

October 10, 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 **Tuesday, October 16, 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 – September 18, 2012 - Attachment 1

D. Comments from the Public

E. Action Items

1. Resolution (E0055-10-12) to Approve Designation of Milwaukee Area Technical College State Public Officials – Attachment 2
2. Resolution (E0056-10-12) to Approve Program Proposal For Program Titled Health Information Technology (10-530-1) – Attachment 3

F. Discussion Items

1. Career Pathways in Welding – Attachment 4
2. Quarterly Advisory Committee Report – Attachment 5
3. Policy Review – Policy F0900 – Standards of Academic Success and Financial Aid Eligibility – Attachment 6
4. Outreach for Manufacturing and Technical Careers

G. Information Items

1. Enrollment Update
2. [QRP Presentation Schedule Update – Attachment 7](#)

H. Miscellaneous Items

1. Communications and Petitions
2. Information Items

I. Old Business/New Business

1. Date of Next Meeting: **Monday, November 19, 2012
Board Room (M210)
Milwaukee Campus**

Committee Members: Baker, Dull, Webber

* **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.



Attachment ESIR - 1

MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS September 18, 2012

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 Tuesday, September 18, 2012, and called to order by Ms. Lauren Baker at 5:09 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 – August 21, 2012 – Attachment 1

Motion: The minutes were approved without objection.

ITEM D: COMMENTS FROM THE PUBLIC

ITEM E: ACTION ITEMS

E-1 Resolution (E0046-9-12) to Approve Scope Proposal for Program Titled Property Management (10-194-X) – Attachment 2

Discussion: Dr. Vicki Martin, executive vice president and provost, introduced LeeAnn Mikula, manager, Curriculum and Mr. Duane Schultz, associate dean, and Mr. Tom Ortell, faculty, Real Estate program. Ms. Mikula noted that this is the second step of the process to approve new programs. Mr. Ortell briefly described the industry needs as it relates to this curriculum.

Motion: It was moved by Mr. Webber and seconded by Mr. Dull to approve the Resolution (E0046-9-12) to Approve Scope Proposal for Program Titled Property Management (10-194-X) – Attachment 2.

Action: Approved

E-2 Resolution (E0047-9-12) to Approve Program Proposal for Program Titled Industrial Maintenance Technical Diploma (31-462-2) – Attachment 3

E-3 Resolution (E0048-9-12) to Approve Program Proposal for Program Titled Industrial Maintenance – Food Manufacturing and Processing (31-623-X) – Attachment 4

E-4 Resolution (E0049-9-12) to Approve Program Proposal for Program Titled Food Science Technology (10-623-X) – Attachment 5

E-5 Resolution (E0050-9-12) to Approve Program Proposal for Program Titled Food Manufacturing and Processing (31-623-X) – Attachment 6

Discussion: Dr. Martin introduced Dr. Richard Busalacchi, associate dean, School of Business. Dr. Busalacchi briefly described each of these programs and how they flow together through the pathway. These programs were developed along with the Milwaukee Food and Beverage Committee of the Milwaukee 7. Ms. Baker commended MATC on the response to industry on the development of these programs. Dr. Busalacchi noted that these programs are all unique to the Wisconsin Technical College System.

Motion: It was moved by Mr. Webber and seconded by Mr. Dull to Approve the Resolution (E0047-9-12) to Approve Program Proposal for Program Titled Industrial Maintenance Technical Diploma (31-462-2) – Attachment 3, Resolution (E0048-9-12) to Approve Program Proposal for Program Titled Industrial Maintenance – Food Manufacturing and Processing (31-623-X) – Attachment 4, Resolution (E0049-9-12) to Approve Program Proposal for Program Titled Food Science Technology (10-623-X) – Attachment 5, and Resolution (E0050-9-12) to Approve Program Proposal for Program Titled Food Manufacturing and Processing (31-623-X) – Attachment 6.

Action: Approved

E-6 Resolution (E0051-9-12) to Approve Program Proposal for Program Titled Mobile Developer (10-206-X) – Attachment 7

E-7 Resolution (E0052-9-12) to Approve Program Proposal for Program Titled Mobile Application Developer Diploma (31-206-X) – Attachment 8

E-8 Resolution (E0053-9-12) to Approve Program Proposal for Program Titled Audio Production (10-701-X) – Attachment 9

E-9 Resolution (E0054-9-12) to Approve Program Proposal for Program Titled Creative Advertising Strategist (10-201-X) – Attachment 10

Discussion: Dr. Busalacchi explained that the Mobile Developer and Mobile Application Developer Diploma are as a result of a request from the Visual Communications Advisory Committee to meet the need of Application development. Many students at MATC already have the mobile development component but still need the application development piece. This will allow for the laddering through a pathway to obtain both skillsets.

Dr. Busalacchi noted that the Audio Production program came from the Music Advisory Committee to meet the need for an audio production program in Wisconsin for studio recording, video music, churches, studio recording, and/or live productions.

Dr. Busalacchi reported that the recommendation for development of the Creative Advertising Strategist through the Commercial Art Advisory Committee. Integration of design into advertising curriculum rather than just graphic design is the focus for this program.

Marketing for all of the programs presented today was discussed as well as the development of an online option for several of the programs.

Motion: It was moved by Mr. Dull and seconded by Mr. Webber to Approve the Resolution (E0051-9-12) to Approve Program Proposal for Program Titled Mobile Developer (10-206-X) – Attachment 7, Resolution (E0052-9-12) to Approve Program Proposal for Program Titled Mobile Application Developer Diploma (31-206-X) – Attachment 8, Resolution (E0053-9-12) to Approve Program Proposal for Program Titled Audio Production (10-701-X) – Attachment 9, and Resolution (E0054-9-12) to Approve Program Proposal for Program Titled Creative Advertising Strategist (10-201-X) – Attachment 10

Action: Approved

ITEM F: DISCUSSION ITEMS

F-1 Program Quality Review Process (QRP)

a. Surgical Technology – Attachment 11

Dr. Martin recognized the team of Mr. Jonathan Feld, Ms. Cindy Steffan, Ms. CJ Iglinski, Ms. Dawn Alvarez, Ms. LeeAnn Mikula for development of the framework for the new scorecard information.

Dr. Martin introduced Dr. Richard Ammon, associate dean, School of Health Sciences and Ms. Pat Stapelton, faculty, Surgical Technology Program. This is one of 5 Surgical Technology Programs across Wisconsin. Ms. Stapelton noted that maintaining/improving the course retention rate, maintain employment rate for graduates and increase of nontraditional enrollment are the items identified in the action plan for FY2013. There was a discussion about retention of students and strategies to improve. Ms. Baker asked to see a salary range included in the information presented for the future along where our students fall into the range.

b. Respiratory Technology – Attachment 12

Dr. Ammon briefly outlined the history of this program. This one of 7 programs across Wisconsin. Dr. Ammon introduced Mr. Dwayne Schlund, faculty, Respiratory Technology Program. This is the largest and oldest Respiratory Technology Program in the WTCS. Minority course completion and second year retention are the areas noted in the action plan for FY2013. Ms. Baker requested that only one set of data be used to present the related employment data as well as other employment.

ITEM G: INFORMATION ITEMS

G-1 Enrollment Update

Discussion: Dr. Martin introduced Dr. Trevor Kubatzke, vice president, Student Services. Dr. Kubatzke noted that fall enrollments are down 4.2% from last fall.

