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, October 17, 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 – September 19, 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 Designation of MATC State Public Officials – Attachment 2

Discussion: This resolution identifies those positions at the college that are considered public officials.

Motion: It was moved by Mr. Webber, seconded by Mr. Michalski to approve the Resolution to Approve Designation of MATC State Public Officials – Attachment 2.

Action: Approved

E-2 Resolution to Approve Program Proposal for Program Titled Culinary Management (10-317-1) – Attachment 3

Discussion: Dr. Vicki Martin, executive vice president and provost, introduced Dr. Mohammad Dakwar, dean, School of Business and Dr. Richard Busalacchi, associate dean, School of Business/School of Media and Creative Arts, and Ms. LeeAnn Mikula, interim manager, Curriculum. Ms. Mikula explained that this is step four of five to
approve a new program. Dr. Dakwar noted that this program compliments many of the other programs in the Culinary area. Dr. Busalacchi distributed a diagram of the pathways available to culinary students.

Motion: It was moved by Mr. Webber, seconded by Mr. Michalski to approve the Resolution to Approve Program Proposal for Program Titled Culinary management (10-317-1) – Attachment 3.

Action : Approval

E-3 Resolution to Approve Program Proposal for Program Titled Food and Beverage Management (31-317-X) – Attachment 4

Discussion: Dr. Busalacchi explained that this is a stand-alone one year technical diploma program.

Motion: It was moved by Mr. Webber, seconded by Mr. Michalski to approve the Resolution to Approve Program Proposal for Program Titled Food and Beverage Management (31-317-X) – Attachment 2.

Action : Approved

E-4 Resolution to Approve the Title/Number Change for Program Titled Small Business Training (30-145-1) – Attachment 5

Discussion: Ms. Mikula explained that this resolution is a number change to the program. This program is changing from a one semester to a two semester diploma program.

Motion: It was moved by Mr. Michalski, seconded by Mr. Webber to approve the Resolution to Approve the Title/Number Change for Program Titled Small Business Training (30-145-1) – Attachment 5.

Action : Approved

E-5 Resolution to Approve the Major Modification for the Program Titled Small Business Training (31-145-1) – Attachment 6

Discussion: Dr. Dakwar explained that this number change will allow this program to expand courses to a new set of students interested in entrepreneurship. Dr. Dakwar introduced Mr. Armen Hadginian, faculty, School of Business. Mr. Hadginian noted that many of these students are highly involved in giving back to the community. This program will start at the Milwaukee Campus and may expand to the Mequon Campus in the future.

Motion: It was moved by Mr. Michalski, seconded by Mr. Webber to approve the Resolution to Approve the Major Modification for the Program Titled Small Business Training (31-145-1) – Attachment 6.

Action : Approved
ITEM F: DISCUSSION ITEMS

F-1 Program Quality Review:

a. Interpreter Technician Associate Degree – Attachment 7

Discussion: Dr. Martin introduced Dr. Wilma Bonaparte, associate dean, School of Liberal Arts and Sciences. Dr. Bonaparte introduced Ms. Patti Gondek, faculty, Interpreter Technician Program. Ms. Gondek noted that the creation of a peer mentoring program, creation of study skills curriculum to assist students, development of a transliteration course to increase job placement opportunities, and increase minority and nontraditional (male) student participation are the areas identified in the action plan. There was a discussion related to potential partnerships with the MPS schools.

b. Landscape Horticulture Associate Degree – Attachment 8

Discussion: Dr. Martin introduced Ms. Dorothy Walker, interim dean, School of Technology and Applied Sciences. Ms. Walker introduced Ms. Becky Alsup, associate dean, School of Technology and Applied Sciences. Ms. Alsup explained that this is one of three horticulture programs in the state. Ms. Alsup introduced Mr. Michael Wendt, faculty, Landscape Horticulture. Mr. Wendt noted that increased job placements, improvement in course completion and third year retention rates are the areas identified for improvement in the action plan.

c. Preparatory Plumbing Technical Diploma – Attachment 9

Discussion: Ms. Walker introduced Mr. Michael Benner, associate dean, School of Technology and Applied Sciences. Mr. Benner introduced Mr. Michael Geiger, faculty, Preparatory Plumbing program. This program allows our students to place higher on the apprenticeship lists with the local unions. There was a discussion related to the job market for apprentices as well as nonunion opportunities around the state.

F-2 Policy Review – Policy E0102 – Research Projects Conducted for Personal Use or for an Outside Organization – Attachment 10

Discussion: Ms. Janice Falkenberg, vice president and general counsel, introduced Dr. Yan Wang, manager, Institutional Research and Strategic Planning. The changes in this policy will strengthen the protection of human subjects (students and employees) for research to be conducted at MATC. Participation in these research activities is totally voluntary.

Motion: It was moved by Mr. Webber, seconded by Mr. Michalski to move the Policy Review – Policy E0102 – Research Projects Conducted for Personal Use or for an Outside Organization– Attachment 10 to the full board for a first reading.

Action: Approved
ITEM G: INFORMATION ITEMS

G-1 Enrollment Update

Discussion: Mr. Al Pinckney, vice president, Student Services noted that enrollments are down 3.5% from this point last year, and 1.7% below our goal for this semester (check with Al is determine if this is correct). Mr. Pinckney noted that strategies will be in place to help to improve these numbers for the spring semester.

G-2 Quarterly Advisory Committee Report – Attachment 11

Discussion: There is a task force in place to develop strategies to improve participation in advisory committees.

G-3 Non-traditional Occupations (NTO) Activities and Center Update – Attachment 12

Discussion: Dr. Martin introduced Dr. Terry Firkins, interim director, Academic Affairs; Ms. Terese Dressel, associate dean, School of Technology and Applied Sciences; and Ms. Nutan Amrute, coordinator, NTO. Ms. Amrute explained the role of the NTO Grant and the initiatives being conducted. Ms. Amrute noted the opening of the Women in Technology (WIT) Center. Ms. Dressel briefly explained how faculty and students will utilize the WIT Center and activities scheduled for this year.

G-4 Faculty Innovation Center (FIC) Update

Discussion: Dr. Martin introduced Ms. Barbara Cannell, associate provost. Ms. Cannell noted the opening of the Faculty Innovation Center. The FIC provides opportunities for comprehensive services to faculty all in one place.

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, November 14, 2011, 5:00 PM, Milwaukee Campus, Board Room (M210)

ADJOURNMENT -- The Committee adjourned at 6:12 p.m.

Respectfully submitted,

Michele M. Conroy
Executive Assistant, Academic Affairs