May 14, 2010

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 WEDNESDAY, MAY 19, 2010, beginning at 3:00 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 – April 21, 2010 - Attachment 1

D. Comments from the Public

E. Action Items

F. Discussion Items
   1. Trimester Update
   2. Curriculum Learning and Assessment Core Committee Summit Update – Attachment 2

G. Information Items
   1. Enrollment Update
   2. Child Care Update – Attachment 3

H. Miscellaneous Items
   1. Communications and Petitions
   2. Information Items
I. Old Business/New Business

1. Date of Next Meeting:

   Wednesday, June 16, 2010, Board Room (M210), Milwaukee Campus

Committee Members: Holmes, Michalski, Webber

* 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 Wednesday, April 21, 2010, and called to order by Ms. Melanie Holmes at 3:00 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A: ROLL CALL

Present: Ms. Melanie Holmes, Mr. Thomas Michalski
Excused: Mr. Bobbie Webber

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 – March 17, 2010 – Attachment 1

Motion: The minutes were approved without objection.

ITEM D: COMMENTS FROM THE PUBLIC

ITEM E: ACTION ITEMS

None

ITEM F: DISCUSSION ITEMS

F-1 Quarterly Advisory Committee Report – Attachment 2

Discussion Dr. Vicki Martin, executive vice president and provost introduced Mr. Mike Jenkins, curriculum manager. Mr. Jenkins briefly outlined the Advisory Committee Report for the last quarter.

F-2 Direct Lending Update – Attachment 3

Discussion Dr. Martin introduced Mr. Al Pinckney, interim vice president, Student Services. Mr. Pinckney gave a brief history of the direct lending initiative and the connection to the stimulus package from the federal government. Mr. Pinckney introduced Ms. Camille Nicolai, interim manager of financial aid. Ms. Nicolai highlighted the Direct Loan process to be used beginning in SU2010. Students have been notified of this new
process via email and a future article in the MATC Times newspaper. Communication with the students will continue well into the future in order to have a seamless into this new process. There was a brief discussion of how the Financial Aid department will work with students aware of their debts and how to manage those debts.

**F-3 Policy Review – A0101 MATC Mission Statement – Attachment 4**

**Discussion**  
Dr. Martin introduced Ms. Janice Falkenberg, vice president and general counsel. Ms. Falkenberg highlighted the changes included in this version of the policy.

**Motion**  
It was moved by Ms. Holmes and seconded by Mr. Michalski to move Policy Review – A0101 MATC Mission Statement to the full board for approval.

**Action**  
Motion Approved

**ITEM G: INFORMATION ITEMS**

**G-1 Enrollment Update**

**Discussion:**  
Mr. Pinckney noted that enrollments for this spring semester are up 11% over enrollments during this same period last year. Apprenticeship enrollments are down 24%. There was a discussion related to how this decline directly correlates with the downturn in the economy. Overall FTEs are up 5% for the fiscal year.

**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, May 19, 2010, 3:00 PM**

Milwaukee Campus, Board Room (M210)

**ADJOURNMENT**

The Committee adjourned at 3:26 p.m.

Respectfully submitted,

*Michele M. Conroy*

Michele M. Conroy  
Administrative Specialist, Academic Affairs
First Annual CLA Summit

Curriculum, Learning and Assessment

Presentation to ESIR

May 19, 2010
To provide leadership and support on the implementation of curriculum, instructional delivery, and assessment processes which sustain high quality teaching and learning at MATC.

MISSION / PURPOSE

CLA
Curriculum Learning and Assessment
| Goal No. 1 | Provide Quality Student Learning  
Improve processes to align instruction and curriculum to meet the changing needs of the workforce in high demand areas |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 1.1</td>
<td>Provide high performing courses, programs, instruction and services</td>
</tr>
<tr>
<td>Strategy 1.1A</td>
<td>Evaluate program performance</td>
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</tbody>
</table>
| Measure | Hold a divisional CLA Summit.  
Obtain feedback to and from the Divisional CLA Committees, annual report |
| Strategy 1.1B | Update curricula to provide high-performing programs |
| Measure | Review and approve changes to curriculum manual  
Facilitate the implementation of the Core Abilities |
| Strategy 1.1C | Modify courses, programs and services based on data |
| Measure | Review and approve: new programs, programs undergoing major modifications, programs being considered for suspension, programs being recommended to be offered at other campuses, programs working with statewide curriculum |
| Strategy 1.1D | Enhance Instructional Delivery |
| Measure | Reviewed and recommend: priority programs to be available online, courses/programs being proposed for alternative delivery, new technology or methodology |
## Membership

