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, February 20, 2012, and called to order by Ms. Lauren 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: Ms. Lauren Baker, Mr. Bobbie Webber
Excused: Mr. Tom Michalski

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 – December 12, 2011 – 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 Program Quality Review:

a. Medical Assistant Diploma – Attachment 2

Discussion: Dr. Vicki Martin, executive vice president and provost, introduced Dr. Dessie Levy, dean, School of Health Sciences; Ms. Kelly Dries, associate dean, School of Health Sciences, and Mr. Christopher Jack and Ms. Gail Thurman, faculty, Medical Assistant Diploma Program. Ms. Dries briefly described the Medical Assistant Diploma program. Ms. Thurman noted that increasing the Pass Rate to 80%, improving second year retention rate and increasing the Minority Pass Rate to 80% as the areas indicated on the action plan for this year. Mr. Jack noted new clinical sites have been secured for this year.
b. Nursing Assistant Diploma – Attachment 3

Discussion: Dr. Levy introduced Mr. Mario Rojas and Ms. Lori Guenther, faculty, Nursing Assistant Diploma Program. Ms. Dries briefly described the Nursing Assistant Diploma Program. This program is a prerequisite to the RN and LPN programs. Mr. Rojas noted that increased job placement and increase pass rate of special populations to 80% are the areas to be addressed this year as noted in the action plan.

c. Human Services Associate Degree – Attachment 4

Discussion: Dr. Martin introduced Dr. Wilma Bonaparte, acting dean, School of Liberal Arts & Sciences; Mr. Carl Morency, associate dean, School of Liberal Arts & Sciences; and Mr. Joe Moore, faculty, Human Services Associate Degree Program. Mr. Morency briefly described the Human Services Associate Degree Program. Mr. Moore noted that course completion, minority course completion, and non-traditional gender enrollments are the areas focused on in the action plan for this year.

F-2 Adult Basic Education (ABE) Enrollment Trends – Attachment 5

Discussion: Dr. Martin introduced Ms. Gloria Pitchford Nicholas, dean, School of PreCollege and Dr. Thomas Pilarzyk, director, Institutional Research and Strategic Planning. Ms. Pitchford Nicholas briefly explained reductions that were made to the School of Pre-College as well as the impact of more for-profit colleges moving into our district. There was a discussion related to how the PLI courses in LAS are affecting the ABE enrollment and the appropriate divisional location for the PLI courses.

F-3 Dashboard Indicators – Attachment 6

Discussion: Dr. Pilarzyk briefly reviewed the information contained on each of the dashboard slides related to Student Success and Student Retention indicators.

F-4 Quarterly Advisory Committee Report – Attachment 7

F-5 Advisory Committee Equity Report – Attachment 8

ITEM G: INFORMATION ITEMS

G-1 Enrollment Update

Discussion: Dr. Martin introduced Mr. Al Pinckney, vice president, Student Services. Mr. Pinckney noted that enrollments are about 4% behind this time last year. Mr. Pinckney explained that strategies were used to contact students that fell into the 150% Rule and were placed on suspension. Mr. Jim William, vice president, Finance noted that the other districts that are in the Wisconsin Technical College System are experiencing similar declines.

G-2 FY2012 Active Program List – Attachment 9
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, March 19, 2012, 5:00 PM, Milwaukee Campus, Board Room (M210)

ADJOURNMENT – The Committee adjourned at 6:02 p.m.

Respectfully submitted,

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