G-2 MEC Academic Report

Discussion: Dr. Martin introduced Ms. Dorothy Walker, interim dean, School of Technology & Applied Sciences. Ms. Walker gave a brief history of the Milwaukee Enterprise Center as well as described the programs that will be moving to that location and the timeline for those moves. Ms. Walker gave a brief history of the F building and the reasons for many of the program moves. Ms. Walker also noted that the Welding program at the West Allis Campus will be expanded and PreCollege courses will be expanded into the space that will be vacated by the Office of Workforce & Economic Development in the 1205 building.

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 16, 2012, Milwaukee Campus, Board Room (M210)

ADJOURNMENT -- The Committee adjourned at 6:10 p.m.

Respectfully submitted,

Michele M. Conroy

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

RESOLUTION TO APPROVE DESIGNATION OF MILWAUKEE AREA TECHNICAL COLLEGE STATE PUBLIC OFFICIALS

BACKGROUND

The State of Wisconsin Government Accountability Board has requested that the Milwaukee Area Technical College District Board review its current position designations and adopt a resolution identifying those positions in the district that are designated state public official positions in accordance with Wisconsin's Government Accountability Board.

RESOLUTION

RESOLVED that for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, sec. 19.41 through 19.59, Stats., the Milwaukee Area Technical College District Board designates the following positions equivalent to deputy, associate, or assistant district directors as per state statutes, and indicates its understanding that the current occupants of those positions and their successors to those positions are state public officials to whom the Wisconsin Ethics Code applies:

President
Executive Vice President & Provost
Vice President, Finance
Vice President and General Counsel
Vice President, Student Services
General Manager, Public Television
Vice President, Mequon Campus
Vice President, Oak Creek Campus
Vice President, West Allis Campus
Associate Vice President, Information Technology

ATTACHMENT ESIR - 3

Resolution to Approve Program Proposal For Program Titled Health Information Technology (10-530-1)

Background Information:

Currently, the MATC district offers a Technical Diploma in Medical Coding Specialist (31-530-2). However, students must be prepared to enter the workforce as credentialed Health Information Technologists. To prepare these future workers, MATC is interested in offering an Associate Degree program in Health Information Technology (HIT), using the statewide curriculum developed by participating districts in the Wisconsin Technical College System (10-530-1).

WTCS districts surrounding MATC, including Waukesha County Technical College (WCTC), Moraine Park Technical College (MPTC) and Gateway Technical College (GTC) currently offer statewide curriculum in HIT. Informal communication with program staff in these districts indicates that the demand for the HIT exceeds current capacity, and that waiting lists for entry into the HIT programs are common. Since MATC does not currently offer the HIT program, it is likely that students who live in the MATC district are applying to these programs outside of our district.

It is our plan to initiate a HIT program for graduates of the MATC Medical Coding Specialist program in a way that will allow seamless transition from the diploma to the Associate Degree, and allow residents of the MATC district to obtain education in the field of HIT to meet the local job market demands.

Resolution

BE IT RESOLVED, that the District Board of the Milwaukee Area Technical College submit a request to the Wisconsin Technical College System for consideration and approval of the Program Proposal of the **Health Information Technology (10-530-1)** program.

10/16/2012

PROGRAM PROPOSAL
District Request (TC-OCCPP-1A)

Wisconsin Technical
College System

District: Milwaukee Area Technical College Date: September 11, 2012

Program Title: Health Information Technology

Program Aid Code and Number: 10-530-1

Program Description: Health Information Technicians contribute to the quality of care by collecting, analyzing, and reporting health care data. This requires knowledge of disease, treatments, computer systems, and organizational skills.

Preferred Start Date: Fall 2013

Date of WTCS Board approval of Program Scope: July 11, 2012

WTCS Education Director: Ms. Kathy Loppnow

District Contact Person: Dr. Nancy J. Vrabec Phone: 414-297-6263

Signed:  Date: 10-3-12
President or Instructional Services Administrator

Signed:  Date: 10/3/12
Business Office Staff

Please submit required documentation.

- A. An analysis of the reasonableness of the cost/benefit to district stakeholders: **(See Attached)**
- B. Documentation of team involvement in the planning process: **(See Attached)**
- C. The appropriate curriculum configuration: **(See Attached)**
- D. Brief course descriptions: **(See Attached)**
- E. Program Delivery: please check one:
 - Online Only
 - Face to face (evenings)
 - Both face to face and 100% online
- F. The facilities and associated facility costs, in detail to support the program: **(Not applicable)**
- G. Documentation of final costs. **(See Attached TC-PCPG-PP and narrative)**
- H. Estimated FTE and headcount:
 - Implementation FTE: 22.1 Headcount: 36
 - Annual FTE: 27.2 Headcount: 44

- I. Statement of financial impact on existing programs: (**See Attached**)
- J. Plans for quantitative and/or qualitative assessment, other than the QRP process, to document student outcomes: (**See Attached**).
- K. The number, if any, of new faculty members required to offer the program, and projected long-range needs for new faculty: (**No additional faculty members are required to offer the program**).
- L. Evidence that the district will provide adequate access to the range of student services appropriate to support the program, including admissions, financial aid, library, and career and academic advising: (**See Attached**)
- M. Documentation of Final District Board review and approval of the Program Proposal: (**See Attached**)

MATC Health Information Technology Program Proposal Supporting Documents

A. An analysis of the reasonableness of the cost/benefit to district stakeholders

The benefits of offering an Associate Degree in Health Information Technology at MATC far outweigh the costs of development and implementation. The needs assessment conducted for this proposal demonstrated that there is a high level of interest by employers in the area for graduates of the program. And, employers prefer to hire Registered Health Information Technicians (RHIT), a credential possible for graduates of the HIT Associate Degree program.

Because the HIT Associate Degree is a statewide curriculum designed by faculty from multiple WTCS districts, and approved by the WTCS, there will be no need to develop new courses. In fact, MATC is already teaching first year courses in the Medical Coding Technical Diploma. The second year HIT courses are developed and available on Curriculumbank.org for use at MATC.

Currently there are two full-time instructors who will be assigned to teach the Medical Coding Technical Diploma and Associate Degree HIT courses at a cost of approximately \$90,000 per year per instructor, for a total of \$180,000 per year in salary and fringe benefits.

The coding software used to teach HIT courses is the same software that is currently used in the Medical Coding program. As such, there will be no additional charge for acquiring the software or computers. However, the TruCode software is approximately \$6,500 per year fee.

The HIT program can accept up to 24 students annually, which will double the head count currently accepted for the Medical Coding program, for a total of 48 students per year, 24 in the first year Medical Coding classes, and 24 in the second year HIT classes. This represents an additional 15 FTEs per year for the program.

Once approved, the Associate Degree HIT program will prepare materials and apply for accreditation through the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) at an initial application and visit fee of approximately \$10,000. Annual accreditation fees are approximately \$2,000 per year.

