president, thanked Dr. Turner and Mr. Aveni for developing this program and allowing our students to participate.

ITEM H: INFORMATION ITEMS

ITEM I: MISCELLANEOUS ITEMS

I-1 COMMUNICATIONS AND PETITIONS

None

I-2 INFORMATION ITEMS

ITEM J: OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: Thursday, June 18, 2009
Milwaukee Campus, Board Room (M210)

ADJOURNMENT

The Committee adjourned at 5:32 p.m.
Respectfully submitted,

Michele M. Conroy
Michele M. Conroy
Administrative Specialist to the Provost
American College & University Presidents Climate Commitment

We, the undersigned presidents and chancellors of colleges and universities, are deeply concerned about the unprecedented scale and speed of global warming and its potential for large-scale, adverse health, social, economic and ecological effects. We recognize the scientific consensus that global warming is real and is largely being caused by humans. We further recognize the need to reduce the global emission of greenhouse gases by 80% by mid-century at the latest, in order to avert the worst impacts of global warming and to reestablish the more stable climatic conditions that have made human progress over the last 10,000 years possible.

While we understand that there might be short-term challenges associated with this effort, we believe that there will be great short-, medium-, and long-term economic, health, social and environmental benefits, including achieving energy independence for the U.S. as quickly as possible.

We believe colleges and universities must exercise leadership in their communities and throughout society by modeling ways to minimize global warming emissions, and by providing the knowledge and the educated graduates to achieve climate neutrality. Campuses that address the climate challenge by reducing global warming emissions and by integrating sustainability into their curriculum will better serve their students and meet their social mandate to help create a thriving, ethical and civil society. These colleges and universities will be providing students with the knowledge and skills needed to address the critical, systemic challenges faced by the world in this new century and enable them to benefit from the economic opportunities that will arise as a result of solutions they develop.

We further believe that colleges and universities that exert leadership in addressing climate change will stabilize and reduce their long-term energy costs, attract excellent students and faculty, attract new sources of funding, and increase the support of alumni and local communities.

Accordingly, we commit our institutions to taking the following steps in pursuit of climate neutrality:

1. Initiate the development of a comprehensive plan to achieve climate neutrality as soon as possible.
   a. Within two months of signing this document, create institutional structures to guide the development and implementation of the plan.
   b. Within one year of signing this document, complete a comprehensive inventory of all greenhouse gas emissions (including emissions from electricity, heating, commuting, and air travel) and update the inventory every other year thereafter.
   c. Within two years of signing this document, develop an institutional action plan for becoming climate neutral, which will include:
      i. A target date for achieving climate neutrality as soon as possible.
      ii. Interim targets for goals and actions that will lead to climate neutrality.
      iii. Actions to make climate neutrality and sustainability a part of the curriculum and other educational experience for all students.
      iv. Actions to expand research or other efforts necessary to achieve climate neutrality.
      v. Mechanisms for tracking progress on goals and actions.

(continued...)
2. Initiate two or more of the following tangible actions to reduce greenhouse gases while the more comprehensive plan is being developed.
   a. Establish a policy that all new campus construction will be built to at least the U.S. Green Building Council's LEED Silver standard or equivalent.
   b. Adopt an energy-efficient appliance purchasing policy requiring purchase of ENERGY STAR certified products in all areas for which such ratings exist.
   c. Establish a policy of offsetting all greenhouse gas emissions generated by air travel paid for by our institution.
   d. Encourage use of and provide access to public transportation for all faculty, staff, students and visitors at our institution.
   e. Within one year of signing this document, begin purchasing or producing at least 15% of our institution's electricity consumption from renewable sources.
   f. Establish a policy or a committee that supports climate and sustainability shareholder proposals at companies where our institution's endowment is invested.
   g. Participate in the Waste Minimization component of the national RecycleMania competition, and adopt 3 or more associated measures to reduce waste.

3. Make the action plan, inventory, and periodic progress reports publicly available by providing them to the Association for the Advancement of Sustainability in Higher Education (AASHE) for posting and dissemination.

In recognition of the need to build support for this effort among college and university administrations across America, we will encourage other presidents to join this effort and become signatories to this commitment.

Signed,

________________________
President/ Chancellor Signature

________________________
President/ Chancellor Name

________________________
College or University

________________________
Date

Please send the signed commitment document to:

Presidents' Climate Commitment
c/o Second Nature
18 Tremont St., Suite 1120
Boston, MA 02108

or fax to: 320-451-1612
or scan & email to: ACUPCC@secondnature.org
WHAT IS A TRI-SEMESTER

1. The semester system divides the calendar year into two semesters of 16 weeks each, plus optional summer sessions of varying lengths, (6-7) at MATC.

