MEETING CANCELED

September 10, 2014

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, September 16, 2014, beginning at 5:00 PM.*

The agenda for said meeting is presented as follows:

A. Roll Call

B. Compliance with the Open Meetings Law

C. Approval of Minutes – August 19, 2014 - Attachment 1

D. Comments from the Public

E. Action Items
   NONE

F. Discussion Items
   1. Committee Naming
   2. Pathway Update – Supply Chain Management – Attachment 2

G. Information Items
   1. Enrollment Update

H. Miscellaneous Items
   1. Communications and Petitions
   2. Information Items
I. Old Business/New Business

1. Date of Next Meeting: October 21, 2014
   Board Room (M210)
   Milwaukee Campus

Committee Members: Baker, Perez, Scheibel

* 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.
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, August 19, 2014, and called to order by Ms. Lauren Baker at 5:00 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; Ms. Scheibel joined the meeting at 5:26 PM.
Excused: Mr. Jose Perez

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 – June 17, 2014 – Attachment 1

Motion: The minutes were approved without objection.

ITEM D: COMMENTS FROM THE PUBLIC

ITEM E: ACTION ITEMS

E-1 Tentative ESIR Meeting Schedule – Attachment 2

Discussion: The schedule for ESIR is Tuesday evenings at 5:00 PM.

Motion: It was moved by Ms. Scheibel and seconded by Ms. Baker to approve the Tentative ESIR Meeting Schedule – Attachment 2.

Action: Approved

E-2 Resolution to Approve Concept Review for Program Titled Aesthetician (31-502-X) – Attachment 3

Discussion: Ms. Cannell, interim provost, introduced Dr. Mohammad Dakwar, dean, School of Business; Dr. Roy Vargas, associate dean, School of Business; Ms. LeeAnn Mikula, manager, Curriculum; and Ms. Amy Prodzinski, faculty, Aesthetician Program. Dr. Dakwar briefly described the program. MATC is the college to offer this program in the state. This program will be offered at the Mequon Campus. Ms. Mikula noted that this is phase one of a two part process to start a new program and explained the full process.
Motion: It was moved by Ms. Scheibel and seconded by Ms. Baker to approve the Resolution to Approve Concept Review for Program Titled Aesthetician (31-502-X) – Attachment 3.

Action: Approved

ITEM F: DISCUSSION ITEMS

F-1 4th Quarter Advisory Committee Report – Attachment 4
Discussion: Ms. Barbara Cannell, introduced Ms. Pam Holt, director, Curriculum and Instructional Support. Ms. Holt briefly described the make-up of the total Advisory Committee Report.

F-2 Annual Equity Advisory Committee Report – Attachment 5
Discussion: Ms. Holt briefly reported that the membership to the committees has stabilized. This fiscal year the staff is going to be working on diversity and quality of membership participation on all committees.

F-3 Pathway Update – Meeting/Event Management – Attachment 6
Discussion: Ms. Cannell introduced Dr. Dakwar; Dr. Richard Busalacchi, associate dean, School of Business; Ms. Gloria Pitchford-Nicholas, dean, School of PreCollege; Mr. Jonathan Feld, director, Articulation and Transfer; and Ms. Rochelle Cole, faculty, Meeting and Event Management Program. Dr. Dakwar briefly reviewed the program. Dr. Busalacchi gave a brief history of the development of this program. Ms. Cole described the connections that the faculty and students have with business and industry. Mr. Feld talked about working with high schools that have a strong culinary program and a business program to offer them an additional path. Ms. Pitchford-Nicholas spoke about starting ProStart this fall.

ITEM G: INFORMATION ITEMS

G-1 Enrollment Update
Discussion: Dr. Trevor Kubatzke, vice president, Student Services briefly explained initiatives employed to increase our enrollments. Dr. Kubatzke noted that enrollments are down about 2.4% behind projection for the year.