B. Documentation of team involvement in the planning process

In addition to members of the Medical Coding Advisory Committee (L. Brunner, student A. Bellis, S. Krueger-Dix, and P. Stingl), others who contributed to the development of the Program Proposal include:

- C. Bell, Medical Coding Program Coordinator and full-time instructor
- J. Wolfgang, Medical Coding Program full-time instructor
- J. Klug, Medical Coding Program admission counselor
- L. Francis, MATC-Mequon Campus Vice President
- D. Levy, MATC School of Health Sciences Dean
- N. Vrabec, MATC School of Health Sciences Associate Dean

C. Curriculum Configuration:

**WTCS System Wide Profile
Health Information Technology 10-530-1**

Education Director – Kathy Loppnow

Profile Date: 10/6/11

Implementation Date: 2012

Total Program Credits

Credit	Number
Technical Studies	43-45
General Studies	21-22
Electives	0
Total	64-68

Course Title	Credits	Function
First Year FALL		
10-1xx-xxx Computer Course*	2-3	7
10-501-101 Medical Terminology	3	7
10-530-181 Intro to the Health Record	1	7
10-530-176 Health Data Management	2	7
10-806-177 Gen Anatomy & Physiology or	4	6
10-806-189 Basic Anatomy	3	
10-801-xxx Gen Ed Communication Course (Oral)	3	6
Total	14-16	
FIRST YEAR SPRING		
10-530-182 Human Disease for the Health Professions	3	7
10-530-197 ICD Diagnosis Coding	3	7
10-530-184 CPT Coding	3	7
10-530-178 Healthcare Law & Ethics (formerly Healthcare Legal and Ethical Issues)	2	7
10-1xx-xxx Computer Course*	1-3	7
10-801-xxx Gen Ed Communication Course (Written)	3	6
Total	15-17	
SECOND YEAR FALL		
10-530-199 ICD Procedure Coding	2	7
10-530-185 Healthcare Reimbursement	2	7
10-530-160 Healthcare Informatics	4	7
10-530-177 Healthcare Stats & Research (formerly Healthcare Statistics and Research)	2	7
10-530-196 Professional Practice 1 (formerly Professional Practice Experience 1)	3	7
10-8xx-xxx Gen Ed Course (from Aligned Course List)	3	6
10-809-xxx Gen Ed Behavioral Science Course	3	6
Total	19	
SECOND YEAR SPRING		
10-530-161 Health Quality Management	3	7
10-530-194 HIM Organizational Resources	2	7
10-530-195 Applied Coding	2	7
10-530-198 Professional Practice 2 (formerly Professional Practice Experience 2)	3	7
10-809-xxx Gen Ed Social Science Course	3	6
10-80x-xxx Course (from Aligned Course List)	3	6
Total	16	

D. Brief course descriptions

10-530-181 Intro to the Health Record (1 credit): Prepares learners to illustrate the flow of health information in various health care delivery systems and within the health information department. Prepares learners to retrieve data from health records. Professional ethics, confidentiality and security of information are emphasized.

10-530-176 Health Data Management (2 credits): Introduces the use and structure of health care data elements, data sets, data standards, their relationships to primary and secondary record systems and health information processing.

10-530-182 Human Disease for the Health Professions (3 credits): Prepares learners to interpret clinical documentation that they will encounter in a variety of healthcare settings. Emphasis is placed on understanding the common disorders and diseases of each body system to include the etiology (cause), signs and symptoms, diagnostic tests and results, and medical treatments and surgical procedures.

10-530-197 ICD Diagnosis Coding (3 credits): Prepares students to assign ICD diagnosis codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation.

10-530-184 CPT Coding (3 credits): Prepares learners to assign CPT and HCPCS Level II codes, supported by medical documentation, with entry level proficiency. Learners apply CPT and HCPCS Level II instructional notations, conventions, rules, and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation.

10-530-178 Healthcare Law & Ethics (2 credits): Examines regulations for the content, use, confidentiality, disclosure, and retention of health information. An overview of the legal system and ethical issues are addressed.

10-530-199 ICD Procedure Coding (2 credits): Prepares students to assign ICD procedure codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD procedure codes to case studies and actual medical record documentation.

10-530-185 Healthcare Reimbursement (2 credits): Prepares learners to compare and contrast health care payers, illustrate the reimbursement cycle, and to comply with regulations related to fraud and abuse. learners assign Diagnosis Related Groups (DRGs), Ambulatory Payment Classifications (APCs) and Resource Utilization Groups (RUGs) with entry-level proficiency using computerized encoding and grouping software.

10-530-160 Healthcare Informatics (4 credits): Emphasizes the role of information technology in healthcare through an investigation of the electronic health record (EHR), business, and health information software applications. Learners will develop skills to assist in information systems design and implementation.

10-530-177 Healthcare Stats & Research (2 credits): Explores the management of medical data for statistical purposes. Focuses on descriptive statistics, including definitions, collection, calculation, compilation, and display of numerical data. Vital statistics, registries, and research are examined.

10-530-196 Professional Practice 1 (3 credits): Applies previously acquired skills and knowledge by means of clinical experiences in the technical procedures of health record systems and discussion of clinical situations. This is the first of a two-semester sequence of supervised clinical experiences in health care facilities.

10-530-161 Health Quality Management (3 credits): Explores the programs and processes used to manage and improve healthcare quality. Addresses regulatory requirements as related to performance measurement, assessment, and improvement, required monitoring activities, risk management and patient safety, utilization management, and medical staff credentialing. Emphasizes the use of critical thinking and data analysis skills in the management and reporting of data.

10-530-194 HIM Organizational Resources (2 credits): Examines the principles of management to include planning, organizing, human resource management, directing, and controlling as related to the health information department.

10-530-195 Applied Coding (2 credits): Prepares students to assign ICD and CPT/HCPCS codes supported by medical documentation with intermediate level of proficiency. Students will prepare appropriate physician queries in accordance with compliance guidelines and will assign codes to optimize appropriate reimbursement.

10-530-198 Professional Practice 2 (3 credits): Applies previously acquired skills and knowledge and discussion of clinical situations. Prepares for the certification examination and pre-graduation activities. This is the second of a two-semester sequence of supervised technical and managerial clinical experiences in health care facilities.

G. Final Costs:

PROGRAM PROPOSAL
District Request (TC-PCPG-PP)

Wisconsin Technical
College System

PROGRAM PROPOSAL PHASE

DISTRICT: Milwaukee Area Technical College

PROGRAM COST

PROGRAM and NUMBER: Health Information Technology 10-530-1

PLANNING GUIDE

		Program Proposal		
ITEM DESCRIPTION		Program IMPLEMENTATION Cycle*		ANNUAL Fiscal Year**
		FISCAL YEAR		
		FY2014	FY2015	FY2016
<u>Enter dollars in increments of \$100</u>		Column A	Column B	Column C
COST CLASSIFICATION				
INSTRUCTIONAL (FUNCTION 1) PERSONNEL COSTS				
1	Program Development Salary/Fringe			
2	Curriculum Development Salary/Fringe	0	0	0
3	Staff Professional Development Salary/Fringe	0	0	0
4	Administrative Support /Paraprofessional Salary/Fringe	0	0	0
5	Instructional Salary/Fringe	180,000	190,000	200,000
6	Other Instructional (Function 1) Salaries/Fringes	0	0	0
7	TOTAL INSTRUCTIONAL (FUNCTION 1) PERSONNEL COSTS (Items 2-6)	180,000	190,000	200,000
INSTRUCTIONAL (FUNCTION 1) CURRENT EXPENSES				
8	Travel	0	0	0
9	Program Promotion	200	300	400
10	Supplies	1,600	1,800	2,000
11	Equipment < \$500	300	400	500
12	Rental	0	0	0
13	Professional Development costs	0	0	0
14	Other Instructional (Function 1) costs	0	0	0
15	TOTAL INSTRUCTIONAL (FUNCTION 1) CURRENT EXPENSES (Items 8-14)	2,100	2,500	2,900
16	TOTAL INSTRUCTIONAL (FUNCTION 1) EXPENSES (items 7 and 15)	182,100	192,500	202,900
OTHER OPERATIONAL EXPENSES				
17	Library/AV Materials	500	600	700
18	Other Operational costs (software; printing and duplicating)	7,100	7,700	8,300
19	TOTAL OTHER OPERATIONAL EXPENSES (Items 17-18)	7,600	8,300	9,000