2. The **tri-semester** system evolved out of the semester system. It divides the academic year into **three equal portions of 12-17 weeks each**.

3. The reduced maximum course load that accompanies the shortening from the traditional semester makes the tri-semester system compatible with the semester system.

4. Academic credit is thus measured on the tri-semester system in semester hours; there is no such thing as a “tri-semester hour” of credit.
BENEFITS OF A TRI-SEMESTER

• Flexibility - students & staff
• Continuity of Learning
• More Efficient Utilization of Facility Space
• Increased Enrollment Opportunities
• Quicker Response – High Demand Occupations
• Better Utilization of Instructional Staff
GTC NEGOTIATIONS PROCESS

• Started with 4 terms / 12 weeks each:
  – Instructors work 3 out of the 4 semesters
  – 12 weeks off

• Ended at 3 terms / 15 weeks each:
  – Instructors work 2 out of the 3 semesters
  – 1 semester off
  – Classes lengthened from 55 minute to 60 minute hours
# GTC CONTRACT CHANGES

<table>
<thead>
<tr>
<th>BEFORE CHANGE</th>
<th>AFTER CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 weeks (2)</td>
<td>15 weeks (3)</td>
</tr>
<tr>
<td>55 minute hours</td>
<td>60 minutes hours</td>
</tr>
<tr>
<td>175 day contract</td>
<td>157 day contract</td>
</tr>
<tr>
<td>2 - 6 week Summer Terms</td>
<td>15 week Summer (same as Fall &amp; Spring)</td>
</tr>
<tr>
<td>0 Summer instructors</td>
<td>10 Summer instructors</td>
</tr>
<tr>
<td>6 in-services</td>
<td>9 in-services</td>
</tr>
<tr>
<td>Summer – end of year</td>
<td>Summer – beginning of year</td>
</tr>
<tr>
<td>20-pay option</td>
<td>All 26 pays</td>
</tr>
</tbody>
</table>
GTC POSITIVE OUTCOMES

• Maximum 1 extended contract *(was 2)*
• Faculty can choose alternative calendars
• Some programs now year round – *(others being considered)*

• Summer starts flexible (May)
• 10 required counselor work days – *(Fall & Spring)*
• Cash flow
• Can reduce turnover
GTC CHALLENGES

- Reduced Counselor Days (167 vs. 175)
- Plan 9 In-Services (vs. 6)
- Lead / Chair Duties
- Pay Increase July 1 (vs. late August)
- Summer Begins Academic Year
ACADEMIC & SUPPORT ISSUES

Input and discussions will need to occur with MATC:

- Academic Leaders and Instructors
- Student Services staff
- Counseling
- Operations and Facilities areas
There will be the need to re-open the following Local 212 contracts:

- Full Time
- Part Time
- Para Professional

This is necessary to discuss and develop the proposed academic calendar and employee working conditions and compensation.
OPEN DISCUSSION

Making it happen for our students and community
## Quality Review Process (QRP) for FY2009-10

### Presentation Schedule

<table>
<thead>
<tr>
<th>Month</th>
<th>Diplomas</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>Pharmacy Technician Diploma, Renal Dialysis Technician Diploma</td>
</tr>
<tr>
<td>September</td>
<td>Chemical Technician, Music Occupations</td>
</tr>
<tr>
<td>October</td>
<td>Carpentry, Fire Protection Technician</td>
</tr>
<tr>
<td>November</td>
<td>Health Unit Coordinator, Medical Coding Specialist Diploma</td>
</tr>
<tr>
<td>December</td>
<td>Legal Administrative Professional, Office Technology Assistant Diploma</td>
</tr>
<tr>
<td>January</td>
<td>Customer Information Specialist Diploma, Marketing Management</td>
</tr>
<tr>
<td>February</td>
<td>Desktop Publishing/Press Production Diploma, Graphic Design (Commercial Art)</td>
</tr>
<tr>
<td>March</td>
<td>Practical Nursing Diploma, Registered Nursing</td>
</tr>
<tr>
<td>April</td>
<td>Travel Industry (Agent) Training Diploma, Baking Production Diploma</td>
</tr>
<tr>
<td>May</td>
<td>Computerized Accounting Assistant Diploma, Interpreter Tech</td>
</tr>
<tr>
<td>June</td>
<td></td>
</tr>
</tbody>
</table>
### Scorecard

