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, September 19, 2011, and called to order by Ms. Lauren Baker at 5:04 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 Mihalski, Mr. Bobbie Webber
Absent:

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 – August 15, 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. Tool & Die Making Technical Diploma – Attachment 2

Discussion: Dr. Vicki Martin, executive vice president & provost, introduced Ms. Dorothy Walker, interim dean, School of Technology & Applied Sciences. Ms. Walker introduced Ms. Becky Alsup-Kingery, associate dean, and Mr. Pat Yunke, faculty, Tool & Die Making. Ms. Alsup-Kingery briefly described the program and noted that this is one of two Tool & Die programs in the state. Mr. Yunke noted that course completion, second year student retention, and minority student course completion rates are the areas identified in the action plan to be worked on this year. Ms. Baker noted concerns about raising the Accuplacer score and access issues for students.
b. **Welding Technology Associate Degree – Attachment 3**

Discussion: Ms. Alsup-Kingery introduced Mr. Larry Gross, faculty, Welding Technology. Ms. Walker noted that this is one of two Welding Technology programs in the state. Mr. Gross explained that course completion, nontraditional gender enrollment, and second year retention are the areas identified in the action plan to be worked on this year.

c. **Bricklaying & Masonry Technical Diploma – Attachment 4**

Discussion: Ms. Walker introduced Mr. Michael Benner, associate dean, and Mr. Tom Pscheid, faculty, Bricklaying & Masonry. Mr. Benner briefly highlighted the Bricklaying & Masonry Technical Diploma program. Mr. Pscheid noted that the course pass rate for both minority and non-minority students as well as nontraditional gender enrollment are the areas identified in the action plan to be worked on this year. Mr. Benner noted that this program is tied to the FIPSE grant that was awarded to the college.

**F-2 Advisory Committee Action Plan – Attachment 5**

Discussion: Dr. Martin introduced Dr. Evonne Carter, dean, School of Liberal Arts & Sciences and Dr. Sharon Abston-Coleman, associate dean, School of Health Sciences. Dr. Abston-Coleman is chairing the team that will be working on the Advisory Committee charter plan developed by the Curriculum, Learning and Assessment Core Committee. It was explained that the Provost Council meeting has been scheduled with faculty, Associate Deans and Deans to get input on improving membership. Dr. Martin noted that we will also be looking at best practices across the college.

**ITEM G: INFORMATION ITEMS**

**G-1 Enrollment Update**

Discussion: Mr. Al Pinckney, vice president, Student Services noted that enrollments are down 3% from projection. Mr. Pinckney noted that staff will be working with continuing students to get them registered early and at-risk students to identify problems earlier. He also noted that we are investigating the causes of lower enrollments.

**G-2 Student Success Core Committee Update – Attachment 6**

Discussion: Dr. Martin introduced Ms. Barbara Cannell, associate provost. Ms. Cannell noted the list of items that the Student Success Core Committee will be working on this year that are related to the Dashboard data that has been presented to the committee.

**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, October 17, 2011, 5:00 PM, Milwaukee Campus, Board Room (M210)
ADJOURNMENT -- The Committee adjourned at 5:50 p.m.

Respectfully submitted,

Michele M. Conroy
Executive Assistant, Academic Affairs