	CAPITAL COSTS			
20	Capital Equipment	0	0	0
21	Furniture	0	0	0
22	Facilities (Construction/Renovation)	0	0	0
23	Other Capital costs	0	0	0
24	TOTAL CAPITAL COSTS (Items 20-23):	0	0	0
25	TOTAL PROGRAM COSTS (Items 16,19 and 24)	189,700	200,800	211,900
26	Estimated Student FTEs	22.1	24.7	27.2
	PROGRAM COST COMPARISON			
27	Program Instructional Cost/FTE (Line 16/Line 26)			7,500
28	Average Cost/FTE for Division and Aid Category from applicable Cost Allocation Summary Schedule B			13,324
29	Program Cost Comparison (Line 27/Line 28)			0.56
30	Cost Analysis Indicator - CAI (if Line 29 > 1.25, please attach an explanation of high cost)			0.56

Narrative:

Instructional personnel cost about \$180,000 in salary and fringe for two full-time instructors the first year of implementation, increasing to \$190,000 the second year, and \$200,000 the third year. Other instructional expenses in years one, two and three will be approximately \$2,100, \$2,500 and \$2,900 respectively.

Operational expenses will cost about \$7,600, \$8,300 and \$9,000 in each of the first three years. There are no anticipated capital costs for the first three years, since the computer lab and coding software are currently used in the Medical Coding Technical Diploma program.

The combined instructional and operational expenses for years one, two and three will be about \$189,700, \$200,800 and \$211,900, respectively.

When compared to the estimated annual student FTE of 22.1, 24.7 and 27.2, the results of the Cost Analysis Indicator show a relatively cost-effective estimate for offering the HIT program.

I. "Will the financial impact of opening this new program cause the district to decrease sections within an existing program or eliminate an existing program(s)?"

No, the financial impact of opening the Health Information Technology Associate Degree will not result in decreasing enrollment in other existing sections or eliminate the existing Medical Coding Technical Diploma.

Since the new HIT program is designed to be a one-plus-one program with the existing Medical Coding program, it is expected that students currently enrolled in first year HIT courses for the technical diploma will continue with second year HIT courses and graduate from the Associate Degree program.

J. Plans for quantitative and/or qualitative assessment, other than the QRP process, to document student outcomes

In addition to the QRP process for measuring program outcomes, the HIT program faculty will also participate in the Technical Skills Attainment (TSA) process, currently in Phase I. It is expected that program outcomes will be reported to the state beginning in the fall of 2014.

College processes for tracking student outcomes will also be used, including the current MATC process of Student Outcomes Assessment (SOA) which requires program faculty to define program outcomes and benchmarks for attainment, and report annual data collection and analysis. Adjustments to meet program goals are also included in the annual report. The SOA documents are submitted to the School of Health Sciences Curriculum, Learning and Assessment (CLA) Committee, and once approved, are forwarded to the college CLA committee for review and approval.

If, and when, the HIT program is approved by the state, an application for accreditation through the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) will be submitted. This process of accreditation will require the HIT program faculty to document and report annual program and student outcomes.

As part of the student outcome assessment processes listed above, graduate pass rates on the Registered Health Information Technician (RHIT) exam will be tracked and reported.

L. Evidence that the district will provide adequate access to the range of student services appropriate to support the program, including admissions, financial aid, library, and career and academic advising

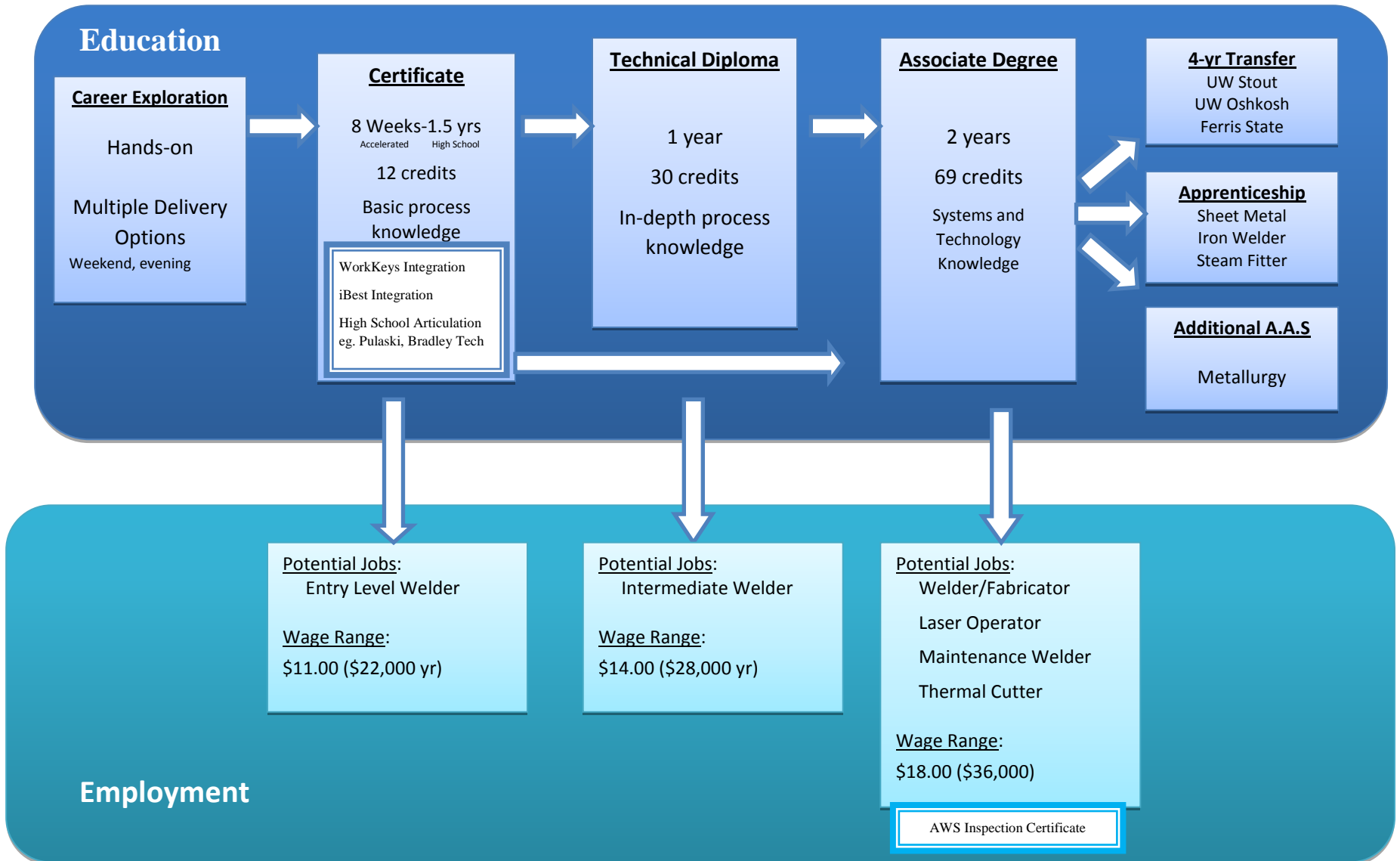
Students enrolled in the HIT Associate Degree program at MATC will have access to a comprehensive set of student services including admissions, financial aid, library and academic/career advising on the Mequon campus where the program courses will be offered.