#### State

<table>
<thead>
<tr>
<th>Indicator Name</th>
<th>Target</th>
<th>Threshold</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Completion</td>
<td>83.74</td>
<td>60.62</td>
<td>62.27</td>
</tr>
<tr>
<td>Job Placement - All Employment</td>
<td>100</td>
<td>65.24</td>
<td>100</td>
</tr>
<tr>
<td>Job Placement - Related Employment</td>
<td>83.36</td>
<td>36.95</td>
<td>43.75</td>
</tr>
<tr>
<td>Special Populations Course Completion</td>
<td>82.25</td>
<td>56.14</td>
<td>55.56</td>
</tr>
<tr>
<td>Minority Course Completion</td>
<td>88.75</td>
<td>48.24</td>
<td>56.06</td>
</tr>
<tr>
<td>Third Year Retention</td>
<td>49.27</td>
<td>20.46</td>
<td>38.1</td>
</tr>
<tr>
<td>Third Year Graduation</td>
<td>31.72</td>
<td>9.82</td>
<td>14.29</td>
</tr>
<tr>
<td>Fifth Year Graduation</td>
<td>47.55</td>
<td>15.02</td>
<td>26.67</td>
</tr>
<tr>
<td>Second Year Retention</td>
<td>63.62</td>
<td>37.95</td>
<td>50.39</td>
</tr>
</tbody>
</table>

#### College

<table>
<thead>
<tr>
<th>Indicator Name</th>
<th>Target</th>
<th>Threshold</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilize Technology</td>
<td>4.87</td>
<td>3.38</td>
<td>0</td>
</tr>
<tr>
<td>Program Currency</td>
<td>4.91</td>
<td>3.09</td>
<td>4.4</td>
</tr>
<tr>
<td>Student Outcomes Assessment</td>
<td>6</td>
<td>1.01</td>
<td>6</td>
</tr>
<tr>
<td>Communicate Effectively</td>
<td>4.6</td>
<td>3.54</td>
<td>0</td>
</tr>
<tr>
<td>Collaborate with Others</td>
<td>4.78</td>
<td>3.66</td>
<td>0</td>
</tr>
<tr>
<td>Respect Diversity</td>
<td>4.81</td>
<td>3.44</td>
<td>0</td>
</tr>
<tr>
<td>Demostrate Responsibility</td>
<td>4.88</td>
<td>3.74</td>
<td>0</td>
</tr>
<tr>
<td>Think Critically</td>
<td>4.84</td>
<td>3.74</td>
<td>0</td>
</tr>
<tr>
<td>Apply Math and Science</td>
<td>4.69</td>
<td>2.97</td>
<td>0</td>
</tr>
<tr>
<td>Student Satisfaction Attainment</td>
<td>4.9</td>
<td>3.68</td>
<td>0</td>
</tr>
</tbody>
</table>

Click here to link to the QRPDS website.

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## Improvement Plan

<table>
<thead>
<tr>
<th>Program Name</th>
<th>College Division</th>
<th>Advisory Committee Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Management</td>
<td>BUSINESS, GRAPHIC ARTS &amp; INFORMATION TECHNOLOGY</td>
<td>1/16/2009</td>
</tr>
</tbody>
</table>

### Indicator Name: Course Completion

**Action Item:** Research cause(s) of current level of course completion rate.

**Planned Outcome:** Data will be derived which will be used to develop strategies to increase course completion rates.

**Activity 1:**
Work with Institutional Research to assess the accuracy of current data and develop further research initiatives for this program indicator.

**Key Staff Responsible:** Program chair and Associate Dean

**Resource Needs:** Time and materials.

**Timeline:** Complete in FY 2010.

### Indicator Name: Utilize Technology

**Action Item:** Integrate additional information technology applications into the curriculum.

**Planned Outcome:** Students will become more skilled in the use of information technologies as applied in the field of marketing.

**Activity 1:**
Using the DACUM process and input from the program advisory committee identify emerging technologies.

**Key Staff Responsible:** Department faculty.

**Resource Needs:** Time and materials.

**Timeline:** December, 2009

**Activity 2:**
Identify strategies to incorporate new information technology applications into the curriculum.

**Key Staff Responsible:** Department faculty

**Resource Needs:** Professional development funds and software acquisitions.

**Timeline:** FY 2010

**Activity 3:**
Acquire new information technology equipment and software.
<table>
<thead>
<tr>
<th>Indicator Name</th>
<th>Program Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Item</td>
<td>Complete college's QRP process.</td>
</tr>
<tr>
<td>Planned Outcome:</td>
<td>As part of the annual MATC QRP initiative, this program will be reviewed by the college's CLA committee and the MATC Board.</td>
</tr>
</tbody>
</table>

**Activity 1:** Validation of the DACUM chart.

<table>
<thead>
<tr>
<th>Key Staff Responsible</th>
<th>Department chair, advisory committee, and Associate Dean.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Needs</td>
<td>Time and materials</td>
</tr>
<tr>
<td>Timeline:</td>
<td>September, 2010</td>
</tr>
</tbody>
</table>

**Activity 2:** Updating of the WIDS course outcome summaries for all of the marketing technical courses in this program.