G-2 Recruitment Activities Update – Attachment 7
Discussion: Ms. Cannell introduced Mr. Feld, Ms. Sophia Williams, manager, Recruitment; and the Recruitment Team – Mr. Marwell Santiago, Ms. Amanda Brooks, Ms. Christine Cottrall, Mr. Frank Medina, Mr. Kyle Hayden, Ms. Latrice Shelton, and Ms. Nutan Amrute. Ms. Williams briefly reviewed the presentation and talked about how to utilize the staff in a more efficient way.

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, September 16, 2014, Milwaukee Campus, Board Room (M210)

ADJOURNMENT – The Committee adjourned at 6:15 p.m.

Respectfully submitted,

Michele M. Conroy
Executive Assistant to the Executive Vice President & Provost
Academic Affairs
<table>
<thead>
<tr>
<th>Career Exploration (Pathway In):</th>
<th>Technical Diploma Transportation and Logistics (Pathway Up):</th>
</tr>
</thead>
<tbody>
<tr>
<td>⇒ The Supply Chain Management program traditionally capture adult working students with interest in pursing a degree for career advancement. The program is identifying courses that might bring the interest to potential students in high school or pre-college. The already proposed career exploration courses from the Marketing pathway will lead students into the SCM area (curriculum modification pending).</td>
<td>⇒ Students will earn 21 credits with courses geared toward domestic and international transportation. ⇒ Upon completing the diploma, students will be prepared for entry level industry positions. ⇒ Credits earned can be applied to related Associate Degree programs.</td>
</tr>
<tr>
<td>Technical Diplomas (Pathway Through):</td>
<td>Associate Degree Supply Chain Management (Pathway Out):</td>
</tr>
<tr>
<td>⇒ Two new diploma programs were created as part of the pathway initiative to satisfy the Supply Chain industry.</td>
<td>⇒ Students will earn an additional 48 credits that lead to a position in supply chain management including; logistics coordinator, production planner, inventory control supervisor, buyer, or materials manager. ⇒ The Associate Degree is currently offering three emphasis: Logistics, Materials Management and Quality Management. Interdisciplinary collaboration is in progress to create further pathways. ⇒ If the student elects to further their education, they can transfer to a Baccalaureate granting institution (University of Wisconsin Oshkosh, University of Wisconsin Green Bay)</td>
</tr>
</tbody>
</table>

### Program Highlights

- Welcomed a new full-time instructor with 17 years of supply chain management experience after an extensive search for talent
- Created two new embedded diploma programs: Supply Management and Transportation-Logistics
- Entire program online since 2013

### Program Goals

- Provide skills necessary for a successful career in transportation, distribution, purchasing, inventory or production control
- Implement and monitor the new curriculum with the two emphasis plus the embedded diploma programs
- Create additional pathways between Supervisory Management, Quality Engineering, and Marketing programs.
- Deliver select Supply Chain Management courses in a blended (online and face-to-face) format to address course completion rate.
- Complete Supply Chain Management TSA criteria and competencies during 2014-2015FY.
- Investigate synergy between Supply Chain Management and Truck Driving programs.
- Develop quarterly Supply Chain Management program student events
- Develop a recruitment plan for high school students, pre-college students, and employer subsidized education.
- Deliver supplemental instructor audio (podcast) and visual (YouTube) media to on-line courses.
- Deliver, via on-line discussion post/forum, current industry news/trends.
**Supply Chain Management Career Pathway**

**Transportation, Distribution & Logistics Cluster**

**Education**

**Technical Diploma**
- Transportation Logistics
  - 30-182-2
  - 2 Semesters
  - 21 credits

**Technical Diploma**
- Supply Management
  - 30-182-1
  - 2 Semesters
  - 21 credits

**Associate’s Degree**
- Supply Chain Management
  - 10-182-1
  - + 2 semesters
  - + 48 credits
  - (69 credits)

**4-yr Transfer**
- B.S. Management
  - UW Oshkosh
  - UW Green Bay
  - UW Stout
  - Ottawa University
  - Upper Iowa University

