June 11, 2012

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

A regular open meeting of the 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 Thursday, June 21, 2012, beginning at 5:00 P.M.*

The agenda for said meeting is presented as follows:

A. Roll Call

B. Compliance with the Open Meetings Law

C. Approval of Minutes – May 14, 2012 - Attachment 1

D. Comments from the Public

E. Action Items

   NONE

F. Discussion Items

   1. Curriculum, Learning, & Assessment (CLA) Year-End Report –
      Attachment 2

   2. Policy Review – Policy F6700 -- Consumption of Alcoholic Beverages on
      MATC Property or Sponsored at Off-Campus Events – Attachment 3

G. Information Items

   1. Enrollment Update

   2. FY2013 Tentative Quality Review Process (QRP) Presentation Schedule –
      Attachment 4
H. Miscellaneous Items

   1. Communications and Petitions

   2. Information Items

I. Old Business/New Business

   1. Date of Next Meeting: August, 2012
      Board Room (M210)
      Milwaukee Campus

Committee Members: To Be Determined

* 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 414-297-6610 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 14, 2012, and called to order by Ms. Lauren Baker at 5:07 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 – April 17, 2012 – 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. Management Development Associate Degree – Attachment 3

Discussion: Dr. Vicki Martin, executive vice president and provost, introduced Dr. Mohammad Dakwar, dean, School of Business. Dr. Dakwar introduced Dr. Mercedes Fisher, associate dean, School of Business and Mr. Roy Vargas, faculty, Management Development Program. Dr. Dakwar briefly reviewed the program. Dr. Fisher noted activities to recruit students from local industries. Mr. Vargas noted that course completion and second year retention are the indicators noted in the action plan to be worked on this year. There was a discussion about how many students in this program are currently working.
b. Radiography Associate Degree – Attachment 4

Discussion: Dr. Martin introduced Dr. Dessie Levy, dean, School of Health Sciences. Dr. Levy introduced Dr. Nancy Vrabec, associate dean, School of Health Sciences and Mr. Paul Geibl, faculty, Radiography Program. Dr. Vrabec briefly described the program. Mr. Geibl noted that course completion, fifth year graduation, and job placement are the indicators identified in the action plan to be worked on this year.

F-2 Dashboard Indicators – Attachment 4

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 Employee Satisfaction indicator.

ITEM G: INFORMATION ITEMS

G-1 Enrollment Update

Discussion: Dr. Martin introduced Dr. Trevor Kubatke, vice president, Student Services. Dr. Kubatke noted that summer enrollment is about 3% behind this time last year. Fall enrollment is about 26% behind this time last year.

G-2 Child Care Update – Attachment 5

Discussion: Ms. Carol Seaman, director, Child Care Services noted that the Oak Creek, Mequon and Milwaukee Campuses have had their accreditation visits during the past 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, Monday, June 18, 2012, 5:00 PM, Milwaukee Campus, Board Room (M210)

Ms. Baker and Mr. Webber are not available for this date. A new date/time will be scheduled.

ADJOURNMENT -- The Committee adjourned at 6:00 p.m.

Respectfully submitted,

Michele M. Conroy
Executive Assistant to the Executive Vice President & Provost
Academic Affairs
### 2011-2012 Plan | DO | CHECK / ACT
--- | --- | ---
| **Provide Quality Student Learning** | | |
| 1.1A - Review and revise QRP and SOA processes for greater effectiveness related to student learning and success | Develop a college-wide assessment tool and implementation plan to evaluate the attainment of the Core Abilities of program students and non-completers | C – TSA Model and pilot |
| | | |
| 1.1B - Provide certificates and embedded diplomas that lead to completion or employment | Review, assess relevancy, and track certificates and embedded diplomas by creating a new system and process | IP - Kit Collins |
| | | |
| 1.1C - Evaluate college processes, procedures and timelines for high quality learning | Revise the curriculum manual; communicate roles of CLA and Div CLA, etc | IP – For the Curriculum Office |
| | | |
| 1.1D - Provide quality on-line and accelerated instruction | Assess course completion, persistence, and retention rates for on-line and accelerated students in FY11 and brainstorm to recommend improvements | IP – Brian Carlson and M . Fisher |
| 1.1E – Ensure teaching excellence through ER&D, Coaching, Mentoring and Occupational Currency | Team completed an evaluation of courses and offerings from ER&D. This project will continue under the supervision of the Associate Provost Office | C – Michelle Felix |
| 1.2 - Develop a process to ensure high performing programs are sustained and enhanced and new programs are developed that meet employer needs | Evaluate Program Viability processes and identify a strategy to pilot this (measures and goals) | IP – Pilot of CLA |