Links to the college Student Services web page and to the Mequon campus page are provided for detailed student support information. http://matc.edu/student_services/index.cfm; <http://matc.edu/about/campuses/mequon/index.cfm>.

- High School Students & Grads
- GED Completers
- English Language Learners
- CBOs
- ABE Students
- Current & Incumbent Workers

Attachment ESIR - 4

WELDING CAREER PATHWAY



Attachment ESIR - 5

Advisory Committee Data Summary - by Committee

July - September 2012

Advisory Committee	Total	Category			Minority	Gender		Grads
		Mgt	Labor	Consultants		Female	Male	
Accounting	15	9	6	0	3	9	6	4
Air Conditioning Refrigeration	8	8	0	0	1	1	7	3
Anesthesia Technology	9	4	4	1	3	3	6	5
Animation	7	5	2	0	0	2	5	2
Appliance Technician	9	7	1	1	1	1	8	2
Architectural Technology	5	1	2	2	1	3	2	1
Automobile/auto Body Servicing	11	6	3	2	1	2	9	3
Automotive Technology	14	9	4	1	1	1	13	1
Aviation Mechanics	12	10	2	0	0	1	11	5
Baking & Pastry Arts	11	6	5	0	1	6	5	6
Banking & Financial Services	9	5	4	0	2	5	4	1
Barber/cosmetologist	14	13	0	1	10	10	4	8
Biomedical Electronics Technology	13	3	10	0	5	2	11	6
Bricklaying And Masonry	6	4	2	0	0	0	6	3
Business Management	10	8	2	0	3	3	7	4
Cardiovascular Technology	11	3	7	1	0	6	5	3
Carpenters & Cabinetmakers	8	7	0	1	0	1	7	2
Chemical Technician	14	10	3	1	5	5	9	4
Civil Engineering Technology	9	5	4	0	0	1	8	3
Clinical Laboratory Technician Phlebotomy	11	8	2	1	1	8	3	1
Computer Electronics Technology	6	2	3	1	0	1	5	1
Computer Simulation & Gaming	8	6	1	1	0	0	8	3
Criminal Justice Law Enforcement	7	6	0	1	0	1	6	2
Culinary Arts	12	8	1	3	0	4	8	6
Dental Assistant	12	8	3	1	1	10	2	4
Dental Hygiene	8	4*	2*	1*	3	4	4	3
Dental Laboratory Technology	6	5	1	0	0	1	5	4
Diesel & Powertrain Servicing	9	7	1	1	1	1	8	2
Dietetic Technician/dietary Manager	10	8	1	1	2	6	4	2
Early Childhood Education	11	8	0	3	4	9	2	2
Ebusiness Technology Specialist	10	6	4	0	0	0	10	4
Electricity - Diploma	8	5	3	0	2	2	6	2
Electronic Engineering Technology	9	4	4	1	2	2	7	3
Electronic Technology Communication	8	4	3	1	0	2	6	3
Electronic Technology Controls Automation	10	8	2	0	2	1	9	3
Environmental Health & Water Quality Tech	16	6	10	0	2	6	10	5
Environmental Service Technician	9	4	5	0	0	1	8	1
Fire Science/ems	9	6	2	1	0	1	8	5
Funeral Service	11	11	0	0	2	2	9	6

* Category Information Incomplete

Advisory Committee Data Summary - by Committee

July - September 2012

Advisory Committee	Total	Category			Minority	Gender		Grads
		Mgt	Labor	Consultants		Female	Male	
Graphic Design	13	8	5	0	0	5	8	7
Health Unit Coordinator	10	4	6	0	2	9	1	3
Horticulture	8	5	3	0	0	3	5	3
Hotel/hospitality-meeting/event Management	14	13	1	0	3	9	5	1
Human Service Associate	6	2	2	2	4	5	1	2
Institutionalized Individual	4	3	0	1	1	2	2	0
Interior Design	8	5	2	1	1	7	1	3
Interpreter Technician	10	2	3	5	1	6	4	3
It Computer Support Specialist	11	8	2	1	0	5	6	3
It Information Systems Security Specialist	12	5	6	1	1	3	9	1
It Network Specialist	7	1	6	0	0	1	6	1
It Programmer/analyst	11	5	3	3	1	5	6	2
Line Mechanic	6	4	2	0	0	1	5	0
Machine Tool/cnc - Tool & Die Making	14	10	4	0	1	0	14	5
Machine Trades Apprentice	5	3	0	2	0	3	2	0
Maintenance & Industrial Electrician Apprentice	9	4	3	2	0	3	6	2
Management Development	12	9	3	0	2	6	6	6
Marketing	7	5	2	0	1	4	3	4
Mechanical Drafting & Design	11	7	4	0	0	2	9	7
Medical Assistant	4	0	4	0	2	4	0	3
Medical Coding	9	5	3	1	3	9	0	1
Medical Interpreter	8	3	4	1	6	5	3	1
Music Occupations	9	5	1	3	2	1	8	1
Nursing - Rn & Pn	8	7	1	0	1	7	1	1
Nursing Assistant	8	3	3	2	1	8	0	1
Occupational Therapy Assistant	14	4	9	1	3	12	2	8
Office Technology	8	6	1	1	1	7	1	0
Opticianry Science	8	4	4	0	1	3	5	4
Painting & Decorating Apprentice	8	3	3	2	1	2	6	1
Paralegal	13	5	8	0	4	8	5	6
Pharmacy Technician	7	5*	1*	0*	1	5	2	1
Photography	14	13	1	0	0	3	11	6
Physical Therapist Assistant	7	3	2	2	0	5	2	2
Power Engineering & Boiler Operator	9	5	4	0	1	0	9	3
Pre-college Education	10	7	1	2	5	4	6	0
Preparatory Plumbing	9	5*	2*	1*	1	3	6	2
Quality Engineering Technology	10	9	0	1	2	4	6	2
Radiography	13	7	5	1	1	7	6	5
Real Estate	8	5	2	1	1	1	7	1

* Category Information Incomplete

Advisory Committee Data Summary - by Committee July - September 2012

Advisory Committee	Total	Category			Minority	Gender		Grads
		Mgt	Labor	Consultants		Female	Male	
Renal Dialysis Technician	6	3	3	0	3	6	0	6
Renewable Energy	11	11	0	0	1	3	8	1
Respiratory Therapist	9	7	2	0	1	8	1	4
Retail Management/fashion Marketing	13	6	7	0	1	9	4	5
Roofer Apprentice	7	2	4	1	0	0	7	0
Sheet Metal Apprentice	11	5	3	3	0	2	9	4
Steamfitter & Refrigeration Apprentice	7	3	3	1	0	2	5	2
Supply Chain Management	14	7	7	0	1	2	12	7
Surgical Technology	7	2	5	0	1	5	2	4
Sustainable Facilities Operations	8	5	1	2	0	1	7	1
Teacher Education Track	12	2	1	9	6	7	5	2
Television Video Production	11	6	3	2	2	5	6	2
Visual Communications	15	8	7	0	0	1	14	6
Welding/weld Tech	13	9	4	0	1	3	10	5