<table>
<thead>
<tr>
<th>Name</th>
<th>Division</th>
<th>Representing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lucia Francis</td>
<td>BUS</td>
<td>Co-chair, Dean</td>
</tr>
<tr>
<td>Karen Kraus</td>
<td>BUS</td>
<td>Co-chair, Faculty</td>
</tr>
<tr>
<td>Juana Harrison</td>
<td>BUS</td>
<td>Associate Dean</td>
</tr>
<tr>
<td>Kelly Dries</td>
<td>HO</td>
<td>Associate Dean</td>
</tr>
<tr>
<td>Cynthia Steffen</td>
<td>HO</td>
<td>Faculty</td>
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<tr>
<td>Marcia Clarke-Yapi</td>
<td>LAS</td>
<td>Associate Dean</td>
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<tr>
<td>Lisa Conley</td>
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<td>Faculty</td>
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<tr>
<td>Jacqueline Robinson</td>
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<td>Faculty</td>
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<tr>
<td>Mike Brenner</td>
<td>TAS</td>
<td>Associate Dean</td>
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<tr>
<td>Terese Dressel</td>
<td>TAS</td>
<td>Faculty</td>
</tr>
<tr>
<td>Patrick Yunke</td>
<td>TAS</td>
<td>Faculty</td>
</tr>
<tr>
<td>Andrea Sullivan-Jurek</td>
<td>PC</td>
<td>Faculty</td>
</tr>
<tr>
<td>Michael Jenkins</td>
<td>Curriculum</td>
<td>Administrator, Ex-officio</td>
</tr>
<tr>
<td>Terry Firkins</td>
<td>AA</td>
<td>Administrator, Ex-officio</td>
</tr>
</tbody>
</table>
Excellent Meetings

This is our kind of meeting

“It’s a memo from the legal department reminding us to (heh-heh), ‘keep our noses clean.’”
The Connection

**QRP PROCESS**
- Program Data Analysis
- Program Action Plan

**STATE OF THE PROGRAM**
- Divisional CLA Analysis
- Report to CLA Committee

**STATE OF THE DIVISION**
- CLA Analysis of Divisions Reports
- Present to Board
Outcomes

- Summit held
- Divisional CLAs evolving
- Annual Reports Completed
- Curriculum Manual Revised
- Core Abilities Revised
- Program approvals and modification
## Outcomes

### Program Modifications

- Food and Beverage Certificate
- Meeting and Convention Planning Certificate
- Restaurant Management Certificate
- Baking Production Diploma
- Special Events Management TD
- Meeting and Events Management AAS
- Customer Information Specialist Diploma
- Food Service Diploma
- eCommerce/Web Administration

### New Certificates

- Six Sigma Belt Certification
- Information Security Fundamentals
- System Administration and Security Certificate
- IT-Security Auditing
- Infrastructure Security
- Dietary Manager
Provide Quality Student Learning

<table>
<thead>
<tr>
<th>The Concept</th>
<th>The Opportunity</th>
<th>The Potential</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Provide an opportunity for faculty to learn from each other</td>
<td>• Showcase best practices</td>
<td>• Improve processes to align instruction and curriculum to meet the changing needs of the workforce in high demand areas</td>
</tr>
<tr>
<td></td>
<td>• Get feedback on challenges</td>
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</table>
Provide Quality Learning

Division CLA Reports:
- Program
- Related Activities
- Curriculum
- Core Abilities

First Annual Summit:
- Showcasing best practices
- Soliciting input from all.

Action Plan:
- Using knowledge of division, score cards and summit feedback, prepare an action plan.
The Structure

- Division Reports
- Challenges
- Walk About
- Presentations
- Best Practices
- Feedback
- Division Action Plans

Summit
Best Practices and Challenges

~ Team Teaching ~ Google applications ~ Service Learning ~
~ TV production ~ Employer Satisfaction Survey ~
~ Petitioning ~ COS Completion Process ~
~ Childcare Bilingual Education ~
~ Physical Education and a Faith community partnership ~
~ Talented Musicians ~ Art and Community ~ Cyber Security ~
Exploring Nature ~
Learning from Each Other

- Participation – from all six divisions
- Approximately 75 individuals attended
- Evaluations - 95% indicated a rating of good to excellent

“Good means of sharing ideas (best practices) cross divisional. Good job!”

“Very interesting topics”

“Walk around the best part.”

“Excellent use of time!”

“A great experience!”

“I was made aware of assessment techniques that haven’t heard of before. Some that I will take back to my program.”
## Committee’s Self Assessment

### Preserve
- Format
- Sense of celebration
- Faculty Involvement
- Enthusiastic Student Involvement
- “Reflective” Practices
- Schedule Conflicts
- Misunderstanding of time

### Achieve
- Fall Divisional CLA Strategy Forum
- Spring Best practices day (2\textsuperscript{nd} Annual Summit)
- Technology issues
- Unclear expectations

### Avoid

### Eliminate
To Do

- Action Plans
- Analysis of Divisions
- CLA State of the College Presentation to ESIR
- 2nd Annual Summit and Strategic Forum
- Program Mix Model
LAS Student Outcomes Assessment
What Students are Saying About Service Learning
Students – Hackers in Training?
Two Best Practices and One Challenge

Google Documents & Sites Experts

Health Occupations Petition Process & Employer Satisfaction Survey
Two Examples of Best Practices

IT Faculty Projects – Technology Use

Pre-College Team Teaching Project

Questions
Child Care Update  
Fall 2009 and Spring 2010  
Carol Seaman, Director, MATC Child Care Services