<table>
<thead>
<tr>
<th>Key Staff Responsible</th>
<th>Department faculty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Needs</td>
<td>Time and materials</td>
</tr>
<tr>
<td>Timeline:</td>
<td>September, 2010</td>
</tr>
</tbody>
</table>

**Activity 3:** Review QRP with college CLA and MATC Board.

<table>
<thead>
<tr>
<th>Key Staff Responsible</th>
<th>Department faculty and Business Division Administration.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Needs</td>
<td>Time and materials</td>
</tr>
<tr>
<td>Timeline:</td>
<td>FY 2010</td>
</tr>
</tbody>
</table>

Key Staff Responsible: Department chair and Associate Dean.
Resource Needs: 28 computer workstations and 3 major software packages.
Timeline: FY 2010
Attachment ESIR - 5

HR CORE COMMITTEE
• Prepared a Training Needs Analysis for all employees

• Electronic Employment Application and Recruiting Process

• Diversity Recruitment Plan

• Service Excellence-Student Services

Goals Achieved

• Survey to be circulated as part of Coordination Day for Faculty and all others get email via survey monkey

• Faculty Implementation 2nd QTR ’09; rest of college 3rd QTR ’09

• Completed in April

• Incorporated in Student Services Orientation fall ‘08
Next Year

Goal 1 – New Faculty Job Descriptions
» LAS and Business / Fall 2009
» T&I and Health/ Spring 2010

How - Plan for action during end of September beginning of October and end of January and beginning of February

Goal 2 – Implement Feedback on Professional Development Needs Survey

How – provide additional training per results of survey
Early Childhood Education Practicums

Increased utilization in all semesters (FY08 – FY09)
Evaluations distributed to student teachers in Spring 2009; results very favorable at all locations; data to be shared with ECE faculty
Table identifies final figures for FY08; Spring numbers are lower than the March ESIR report due to reduction in the number of Practicum 1 student teachers who were initially assigned (in early March) versus those who actually attended MATC centers beginning mid-to-late March

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>HOURS</th>
<th>SEMESTER</th>
<th>HOURS</th>
<th>DIFFERENCE</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 08</td>
<td>397.50</td>
<td>Summer 09</td>
<td>744.00</td>
<td>346.50 hours</td>
<td>87.17% increase</td>
</tr>
<tr>
<td>Fall 08</td>
<td>2040.00</td>
<td>Fall 09</td>
<td>2862.00</td>
<td>822.00 hours</td>
<td>40.29% increase</td>
</tr>
<tr>
<td>Spring 08</td>
<td>2906.00</td>
<td>Spring 09</td>
<td>3768.00</td>
<td>862.00 hours</td>
<td>29.66% increase</td>
</tr>
<tr>
<td>TOTALS</td>
<td>5343.50</td>
<td></td>
<td>7374.00</td>
<td>2030.50 hours</td>
<td>38.00 % increase</td>
</tr>
</tbody>
</table>

Grant Activities

CCAMPIS: Current grant is through 9/30/10; grant application for FY2010 – 2014 has been completed and submitted; only current awardees were allowed to apply for future CCAMPIS funds (CCAMPIS = Child Care Access Means Parents in School); grant is through the U. S. Department of Education

110 Pell-eligible students and their children were served in the FY09 Fall and Spring semesters; services included 1:1 conferencing, extra child care hours for tutoring, study time, and study groups; referrals (as needed) to social services and/or educational resources

Early Reading First: Dr. Maura Moyle of Marquette University, School of Health Sciences, Department of Speech Pathology and Audiology, is the co-director of WRAP (Wisconsin Reading Acquisition Program). She has requested a partnership with the MATC Milwaukee Campus Children’s Center; preschool language/literacy skills, professional development for teaching staff, and family involvement will all be parts of the program provided by Marquette.

Early Head Start: Grant investigated and decision was not to pursue as the curriculum was not compatible with MATC Child Care Services national accreditation (NAEYC), Creative Curriculum for Infants/Toddlers, or student needs and current/future enrollment demands; grant suggests a minimum enrollment of 72 infants and toddlers; grant requires 12 months of operation and a 20% match from the sponsoring organization

Enrollment

All sites have been enrolling for Fall 2009-10; Summer enrollment at Milwaukee is good