Advisory Committee Data Summary - by Division

Division	Total Members	Category						Minority		Gender				Grads	
		Mgt		Labor		Consultants				Female		Male			
School Of Business	227	136	60%	80	35%	11	5%	37	16%	103	45%	124	55%	75	33%
School Of Health Sciences *	196	108	55%	72	37%	14	7%	38	19%	133	68%	63	32%	72	37%
School Of Liberal Arts & Sciences	53	24	45%	9	17%	20	38%	20	38%	32	60%	21	40%	13	25%
School Of Media & Creative Arts	77	51	66%	20	26%	6	8%	4	5%	17	22%	60	78%	27	35%
School Of Pre-college Education	14	10	71%	1	7%	3	21%	6	43%	6	43%	8	57%	0	0%
School Of Technology & Applied Sciences *	324	201	62%	93	29%	29	9%	26	8%	64	20%	260	80%	92	28%
TOTAL	891	530	59%	275	31%	83	9%	131	15%	355	40%	536	60%	279	31%

* *Category Information Incomplete*

QTRLY REPORT ON ADVISORY COMMITTEE MEETINGS

July, August, September 2012

DATE	TIME	LOCATION	ADVISORY MEETING
9/21/2012	11:30 AM	M610 -- Downtown Campus	INSTITUTIONALIZED INDIVIDUAL
9/6/2012	8:00 AM	A200 -- South Campus	NURSING - RN & PN
9/18/2012	7:30 AM	A200E -- South Campus	SUSTAINABLE FACILITIES OPERATIONS

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REPORT ON ADVISORY COMMITTEE MEMBERSHIP
JULY, AUGUST, AND SEPTEMBER 2012

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
<u>SCHOOL OF BUSINESS</u>			
ACCOUNTING 15 members 4 grad(s)	0		
BAKING & PASTRY ARTS 11 members 6 grad(s)	0	Gloria DeAngelo Maxim's Restaurant Cake Decorator (Labor/Minority)	
BANKING & FINANCIAL SERVICES 9 members 1 grad(s)	0	Dutch Vandervort Modern Woodmen Fraternal Finance Managing Partner (Supervisor/Mgr/Nonminority)	

**REPORT ON ADVISORY COMMITTEE MEMBERSHIP
JULY, AUGUST, AND SEPTEMBER 2012**

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
BARBER/COSMETOLOGIST 14 members 8 grad(s)	0	Ronnie O. Lockett Ronnie's Barbershop Owner/Manager (Supervisor/Mgr/Minority)	Marco A. Carrasquillo Follicle Hair Studio Owner/Stylist (Supervisor/Mgr/Minority)
		Antonio Garner Gee's Clippers Manager (Supervisor/Mgr/Minority)	John Endries Hair Experience Owner (Supervisor/Mgr/Nonminority)
		Christopher Ortiz Jose Barber's Manager (Supervisor/Mgr/Minority)	Gabriela Quist Mona's Hair Salon Manager (Supervisor/Mgr/Minority)
		Jont Tyson Ricco's Swinging Door Barber (Labor/Nonminority)	Marcela Lechuga Valentin's Hair Salon Manager (Supervisor/Mgr/Minority)
		Gaulien Smith Gee's Clippers Owner-Manager (Supervisor/Mgr/Minority)	Ruth Fowlkes-Troop Phat Cuts Beauty Salon Owner/Stylist (Supervisor/Mgr/Nonminority)

**REPORT ON ADVISORY COMMITTEE MEMBERSHIP
JULY, AUGUST, AND SEPTEMBER 2012**

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
		Carole Bauer Great Clips Area Supervisor (Supervisor/Mgr/Nonminority)	Julieta Ramirez D'Matrixx Salon & Spa Owner/Stylist Manager (Supervisor/Mgr/Minority)
		Tony Garnica Tasos Hair Studio Owner (Supervisor/Mgr/Minority)	
		Nicholas Pagenkopf Regis Corporation Stylist (Labor/Nonminority)	
BUSINESS MANAGEMENT 10 members 4 grad(s)	0	Dieudonne Mananga Milwaukee Public Schools Teacher (Supervisor/Mgr/Minority)	
CULINARY ARTS 12 members 6 grad(s)	0	Andrew Schneider Le Reve Café Owner/Chef (Supervisor/Mgr/Nonminority)	

REPORT ON ADVISORY COMMITTEE MEMBERSHIP
JULY, AUGUST, AND SEPTEMBER 2012

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
eBUSINESS TECHNOLOGY SPECIALIST 10 members 4 grad(s)	0		
ENVIRONMENTAL HEALTH & WATER QUALITY TECH 16 members 5 grad(s)	0		
HOTEL/HOSPITALITY- MEETING/EVENT MANAGEMENT 14 members 1 grad(s)	0		
IT COMPUTER SUPPORT SPECIALIST 11 members 3 grad(s)	0		
IT INFORMATION SYSTEMS SECURITY SPECIALIST 12 members 2 grad(s)	0		
IT NETWORK SPECIALIST 7 members 1 grad(s)	0		
IT PROGRAMMER/ANALYST 11 members 2 grad(s)	0		
MANAGEMENT DEVELOPMENT 12 members 6 grad(s)	0		
MARKETING 7 members 4 grad(s)	0		

REPORT ON ADVISORY COMMITTEE MEMBERSHIP
JULY, AUGUST, AND SEPTEMBER 2012

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
OFFICE TECHNOLOGY 8 members 0 grad(s)	0		
PARALEGAL 13 members 6 grad(s)	0		
REAL ESTATE 8 members 1 grad(s)	0	David Kolesari Milwaukee Homesight Inc Home Inspector (Supervisor/Mgr/Nonminority)	
		Madalene Sherman Broker (Labor/Nonminority)	
RETAIL MANAGEMENT/FASHION MARKETING 13 members 5 grad(s)	0	Sandra Katrichis Boston Store --Brookfield Assistant Store Manager (Labor/Nonminority)	
SUPPLY CHAIN MANAGEMENT 14 members 7 grad(s)	0		
SCHOOL OF BUSINESSDIVISION			

SCHOOL OF HEALTH SCIENCES

**REPORT ON ADVISORY COMMITTEE MEMBERSHIP
JULY, AUGUST, AND SEPTEMBER 2012**

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
ANESTHESIA TECHNOLOGY 9 members 5 grad(s)	0		
CARDIOVASCULAR TECHNOLOGY 11 members 3 grad(s)	0	Renee Haynes St. Lukes Medical Center Echocardiographer (Labor/Minority)	
CLINICAL LABORATORY TECHNICIAN PHLEBOTOMY 11 members 1 grad(s)	0		David Cole Aurora St. Luke's Southshore - ACL Laboratory Supervisor (Supervisor/Mgr/Nonminority)
DENTAL ASSISTANT 12 members 4 grad(s)	0		
DENTAL HYGIENE 8 members 3 grad(s)	0		
DENTAL LABORATORY TECHNOLOGY 6 members 4 grad(s)	1		
DIETETIC TECHNICIAN/DIETARY MANAGER 10 members 3 grad(s)	0		
FUNERAL SERVICE 11 members 6 grad(s)	0		

