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, November 19, 2012, and called to order by Ms. Lauren Baker at 5:12 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. David Dull, 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 – October 16, 2012 – Attachment 1

Motion: The minutes were approved without objection.

ITEM D: COMMENTS FROM THE PUBLIC

ITEM E: ACTION ITEMS

E-1 Resolution (E0055-11-12) to Approve Scope Proposal for Program Titled Barbering (31-502-50) – Attachment 2

Discussion: Dr. Vicki Martin, executive vice president and provost, introduced Ms. LeeAnn Mikula, manager, Curriculum and Dr. Mohammad Dakwar, dean; Dr. Roy Vargas, associate dean; Ms. Judy Brown and Ms. Nancy Walters, faculty, Barber program. Ms. Mikula noted that this is the second step of the process to approve new programs. Dr. Dakwar described the program. Dr. Vargas explained projects currently underway for this program. Ms. Walters highlighted the pathways for students in this program.

Motion: It was moved by Mr. Dull and seconded by Mr. Webber to approve the Resolution (E00055-11-12) to Approve Scope Proposal for Program Titled Barbering (31-502-50) – Attachment 2.

Action: Approved
ITEM F: DISCUSSION ITEMS

F-1 Dashboard Indicators – Attachment 3

Dr. Thomas Pilarzyk, director, Institutional Research and Strategic Planning. Dr. Pilarzyk briefly reviewed the slides contained in the attachment. A request was made for more information related to the decline in enrollment in the PreCollege areas.

F-2 Program Quality Review Process (QRP)

1. Fashion/Retail Marketing – Attachment 4

Dr. Dakwar, Dr. Vargas, Ms. Deb Jansky and Ms. Ann Lucht, faculty, Fashion/Retail Marketing Program. Dr. Dakwar briefly highlighted the program. Dr. Vargas noted the commitment of the faculty with the students in this program. Ms. Lucht gave a brief history of the program and the pathways available to the students. There was a discussion related to the employment rate for our students as well as internship placement. Membership of the advisory committee was also discussed.

2. Dietetic Technician – Attachment 5

Dr. Martin introduced Dr. Dessie Levy, dean; Dr. Richard Ammon, associate dean; and Ms. Rachel Hughes, faculty, Dietetic Technician program. Dr. Ammon gave a brief overview of the program. Ms. Hughes briefly explained the job market for graduates of this program. Ms. Hughes highlighted projects currently underway by students in this program.

ITEM G: INFORMATION ITEMS

G-1 Enrollment Update

Discussion: Dr. Martin introduced Dr. Trevor Kubatzke, vice president, Student Services. Dr. Kubatzke noted that spring registration is underway. Dr. Kubatzke highlighted the success of the QuickStart program that took place earlier this month.

G-2 Retention Strategies

Discussion: Dr. Martin noted that several strategies have been put in place to help to improve retention. Dr. Kubatzke briefly described Retention Alert as one key strategy as well as the Great Lakes Higher Education Guaranty Corporation Grant. Ms. Baker requested a presentation related to the FTE Goals as well as the network we are using and the plans/projects we are working on to meet those goals.

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 Tuesday, December 11, 2012, Milwaukee Campus, Board Room (M210)

ADJOURNMENT -- The Committee adjourned at 6:11 p.m.

Respectfully submitted,

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