**Employment**

**Potential Jobs:**
- Moving Machine & Vehicle Supervisor
- Transportation Supervisor

**Avg Wage:**
- $34,258 ($16.47)
- 2013 openings = 414
- +4.9% over 10 yrs

**Potential Jobs:**
- Industrial Production Manager
- Transportation, Storage, and Distribution Manager

**Avg Wage:**
- $48,204 ($23.175)
- 2013 openings = 612
- +5.95% over 10 yrs

**Potential Jobs:**
- Logistics Manager
- Purchasing Manager
- Logistics Supervisor

Salary and Jobs data courtesy of EMSI
Enrollment *

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>FY2011</th>
<th>FY2012</th>
<th>FY2013</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>0</td>
<td>21</td>
<td>48</td>
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</table>

Graduates *

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>FY2011</th>
<th>FY2012</th>
<th>FY2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

Race Ethnic Ratio *

- Native American: 0.72
- Asian: 0
- Black: 0.11
- Hispanic: 0.15
- White: 0.72

Full-Time/Part-Time Ratio *

- Part-Time: 50%
- Full-Time: 50%

Gender Ratio *

- Female: 33%
- Male: 67%

Course Completion *

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>FY2010</th>
<th>FY2011</th>
<th>FY2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.61</td>
</tr>
</tbody>
</table>

Projected Openings: 2013-2023**

<table>
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<tr>
<th>Category</th>
<th>Growth Openings</th>
<th>Replacement Openings</th>
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</thead>
<tbody>
<tr>
<td>Total</td>
<td>-17</td>
<td>-50</td>
</tr>
<tr>
<td>Industrial...</td>
<td>407</td>
<td>422</td>
</tr>
<tr>
<td>Wholesale and...</td>
<td>167</td>
<td>167</td>
</tr>
<tr>
<td>Purchasing Agents...</td>
<td>456</td>
<td>456</td>
</tr>
<tr>
<td>Logistics...</td>
<td>461</td>
<td>461</td>
</tr>
<tr>
<td>Purchasing Manager</td>
<td>105</td>
<td>105</td>
</tr>
<tr>
<td>First-Line Supervisors...</td>
<td>170</td>
<td>170</td>
</tr>
<tr>
<td></td>
<td>356</td>
<td>356</td>
</tr>
</tbody>
</table>

Sources: *MATC Client Reporting FY2011-FY2013 data. **Economic Modeling Specialists International (EMSI) data.
Supply Chain Management

Advisory Committee Meeting Minutes

**Meeting Date:** May 2, 2014  
**Time:** 8:00 AM.  
**Location:** Oak Creek Campus  
**Room:** A200  
**Facilitator:** Matthew Malec  
**Minute Taker:** Kathy Petrovich

<table>
<thead>
<tr>
<th>Members - Present X /Not Present</th>
<th>Company Represented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kotecki, Mike</td>
<td>Dematic</td>
</tr>
<tr>
<td>Malec, Matthew</td>
<td>Sussex IM</td>
</tr>
<tr>
<td>Propson, Andrew</td>
<td>Insinkerator</td>
</tr>
<tr>
<td>Savard, Michelle</td>
<td>Harley-Davidson</td>
</tr>
<tr>
<td>Walz, Michael</td>
<td>Palermo’s Pizza</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATC Representatives Present</th>
<th>Position/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daryl Habeck</td>
<td>Instructor- Part Time</td>
</tr>
<tr>
<td>Ed Haynes</td>
<td>Instructor- Part Time</td>
</tr>
<tr>
<td>Dr. Roy Vargas</td>
<td>Associate Dean</td>
</tr>
<tr>
<td>Becky Alsup-Kingery</td>
<td>Associate Dean - Guest</td>
</tr>
<tr>
<td>Dr. Dragomir Marinkovich</td>
<td>Associate Dean - Guest</td>
</tr>
</tbody>
</table>

A. Call to order/Introduction/Roll Call

**Discussion:** The meeting was called to order at 8:08 AM. Self-introductions were made.

B. Determination of Quorum

**Discussion:** A quorum is present.

Motion by Mike K. to approve the minutes from Dec. 20, 2013. 2nd by Andrew P.

