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, April 16, 2012, and called to order by Ms. Lauren Baker at 5:04 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A: ROLL CALL

Present: Ms. Lauren Baker, Mr. Tom Michalski, 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 19, 2012 – Attachment 1

Motion: The minutes were approved without objection.

ITEM D: COMMENTS FROM THE PUBLIC

ITEM E: ACTION ITEMS

E-1 Resolution to Approve Scope Proposal for Program Titled Health Information Technology 10-530-1 – Attachment 2

Discussion: Dr. Vicki Martin, executive vice president and provost, introduced Ms. LeeAnn Mikula, manager, Curriculum and Dr. Dessie Levy, dean, School of Health Sciences. Ms. Mikula briefly explained that this is step two of a four step process required by the Wisconsin Technical College System (WTCS) in order to approve a new program. Dr. Levy explained that this program was started with money from the Federal Stimulus Program. Dr. Levy introduced Dr. Nancy Vrabec, associate dean, School of Health Sciences and Ms. Catherine Bell, faculty, Medical Coding Specialist Program. Dr. Vrabec and Ms. Bell briefly explained the job opportunities available to graduates of the Health Information Technology Associate Degree.

Motion: It was moved by Mr. Webber and seconded by Mr. Michalski to approve the Resolution to Approve Scope Proposal for Program Titled Health Information Technology 10-530-1 – Attachment 2.
ITEM F: DISCUSSION ITEMS

F-1 Policy Review – E0102 – Research Projects Conducted for Personal Use or for an Outside Organization – Attachment 3

Discussion: Ms. Janice Falkenberg, vice president and general counsel, introduced Ms. Elizabeth Drew, assistant general counsel. Ms. Drew briefly explained the change that was made to the membership of the MATC Institutional Review Board.

Motion: It was moved by Mr. Webber, seconded by Mr. Michalski to move Policy Review E0102 Research Project Conducted for Personal Use or for an Outside Organization – Attachment 3 to the full Board for approval.

Action: Approved

F-1 Program Quality Review:

a. Photography Associate Degree – Attachment 4

Discussion: Dr. Martin introduced Mr. Ellis Bromberg, dean, School of Media and Creative Arts. Mr. Bromberg introduced Dr. Richard Busalacchi, associate dean, School of Media and Creative Arts and Mr. Mark Saxon, faculty, Photography. Dr. Busalacchi briefly reviewed the details of the Photography program. Dr. Busalacchi noted that Second Year Retention and Course Completion are the two areas identified in the action plan to be worked on for the next year.

b. Architectural Technology Associate Degree – Attachment 5

Discussion: Dr. Martin introduced Ms. Dorothy Walker, dean, School of Technology and Applied Sciences. Ms. Walker introduced Mr. Duane Schultz, acting associate dean, School of Technology and Applied Sciences and Mr. Daniel Inyang and Mr. Phillip Grau, faculty, Architectural Technology Program. Mr. Schultz briefly highlighted the program. Mr. Inyang noted that course completion, job placement, and special populations course completion are the three areas identified in the action plan to be worked on for the next year. There was a discussion about how the faculty will work more closely with the advisory committee to assist with internships and the placement of program graduates.

c. Occupational Therapy Assistant Associate Degree – Attachment 6

Discussion: Dr. Martin introduced Dr. Levy, Dr. Sharon Abston-Coleman, associate dean, School of Health Sciences and Ms. Susan Heitman, faculty, Occupational Therapy Assistant Program. Dr. Abston-Coleman briefly highlighted the program. Ms. Heitman noted that course completion for both minority and nonminority students and increase of nontraditional student (male) enrollments.
F-2 Dashboard Indicators – Attachment 7

Discussion: Dr. Martin introduced Dr. Thomas Pilarzyk, director, Institutional Research and Strategic Planning. Dr. Pilarzyk briefly reviewed the information contained on each of the dashboard slides related to the Enrollment indicator.

ITEM G: INFORMATION ITEMS

G-1 Enrollment Update

Discussion: Dr. Martin introduced Dr. Trevor Kubatzke, vice president, Student Services. Dr. Kubatzke noted that FTEs are about 3.7% behind the projection for this year. Priority registration for summer and fall 2013 began today.

G-2 Quarterly Advisory Committee Update – Attachment 8

Discussion: Dr. Martin introduced Ms. Mikula and Dr. Abston-Coleman. Ms. Mikula briefly highlighted the changes that have taken place in the advisory committees. Dr. Abson-Coleman gave a brief update on the process that is being developed to ensure compliance for all advisory committees.

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, Monday, May 14, 2012, 5:00 PM, Milwaukee Campus, Board Room (M210)

ADJOURNMENT -- The Committee adjourned at 6:15 p.m.

Respectfully submitted,

Michele M. Conroy
Michele M. Conroy
Executive Assistant to the Executive Vice President & Provost
Academic Affairs