**Attachment ESIR - 2**
<table>
<thead>
<tr>
<th>Provide Quality Student Learning</th>
<th>2012-13 Plan</th>
<th>DO</th>
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<tbody>
<tr>
<td>1.1A Evaluate core abilities in program utilizing the Technical Skill Attainment processes.</td>
<td>Oversee the Pilot to utilize TSA processes to evaluate Student learning outcomes and core abilities in programs</td>
<td></td>
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<tr>
<td>1.1B Provide certificates and embedded diplomas that lead to completion or employment</td>
<td>Oversee the project working on Certificates</td>
<td></td>
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<tr>
<td>1.1C Evaluate college processes, procedures and timelines for high quality learning</td>
<td>Oversee the project that is continuing to work to enhance Program Advisory committees</td>
<td></td>
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<tr>
<td>1.1D Provide quality on-line and accelerated instruction</td>
<td>Oversee the project to assess course completion, persistence, and retention rates for on-line and accelerated students in FY11 and brainstorm to recommend improvements</td>
<td></td>
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<tr>
<td>1.2 Develop a process to ensure high performing programs are sustained and enhanced and new programs are developed that meet employer needs</td>
<td>Oversee the pilot for Program viability, utilizing data from IR to track performance and establish data for analyses.</td>
<td></td>
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</table>
Alcoholic beverages may not be consumed on MATC premises and/or at MATC sponsored events except those functions approved by the Vice President of Student Services (for student organization related functions), or the Executive Vice President and Provost/Vice President of Academic Affairs if the serving of alcoholic beverages is required as a component of a course curriculum or in conjunction with an academic activity.

(for nonstudent related functions) — MATC will comply with all applicable local, state, and federal laws relative to the sale and/or consumption of alcoholic beverages.
### TENTATIVE QUALITY REVIEW PROCESS (QRP)

**Presentation Schedule**  
**FY2012-13**

<table>
<thead>
<tr>
<th>MONTH</th>
<th>PROGRAM</th>
<th>ADMINISTRATOR</th>
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<tbody>
<tr>
<td>SEPTEMBER</td>
<td>Interior Design (10-304-1)</td>
<td>D. Schultz, AD</td>
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<td>Real Estate (10-194-1)</td>
<td>D. Schultz, AD</td>
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<td>OCTOBER</td>
<td>Surgical Technology (10-512-1)</td>
<td>K. Dries, AD</td>
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<td>Respiratory Technology (10-515-1)</td>
<td>K. Dries, AD</td>
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<tr>
<td>NOVEMBER</td>
<td>Vi-Comm/ Computer Graphics (10-206-3)</td>
<td>Dr. R. Busalacchi, AD</td>
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<td>Fashion/Retail Marketing (10-104-4)</td>
<td>Dr. Kit Collins, AD</td>
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<tr>
<td>DECEMBER</td>
<td>Nothing scheduled</td>
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<tr>
<td>JANUARY</td>
<td>Nothing scheduled</td>
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<td>FEBRUARY</td>
<td>Diesel &amp; Powertrain Service (31-412-3)</td>
<td>J. Spitz, AD</td>
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<td>Criminal Justice – Law Enforcement (10-504-1)</td>
<td>V. Vitale, AD</td>
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<tr>
<td>MARCH</td>
<td>Administrative Professional (10-106-6)</td>
<td>Dr. M. Dakwar, Dean</td>
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<td>Dietetic Technician (10-313-1)</td>
<td>Dr. R. Ammon, AD</td>
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<td>APRIL</td>
<td>Air Conditioning &amp; Refrigeration Tech (10-601-1)</td>
<td>T. Dressel, AD</td>
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<td></td>
<td>Electricity (31-413-1)</td>
<td>T. Dressel, AD</td>
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<td></td>
<td>Electronic Engineering Tech (10-605-7)</td>
<td>T. Dressel, AD</td>
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<td>MAY</td>
<td>Machine Tool Operations (31-420-1)</td>
<td>R. Alsup-Kingerly, AD</td>
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<td>Power Engineering &amp; Boiler Operator (30-428-1)</td>
<td>Dr. J. Jacobsen, AD</td>
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<td></td>
<td>Civil Engineering Technology (10-607-1)</td>
<td>D. Schultz, AD</td>
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