C. Old Business

**Item 1 Advisory Membership Review**

**Discussion:** There are currently 5 active members of this committee. Please help to recruit new members and refer any interested parties to Roy.

The past combined Advisory Committee meeting that was held in October was a great success. There are currently talks of having a divisional Committee Day in Fall or Spring.
Item 2  
Program Progress/Enrollment Reports

Discussion: A Counselor was not available to report in person however, Counselor, S. Moore provided the following program data:

<table>
<thead>
<tr>
<th></th>
<th>SP2013</th>
<th>SP2014</th>
<th>% of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications</td>
<td>19</td>
<td>14</td>
<td>-26.32%</td>
</tr>
<tr>
<td>Received</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applications</td>
<td>16</td>
<td>11</td>
<td>-31.25%</td>
</tr>
<tr>
<td>Completed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered</td>
<td>13</td>
<td>7</td>
<td>-46.15%</td>
</tr>
<tr>
<td>Applications</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Data is from MATC’s Enrollment Funnel, A4, refreshed on 5/1/2014

- Program numbers declined.
- Enrollment is down across the college.
- Many of our students are already in the industry. With the economy getting stronger, more jobs are available to students.
- Our only full-time Instructor (Jay Lorino) left the program to teach in another area. Our recruitment is down but we do appreciate Jay’s helping out with the student advising and training of the part time instructors.
- There were many retirements in the Counseling Department. The Counseling Department’s main focus now is intervention, counseling and the like. Student enrollment is being shifted to Advising positions. This change is currently in transition.

Item 3  
Capital Equipment

Discussion: Dr. Vargas asked the members what needs the industry has that we could possibly implement into the classroom? Dr. Vargas gave examples of two of his other programs that had projects approved. This all started from feedback and support from the Advisory groups.

Grants could be built on innovations. If you see any changes in the industry, tell us so we can bring that in to the classroom.

It was suggested that we get donations from local companies to implement in the classroom. We have many partnerships with corporations.

Item 4  
Curriculum Status and Review

Discussion:

- Roy shared an example of a marketing pathway card/handout with the committee. It shows how you can go from one certificate/diploma/degree to another. He plans to create the same for this program. This is a great tool for recruitment, counseling and advising. It shows the student exactly what they can do and where they can go.
Item 5  
Course Outcome Summary (COS)

Discussion: No Course Outcome Summaries were covered in today’s meeting however, after some discussion it was suggested that the following courses be reviewed at the next meeting as they may be outdated. The cores and competencies could be revamped.

- LOGMGT-192 Transportation Pricing
- LOGMGT-195 Freight Claims
- (possibly) LOGMGT-190 Transportation

Item 6  
Quality Review Process (QRP)

Discussion: None.

Item 7  
Student Outcomes Assessment (SOA)

Discussion: None.

Item 8  
Technical Skills Attainment (TSA)

Discussion: None

Item 9  
SOC-CIP Code Crosswalk Review

Discussion: Curriculum Process handout

In your spare time please review and highlight the SOC codes(s) to be added to our program. Return your list to Dr. Vargas. This would be helpful.

Item 10  
Other Items

Discussion:

Full time Instructor Opening

A full time Instructor position will be posted soon. This position will be open to the outside (public). There is a new online application process. If you know anyone that would be interested, please refer them to our website at: [http://www.matc.edu/about/human_resources/job_openings.cfm](http://www.matc.edu/about/human_resources/job_openings.cfm)

Promotional Materials

- Dr. Vargas showed the committee where our programs and information is located on the website by demonstrating on the large screen. [http://www.matc.edu/business/index.cfm](http://www.matc.edu/business/index.cfm) (select Associate Degree or Technical Diplomas program title) please share with all.
- At the end of June, program cards for Transportation-Logistics and Supply Management will be available. This will be a good tool to use as advertisement/recruitment for our programs.
D. New Business