Fall 2009

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Site</th>
<th>Mequon</th>
<th>Milw.</th>
<th>Oak Creek</th>
<th>West Allis</th>
<th>Total</th>
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<tr>
<td>FT Teaching Staff</td>
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<td>4</td>
<td>10</td>
<td>4</td>
<td>4</td>
<td>22</td>
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<tr>
<td>PT Teaching Staff</td>
<td></td>
<td>2</td>
<td>9</td>
<td>3</td>
<td>3</td>
<td>17</td>
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<tr>
<td>No. of classrooms</td>
<td></td>
<td>4</td>
<td>6</td>
<td>4</td>
<td>4</td>
<td>18</td>
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<tr>
<td>No. of student children regularly enrolled</td>
<td></td>
<td>24</td>
<td>65</td>
<td>51</td>
<td>37</td>
<td>177</td>
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<tr>
<td>No. of staff/faculty children regularly enrolled</td>
<td></td>
<td>2</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>8</td>
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<tr>
<td>No. of community children regularly enrolled</td>
<td></td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>5</td>
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<tr>
<td>Total children regularly enrolled Fall 2009</td>
<td></td>
<td>26</td>
<td>76</td>
<td>51</td>
<td>37</td>
<td>190</td>
</tr>
<tr>
<td>Percent of student children regularly enrolled per site</td>
<td></td>
<td>92.31%</td>
<td>85.53%</td>
<td>100.00%</td>
<td>100.00%</td>
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Spring 2010

<table>
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<tr>
<th>Criteria</th>
<th>Site</th>
<th>Mequon</th>
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<td>6</td>
<td>4</td>
<td>4</td>
<td>18</td>
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<tr>
<td>No. of student children regularly enrolled</td>
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<td>23</td>
<td>71</td>
<td>60</td>
<td>35</td>
<td>189</td>
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<tr>
<td>No. of staff/faculty children regularly enrolled</td>
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<td>2</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>9</td>
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<tr>
<td>No. of community children regularly enrolled</td>
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<td>1</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Total children regularly enrolled Fall 2009</td>
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<td>26</td>
<td>83</td>
<td>60</td>
<td>35</td>
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<tr>
<td>Percent of student children regularly enrolled per site</td>
<td></td>
<td>88.46%</td>
<td>85.54%</td>
<td>100.00%</td>
<td>100.00%</td>
<td>100.00%</td>
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</table>

NOTE: Occasional Use applies to school-age children who are enrolled for school "off" days. Time is sold on a "space available" basis and only to families who are pre-registered.

<table>
<thead>
<tr>
<th>Student Teacher (Practicum) Hours</th>
<th>FY09</th>
<th>FY10</th>
<th>Difference</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer--Milwaukee Center (Hours)</td>
<td>744</td>
<td>1008</td>
<td>264</td>
<td>35.48%↑</td>
</tr>
<tr>
<td>Fall--All Campus Centers (Hours)</td>
<td>2862</td>
<td>2768</td>
<td>-94</td>
<td>3.28%↓</td>
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<tr>
<td>Spring--All Campus Centers (Hours)</td>
<td>3768</td>
<td>2400</td>
<td>-1368</td>
<td>36.20%↓</td>
</tr>
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</table>

Grant Activities

CCAMPIS: MATC Child Care Services was awarded another CCAMPIS grant for 2010 - 2014. Services include 1:1 conferencing with student parents, additional hours for tutoring or study time, and parent education opportunities. A total of 159 MATC students were served from 8/2009 - 5/2010.

Collaboration/partnership with MPTV and Children's Health Education Center: MPTV recently announced the "I Am the Fit Generation" campaign which focuses on childhood obesity and healthy eating. A major focus of the campaign is parent and child education so children develop lifelong habits of healthy eating and physical exercise.

Milwaukee Public Television (MPTV) has approached MATC Child Care Services in regard to
a collaboration and partnership regarding health education for area families. In partnership with the Children’s Health Education Center, MPTV will sponsor and provide a parent workshop during Summer 2010 for parents and children at the MATC Milwaukee Children’s Center. Following the same model, the Children’s Health Education Center will provide a second workshop for families at the MATC West Allis Children’s Center in Fall 2010.

MATC Child Care Services is very excited to participate and offer our centers as host sites to further these important messages to our student parents and their children.

Enrollment (Fall and Spring)

Student enrollment has continued to grow at all four (4) locations. Oak Creek has realized the highest percentage of increase, most likely due to the large number of programs at that location and the continued effect of the current economy on families of displaced workers. The Milwaukee center has seen a higher percentage of student families enrolled, replacing community families.

The number of Wisconsin Shares-funded families has increased. More student parents have received direction and assistance from the PACE program at MATC. More students, based on economic circumstances, are qualifying for child care funding.

Youngstar/Quality Rating System

We continue to await final plans for the proposed Youngstar (quality rating system) program. The program would rate group child care providers and reinforce quality programming and service delivery by providing higher rates of Wisconsin Shares reimbursement to encourage families on Wisconsin Shares funding to seek out high-quality educational programs for their children.

The MATC Children’s Centers, based on the NAEYC accreditation and standards, should be designated by the State of Wisconsin at the highest possible rank.