**REPORT ON ADVISORY COMMITTEE MEMBERSHIP
JULY, AUGUST, AND SEPTEMBER 2012**

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
HEALTH UNIT COORDINATOR 10 members 3 grad(s)	0		
MEDICAL ASSISTANT 4 members 3 grad(s)	3	Claudia A. Prado Lakeshore Medical Clinic BSN, Clinic Manager (Supervisor/Mgr/Nonminority)	Brandy Shelley Milwaukee Health Services Clinical Collaboratives Program Coor (Labor/Minority)
MEDICAL CODING 9 members 1 grad(s)	0		
MEDICAL INTERPRETER 8 members 1 grad(s)	0		
NURSING - RN & PN 8 members 1 grad(s)	0	Patricia Stockhausen Wheaton Franciscan Healthcare - North Education Manager (Supervisor/Mgr/Nonminority)	
		Joe Coppersmith Froedtert Memorial Hospital RN (Labor/Nonminority)	
NURSING ASSISTANT 8 members 1 grad(s)	0		

REPORT ON ADVISORY COMMITTEE MEMBERSHIP
JULY, AUGUST, AND SEPTEMBER 2012

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
OCCUPATIONAL THERAPY ASSISTANT 14 members 8 grad(s)	0		
OPTICIANRY SCIENCE 8 members 4 grad(s)	0		
PHARMACY TECHNICIAN 7 members 1 grad(s)	0		
PHYSICAL THERAPIST ASSISTANT 7 members 2 grad(s)	0		
RADIOGRAPHY 13 members 5 grad(s)	0		
RENAL DIALYSIS TECHNICIAN 6 members 6 grad(s)	1		
RESPIRATORY THERAPIST 9 members 4 grad(s)	0		

REPORT ON ADVISORY COMMITTEE MEMBERSHIP
JULY, AUGUST, AND SEPTEMBER 2012

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
SURGICAL TECHNOLOGY 7 members 4 grad(s)	0	Pauline Sievert St. Francis Hospital Surgical Technologist (Labor/Nonminority)	
		Kimberly Maclin Froedtert Operating Room Manager (Supervisor/Mgr/Minority)	
		Mary Kokan South Milwaukee High School Health Occupations Teacher (Consult/Nonminority)	
		Brian Holzhauer Clement J. Zablocki VA Medical Cer Surgical Technologist (Labor/Nonminority)	

SCHOOL OF HEALTH SCIENCES DIVISION

SCHOOL OF LIBERAL ARTS & SCIENCES

CHEMICAL TECHNICIAN 0
14 members 4 grad(s)

**REPORT ON ADVISORY COMMITTEE MEMBERSHIP
JULY, AUGUST, AND SEPTEMBER 2012**

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
EARLY CHILDHOOD EDUCATION 11 members 2 grad(s)	0		
HUMAN SERVICE ASSOCIATE 6 members 2 grad(s)	1		
INTERPRETER TECHNICIAN 10 members 3 grad(s)	0	Katie Johnson Milwaukee Sign Language School MLSLS Interpreter (Labor/Minority)	
		Joseph N. Riggio Wisconsin Telecommunications Rel Customer Service MGR. (Supervisor/Mgr/Nonminority)	
TEACHER EDUCATION TRACK 12 members 2 grad(s)	0		Patricia Colloton-Walsh Milwaukee Teacher Education Center Administrator, Teacher Certification (Consult/Nonminority)

SCHOOL OF LIBERAL ARTS & SCIENCES DIVISION

SCHOOL OF MEDIA & CREATIVE ARTS

ANIMATION 7 members 2 grad(s)	0		
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REPORT ON ADVISORY COMMITTEE MEMBERSHIP
JULY, AUGUST, AND SEPTEMBER 2012

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
COMPUTER SIMULATION & GAMING 8 members 3 grad(s)	0		
GRAPHIC DESIGN 13 members 7 grad(s)	0		
MUSIC OCCUPATIONS 9 members 1 grad(s)	0		
PHOTOGRAPHY 14 members 6 grad(s)	0		
TELEVISION VIDEO PRODUCTION 11 members 2 grad(s)	0		
VISUAL COMMUNICATIONS 15 members 6 grad(s)	0		

SCHOOL OF MEDIA & CREATIVE ARTSDIVISION

SCHOOL OF PRE-COLLEGE EDUCATION

INSTITUTIONALIZED INDIVIDUAL 4 members 0 grad(s)	3		
PRE-COLLEGE EDUCATION 10 members 0 grad(s)	0		

SCHOOL OF PRE-COLLEGE EDUCATIONDIVISION

SCHOOL OF TECHNOLOGY & APPLIED SCIENCES

**REPORT ON ADVISORY COMMITTEE MEMBERSHIP
JULY, AUGUST, AND SEPTEMBER 2012**

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
AIR CONDITIONING REFRIGERATION 8 members 3 grad(s)	0		William Herbst Service Operations Manager (Supervisor/Mgr/Nonminority)
APPLIANCE TECHNICIAN 9 members 2 grad(s)	0		
ARCHITECTURAL TECHNOLOGY 5 members 1 grad(s)	2		Patricia Westphal Builders Hardware & Hollow Metals, Project Manager (Labor/Nonminority)
AUTOMOBILE/AUTO BODY SERVICING 11 members 4 grad(s)	0		
AUTOMOTIVE TECHNOLOGY 14 members 1 grad(s)	0		
AVIATION MECHANICS 12 members 5 grad(s)	0		
BIOMEDICAL ELECTRONICS TECHNOLOGY 13 members 6 grad(s)	0		
BRICKLAYING AND MASONRY 6 members 3 grad(s)	1		

**REPORT ON ADVISORY COMMITTEE MEMBERSHIP
JULY, AUGUST, AND SEPTEMBER 2012**

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
CARPENTERS & CABINETMAKERS 8 members 2 grad(s)	0	Gary Millard Wooden Thumb, Inc. CEO (Supervisor/Mgr/Nonminority)	
		Thomas M. Weiher, CR/CKBR Carmel Builders, Inc. President (Supervisor/Mgr/Nonminority)	
CIVIL ENGINEERING TECHNOLOGY 9 members 3 grad(s)	0		
COMPUTER ELECTRONICS TECHNOLOGY 6 members 1 grad(s)	1		
CRIMINAL JUSTICE LAW ENFORCEMENT 7 members 2 grad(s)	0		
DIESEL & POWERTRAIN SERVICING 9 members 2 grad(s)	0		
ELECTRICITY - DIPLOMA 8 members 2 grad(s)	0		

REPORT ON ADVISORY COMMITTEE MEMBERSHIP
JULY, AUGUST, AND SEPTEMBER 2012

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
ELECTRONIC ENGINEERING TECHNOLOGY 9 members 3 grad(s)	0	Thomas Shircel ABB Incorporated Sr. HVAC Regional Application Eng (Supervisor/Mgr/Nonminority)	Randy Schultz Badger Meter, Incorporated Supervisor/Senior Electronics Engine (Labor/Nonminority)
ELECTRONIC TECHNOLOGY COMMUNICATION 8 members 3 grad(s)	0		
ELECTRONIC TECHNOLOGY CONTROLS AUTOMATION 10 members 3 grad(s)	0		