<table>
<thead>
<tr>
<th>Item 1</th>
<th>Pathway</th>
</tr>
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<tbody>
<tr>
<td><strong>Discussion:</strong> The Wisconsin Technical College System is moving towards career pathways. Pathways make it easier for students to advance in education (and employment) in a given industry or occupational sector.</td>
<td></td>
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</tbody>
</table>

A. **Quality Engineering Program:** Associate Dean, D. Marinkovich discussed the Quality Engineering Technology program. Being a newer program, it would be more successful by bringing in courses from the Business and Technology sides. We could create a pathway from Qetech to Logmtg and vice versa to bring flexibility to the programs. Supply Chain Management already has 2 QETECH courses (six sigma) as part of its curriculum. We could do a minor modification to the curriculum if it is a good fit. Associate Dean B. Alsup asked the committee, What jobs are out there that we could find courses to feather together to prepare the student for the industry? The committee discussed tracks and ears. They feel that the program needs to be promoted outside of the college, that it is unknown. It was suggested that we connect with Milwaukee chapters and build relationships, host meetings, to help in that aspect.

If you think we could find common courses, please provide (any) feedback to our google group at: matc-supply-chain-advisory-committee@googlegroups.com or send directly to Dr. Vargas.

B. **Truck Driving Diploma Program:** Associate Dean, B. Alsup explained that this is a new 10 week program at MATC and is not currently financial-aid able. 5 out of 6 students in the first cohort graduated and are employed. The 2nd cohort we had 4 out of 5 complete. We are currently on the 3rd cohort. We need to show success in order to continue. She asked the members if there is a cross affiliation with our program? The members continued to discuss. It was suggested that quality may be a better fit. The committee did not see a pathway from Logistics to Truck Driving. There may be opportunities in the other direction for those students who graduate in Truck Driving, to come back to Supply Chain/Logistics in the future.

<table>
<thead>
<tr>
<th>Item 2</th>
<th>Blended Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discussion:</strong> Dr. Vargas proposed looking at blended class offerings for LOGMGT.</td>
<td></td>
</tr>
</tbody>
</table>
  - MATC is moving towards blended options. (better retention)
  - The survey that E. Hayes gave his students resulted in the majority preferring blended class offerings.

<table>
<thead>
<tr>
<th>Item 3</th>
<th>Industry Trends</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discussion:</strong> Not covered due to time constraints.</td>
<td></td>
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</tbody>
</table>
Item 4  Other

Discussion: Include Logistics – Supply Chain Management program at Open House
- Dr. Vargas informed the committee that he can add this program to the accelerated open house events that we hold every year. This specific open house attracts the typical student that is in our program. (generally older and already employed in the industry - wants to move up)
- Dr. Vargas can request data from past to help target specific student for recruitment.
- Pt Instructor E. Hayes provided the results of a survey that he gave his students. Out of 15 responses, 14 are employed in the field (in Logistics in some capacity) with desire for growth in the field.

Partnership with China
Currently there is high interest between MATC and a technical school in China. They may be interested in a partnership and our program is one that interests them.

E. Announcements and Meeting Arrangements

Discussion:
The committee agreed upon Friday, October 10, 2014 for the next meeting. 8:00AM. at the Oak Creek Campus.

F. Next Meeting Date

Discussion: Above

G. Adjournment

Discussion: Meeting adjourned at 10:30.

Action items: Motion by Mike K. 2nd by Andrew P.

Person responsible: All in favor

Deadline:
Transportation–Logistics
Technical Diploma
School of Technology and Applied Sciences
All campuses
Also offered entirely online
Program Code: 30-182-2

For Information:
Downtown Milwaukee Campus, 414-297-MATC or 414-297-4500

Overview — This two-semester program is geared toward providing entry-level employment skills and competencies for jobs in the transportation and logistics industry. Important aptitudes for success include the ability to arrive at logical conclusions by relying upon facts and reason, effective interpersonal skills, and the ability to work as a member of a team.

Online Option — This program is offered entirely online or classes may be taken on campus.

