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, December 12, 2011, and called to order by Ms. Lauren Baker at 5:03 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 – November 14, 2011 – Attachment 1

Motion: The minutes were approved without objection.

ITEM D: COMMENTS FROM THE PUBLIC

ITEM E: ACTION ITEMS

E-1 Resolution to Approve the Title/Number Change for the Program Titled Air Conditioning, Refrigeration and Heating (30-401-1) – Attachment 2

Discussion: Dr. Vicki Martin, executive vice president and provost, introduced Ms. LeeAnn Mikula, manager, Curriculum Development; Ms. Dorothy Walker, interim dean, School of Technology and Applied Science; Ms. Terese Dressel, associate dean, School of Technology and Applied Science; and Ms. Deb Richards, faculty, Air Conditioning, Refrigeration and Heating program. Ms. Dressel explained that this number change is necessary to change from a one semester diploma program to a two semester diploma program. This change will allow students to ladder into the associate degree.

Motion: It was moved by Mr. Michalski, seconded by Mr. Webber to approve the Resolution to Approve the Title/Number Change for the Program Titled Air Conditioning, Refrigeration and Heating (30-401-1) – Attachment 2.

Action: Approved
ITEM F: DISCUSSION ITEMS

F-1 Program Quality Review:

a. Barber Cosmetologist Diploma Attachment 3

Discussion: Dr. Martin introduced Dr. Mohammad Dakwar, dean, School of Business and Ms. Karen Kraus and Ms. Linda Lizzo, faculty, Barber/Cosmetology department. Dr. Dakwar gave an overview of the program. Ms. Kraus reported that minority pass rate, Fall to Spring Retention and overall pass rate are the items noted in the action plan to be worked on this year. There was a discussion related to the local and state-wide wages for graduates of this program. Mr. Webber requested that advisory committee information be included with the scorecard. Ms. Baker asked that one data set be used to present salary information for all QRPs.

b. Paralegal Associate Degree – Attachment 4

Discussion: Dr. Dakwar introduced Mr. Michael Sujecki and Mr. Peter Musante, faculty, Paralegal department. Dr. Dakwar gave an overview of the program. Mr. Sujecki noted that course completion, minority course completion and nontraditional gender enrollments are the areas identified in the action plan to be worked on this year.

F-2 Dashboard Indicators – Attachment 5

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.

F-3 Policy Review

a. Policy G0050 – Freedom of Speech on Campus – Attachment 6

Discussion: Ms. Janice Falkenberg, vice president and general council, briefly reviewed the policy.

Motion: It was moved by Mr. Webber, seconded by Mr. Michalski to move Policy G0050 – Freedom of Speech and Expression be moved to the Full Board for Approval – Attachment 6.

Action: Approved

b. Policy F0500 – Student Financial Aids – Attachment 7

Discussion: Mr. Al Pinckney, vice president, Student Services briefly explained the changes made to the policy.

Motion: It was moved by Mr. Michalski, seconded by Mr. Webber to move Policy F0500 – Student Financial Assistance be moved to the Full Board for Approval – Attachment 7.
Action: Approved

c.  Policy F0900 – Standards of Academic Success and Financial Aid Eligibility – Attachment 8

Discussion: Mr. Pinckney briefly explained the changes made to this policy.

Motion: It was moved by Mr. Michalski, seconded by Mr. Webber to move Policy F0500 – Student Financial Assistance be moved to the Full Board for Approval – Attachment 7.

Action: Approved

F-4  Child Care Update

Discussion: Ms. Carol Seaman, director, Child Care Services reviewed the report.

ITEM G: INFORMATION ITEMS

G-1  Enrollment Update

Discussion: Mr. Pinckney noted that enrollments are about 4% behind this time last year. Mr. Pinckney explained that strategies are in place to assist students in enrolling for the spring semester.

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, Tuesday, January 17, 2012, 5:00 PM, Milwaukee Campus, Board Room (M210)

ADJOURNMENT – The Committee adjourned at 5:56 p.m.

Respectfully submitted,

Michele M. Conroy
Executive Assistant, Academic Affairs