REPORT ON ADVISORY COMMITTEE MEMBERSHIP
JULY, AUGUST, AND SEPTEMBER 2012

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
ENVIRONMENTAL SERVICE TECHNICIAN 9 members 1 grad(s)	0		<p>Don Brinkmeier A.D.S Mechanical LLC Owner (Supervisor/Mgr/Nonminority)</p> <p>Brian L. Billman Sheet Metal Workers Local # 18 Business Representative (Labor/Nonminority)</p> <p>Todd Erhardt Joint Apprenticeship and Training Cc Sheet Metal Coordinator/Instructor (Labor/Nonminority)</p> <p>Rich Everhart General Heating Account Manager/Service Sales (Supervisor/Mgr/Nonminority)</p> <p>Mike Nank Total Mechanical, Inc. Service Manager (Supervisor/Mgr/Nonminority)</p>

REPORT ON ADVISORY COMMITTEE MEMBERSHIP
JULY, AUGUST, AND SEPTEMBER 2012

COMMITTEE	MEMBERS RECENTLY VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
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Keith Kemper
Sheet Metal Workers Local # 18
Business Representative
(Labor/Nonminority)

Lauri Rollings
Sheet Metal & Air Conditioning Con
Executive Directory
(Supervisor/Mgr/Nonminority)

Fran O'Leary
Illingworth-Kilgust Mechanical
HVAC Service Technician
(Labor/Nonminority)

Patrick C. Landgraf
Sheet Metal Workers Local # 18
President/Business Manager
(Labor/Nonminority)

FIRE SCIENCE/EMS	0
9 members 5 grad(s)	

HORTICULTURE	0
8 members 3 grad(s)	

**REPORT ON ADVISORY COMMITTEE MEMBERSHIP
JULY, AUGUST, AND SEPTEMBER 2012**

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
INTERIOR DESIGN 8 members 3 grad(s)	0	Greg Ross Ross Interiors Owner (Supervisor/Mgr/Nonminority)	
LINE MECHANIC 6 members 0 grad(s)	1		Chris Norton WE Energies Operations Manager (Supervisor/Mgr/Nonminority)
MACHINE TOOL/CNC - TOOL & DIE MAKING 14 members 4 grad(s)	0		
MACHINE TRADES APPRENTICE 5 members 0 grad(s)	2		
MAINTENANCE & INDUSTRIAL ELECTRICIAN APPRENTICE 9 members 2 grad(s)	0		
MECHANICAL DRAFTING & DESIGN 11 members 7 grad(s)	0		Jason Veliquette Briggs & Stratton Corporation Engine Development Lab Manager (Supervisor/Mgr/Nonminority)

**REPORT ON ADVISORY COMMITTEE MEMBERSHIP
JULY, AUGUST, AND SEPTEMBER 2012**

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
PAINTING & DECORATING APPRENTICE 8 members 1 grad(s)	0		
POWER ENGINEERING & BOILER OPERATOR 9 members 3 grad(s)	0		
PREPARATORY PLUMBING 9 members 2 grad(s)	0		
QUALITY ENGINEERING TECHNOLOGY 10 members 2 grad(s)	0		
RENEWABLE ENERGY 11 members 1 grad(s)	0	Lori Howe Milwaukee Community Service Corp Industry Partner Facilitator/Case Mar (Consult/Nonminority)	George Leutermann Milwaukee Community Service Corp Executive Director (Supervisor/Mgr/Nonminority)
		Ben Collins Piper Electric, Inc. Renewable Energy Department Mana (Supervisor/Mgr/Nonminority)	Brent Brucker Helios Solar Works General Manager (Supervisor/Mgr/Nonminority)
ROOFER APPRENTICE 7 members 0 grad(s)	0		
SHEET METAL APPRENTICE 11 members 4 grad(s)	0		

REPORT ON ADVISORY COMMITTEE MEMBERSHIP
JULY, AUGUST, AND SEPTEMBER 2012

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
STEAMFITTER & REFRIGERATION APPRENTICE 7 members 2 grad(s)	0		
SUSTAINABLE FACILITIES OPERATIONS 8 members 1 grad(s)	0		
WELDING/WELD TECH 13 members 5 grad(s)	0		
SCHOOL OF TECHNOLOGY & APPLIED SCIENCES DIVISION			

matc
Milwaukee Area Technical College

POLICY

Title: STANDARDS OF ACADEMIC SUCCESS and FINANCIAL AID ELIGIBILITY	Code: F0900
Authority: Board Minutes, 6/17/86; 6/28/88; 7/25/89; 3/26/90; 2/18/91; 5/26/09; 12/20/11	Original Adoption: 6/17/86 Revised/Reviewed: 12/20/11 Effective: 12/21/11

Standards of Academic Success provide students who are having academic difficulties with a framework for knowing when assistance and specific support services are needed to ensure success in meeting their educational goals. MATC shall maintain an intervention system to alert students to their academic weaknesses so that corrective measures can be implemented. That system, Standards for Academic Success (SAS), shall apply to all students enrolled in diploma and degree programs, which are set forth in Procedure FF0900.

To graduate, students must satisfy course and credit requirements for the degree or diploma they seek. A cumulative grade-point average (GPA) of 2.0 is likewise required for graduation.

Standards for Academic Success (SAS), MATC's early intervention system, shall be triggered ~~three~~ two times a year by standards designed to alert the student and college to a possible need for academic or other support services.

Those standards shall include credit completion standards and academic grade point average (GPA) standards. The standards, the consequences for not meeting them, and the review and appeal process procedures shall be communicated through web pages, student handbook and catalog to students.

See also: MATC Board Policy, F0500

Attachment ESIR - 7

ESIR PRESENTATION SCHEDULE

**Presentation Schedule
FY2012-13**

MONTH	PROGRAM	ADMINISTRATOR
SEPTEMBER 18 th	Surgical Technology (10-512-1) Respiratory Technology (10-515-1)	Dr. R. Ammon, AD Dr. R. Ammon, AD
OCTOBER 16 th	Career Pathway Presentation - Welding	J. Feld, Int. Director
NOVEMBER 19 th	Fashion/Retail Marketing (10-104-4) Dietetic Technician (10-313-1)	Dr. R. Vargas, AD Dr. R. Ammon, AD
DECEMBER 11 th	Vi-Comm/ Computer Graphics (10-206-3) Interior Design (10-304-1)	Dr. R. Busalacchi, AD D. Schultz AD
JANUARY 15 th	Career Pathway Presentation	J. Feld, Int. Director
FEBRUARY 18 th	Criminal Justice – Law Enforcement (10-504-1) Diesel & Powertrain Service (31-412-3) Administrative Professional (10-106-6)	R. Alsup-Kingery, AD R. Alsup-Kingery, AD Dr. M. Fisher, AD
MARCH 19 th	Civil Engineering Technology (10-607-1) Electricity (31-413-1) Electronic Engineering Tech (10-605-7)	T. Dressel, AD T. Dressel, AD T. Dressel, AD
APRIL 8 th	Machine Tool Operations (31-420-1) Real Estate (10-194-1)	D. Schultz, AD D. Schultz, AD
MAY 21 st	Power Engineering & Boiler Operator (30-428-1) Air Conditioning & Refrigeration Tech (10-601-1)	Dr. J. Jacobsen, AD N. Triscari
June 18 th	Career Pathway Presentation	J. Feld, Int. Director