Career Outlook — Employment of logistics has been forecast to grow 26% from 2010 through 2020. This growth will be driven by the important role logistics play, and by the fact that supply and distribution systems have become increasingly complex, in an increasingly global economy. Companies rely on logistics to manage the movement of their products and supplies, and the performance of a company's logistical and supply chain process is an important factor in profitability. Governments and the military also rely on logistics, so employment opportunities in government and contracting firms will continue to grow.

Added Career Value — After completing this diploma program, the credits can be applied toward earning the Supply Chain Management associate degree.

Program Learning Outcomes — Employers will expect graduates to be knowledgeable in the following areas:
- Resolve problems concerning transportation, logistics systems, imports or exports, or customer issues
- Collaborate with other departments to integrate logistics with business systems or processes, such as customer sales, order management, accounting, or shipping
- Maintain metrics, reports, process documentation, customer service logs, or training or safety records
- Supervise the work of logistics specialists, planners, or schedulers
- Direct inbound or outbound logistics operations, such as transportation or warehouse activities, safety performance, or logistics quality management
- Direct or coordinate comprehensive logistical or reverse logistical functions for product life cycle, including acquisition, distribution, internal allocation, delivery, recycling, reuse, or final disposal of resources
- Negotiate with suppliers or customers to improve supply chain efficiency or sustainability
- Direct distribution center operations to ensure achievement of cost, productivity, accuracy, or timeliness objectives
- Negotiate transportation rates or services
- Analyze the financial impact of proposed logistics changes, such as routing, shipping modes, product volumes or mixes, or carriers

Preparation for Admission — The following is required for admission to the program:
- High school diploma or GED
- Demonstration of proficiency in basic skills through a course placement assessment
- Basic computer skills

Possible Careers:
- Logistics Planner
- Logistics Coordinator
- Logistics Manager
- Transportation Coordinator
- Import/Export Coordinator

Related Programs:
- Supply Chain Management
- Supply Management

Transportation-Logistics Diploma - curriculum

Truck Driving
Marketing Management
Fashion/Retail Marketing

Start Date: August/January

<table>
<thead>
<tr>
<th>SIXTEEN-WEEK TERMS</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOGMGT-164 Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>LOGMGT-192 Transportation Pricing 1</td>
<td>3</td>
</tr>
<tr>
<td>LOGMGT-195 Freight Claims 2</td>
<td>3</td>
</tr>
<tr>
<td>BADM-165 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>LOGMGT-190 Transportation</td>
<td>3</td>
</tr>
<tr>
<td>LOGMGT-184 International Logistics and Transportation Documentation</td>
<td>3</td>
</tr>
<tr>
<td>MGTECH-161 Supervision</td>
<td>3</td>
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</tbody>
</table>

TOTAL CREDITS: 21

*Prerequisite required.
Program curriculum requirements are subject to change.
For class times and locations or to register online, visit INFOnline.

Page updated April 2014.
Supply Management

Technical Diploma
School of Business
All campuses
Also offered entirely online
Program Code: 30-182-1

For Information:
Downtown Milwaukee Campus, 414-297-MATC or 414-297-4500

Overview — Geared toward providing entry-level employment, this two-semester program provides instruction in the skills and competencies for jobs in supply chain management, purchasing and materials management. Abilities that will contribute to your success include the ability to arrive at logical conclusions by relying upon facts and reason, effective interpersonal skills, and the ability to work as a member of a team.

Online Option — This program is offered entirely online or classes may be taken on campus.

Career Outlook — Employment of purchasing managers, buyers and purchasing agents is expected to increase as these workers will be needed to buy goods and services for business operations or for resale to customers.

Added Career Value — After completing this diploma program, the credits can be applied toward earning the Supply Chain Management associate degree.

