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 5:02 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 – February 20, 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. Physical Therapy Assistant Associate Degree – Attachment 2

Discussion: Dr. Vicki Martin introduced Dr. Sharon Abston-Coleman, associate dean, School of Health Sciences. Dr. Abston-Coleman introduced Mr. Paul Mansfield, faculty, Physical Therapy Assistant associate degree program. Dr. Abson-Coleman briefly outlined the program. Course completion for special populations, third year retention and minority course completion are the areas identified in the action plan to be worked on for this year. Mr. Mansfield noted that MATCs pass rate of 100% is higher than the state and national average.
b. Phlebotomy Diploma – Attachment 3

Discussion: Ms. Abston-Coleman introduced Mr. Dennis Schmidt, faculty, Phlebotomy/Clinical Laboratory programs. Increasing the pass rate to 80% for minority students and second year retention are the areas identified in the action plan to be worked on this year. Mr. Schmidt noted that fifteen of the eighteen of the credits in the Phlebotomy program ladder directly into the Clinical Laboratory Technician program.

c. Clinical Laboratory Technician Associate Degree – Attachment 4

Discussion: Dr. Abston-Coleman briefly outlined the program. Minority course completion and second year retention 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.

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 4% behind the projection for this 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, Monday, April 16, 2012, 5:00 PM, Milwaukee Campus, Board Room (M210)

ADJOURNMENT -- The Committee adjourned at 5:40 p.m.

Respectfully submitted,

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