Program Learning Outcomes — Employers will expect graduates to:
- Represent companies in negotiating contracts and formulating policies with suppliers
- Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies
- Interview and hire staff, and oversee staff training
- Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales
- Prepare and process requisitions and purchase orders for supplies and equipment
- Develop and implement purchasing and contract management instructions, policies and procedures
- Maintain records of goods ordered and received
- Participate in the development of specifications for equipment, products or substitute materials
- Analyze market and delivery systems to assess present and future material availability
- Resolve vendor or contractor grievances, and claims against suppliers

Preparation for Admission — The following are required for admission to the program:
- A high school diploma or GED
- Demonstration of proficiency in basic skills through a course placement assessment
- Basic computer skills

Possible Careers:
Buyer
Procurement Specialist
Material Services Clerk
Buyer/Planner
Inventory Control Clerk
Materials Operations Coordinator

Related Programs:
Supply Chain Management, Transportation — Logistics
Truck Driving
Marketing Management
Fashion/Retail Marketing

Start Dates: August/January

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>LOGMGT-164</td>
<td>Supply Chain Management</td>
<td>3</td>
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<tr>
<td>LOGMGT-144</td>
<td>Production Planning and Inventory Control</td>
<td>3</td>
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<tr>
<td>LOGMGT-146</td>
<td>Operations Management</td>
<td>3</td>
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<tr>
<td>MGTDEV-192</td>
<td>Managing for Quality</td>
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<tr>
<td>LOGMGT-170</td>
<td>Purchasing ‡</td>
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<tr>
<td>MKTG-185</td>
<td>Negotiation Skills for Business</td>
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<tr>
<td>MKTG-107</td>
<td>Customer Service Management</td>
<td>3</td>
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</tbody>
</table>

**TOTAL CREDITS: 21**

‡ Prerequisites required.
Program curriculum requirements are subject to change.
For course description, class times and locations or to register online, visit MyFOnline.

Page updated April 2014.
Quality Engineering Technology

Associate in Applied Science Degree
School of Technology and Applied Sciences
Center for Energy Conservation and Advanced Manufacturing (ECAM) at Oak Creek Campus
Program Code: 10-623-0

For Information:
Oak Creek Campus, 414-571-4500

Overview — The Quality Engineering Technology program prepares students to systematically plan, evaluate and monitor the various components of a product, service or process to ensure that criteria for quality are being met. Quality methods such as Lean and Six Sigma are emphasized to reduce waste, improve operations, reduce costs by minimizing resource use, and streamline business processes. Students will be prepared with the tools they need to be successful in quality and sustainable engineering technology.

During the course of the program, students may elect to take the ASQ examination for Six Sigma Green Belt certification. Graduates also may choose to pursue certifications as a Quality Improvement Associate, Quality Process Analyst, and Quality Technician, also offered through ASQ (American Society for Quality).

Career Outlook — With the increasing trend toward globalization and standardization across all facets of business, and as the need and importance of International Standards (ISO) become more prevalent, so does the need for well-trained quality personnel. When students complete the Quality Engineering Technology degree, they possess the knowledge, skills and abilities to make their organization more efficient and effective.

Program Learning Outcomes — Emulators expect graduates to:
• Apply total quality control concepts: inspection methods, data collection and application of sampling plans, quality costs, and quality audits
• Apply appropriate problem-solving methodologies - Lean, Six Sigma, 8D
• Assure quality systems are working and take corrective action through continuous improvement
• Characterize quality systems currently used in industry
• Apply analytical mathematics including basic and advanced statistical techniques
• Analyze cost components to conduct opportunity assessment, cost/benefit analysis, and project selection

Preparation for Admission — The following are required for admission to the program:
• A high school diploma or GED
• One year of high school algebra
• Demonstration of proficiency in basic skills through a course placement assessment

Students should be proficient in using computer programs and the internet. Specific emphasis is placed on Microsoft Office applications including Word, Excel and PowerPoint. Students who are not proficient in these applications should take COMPSW-105 or COML-105.

Possible Careers:
Continuous Improvement Specialist
Quality Analyst
Quality Assurance Technician
Quality Manager
Quality Supervisor

Related Programs:
Energy Engineering Certificate
LEAN Certificate
Six Sigma Black Belt Certificate
Six Sigma Green Belt Certificate
Sustainable Facilities Operations Associate Degree
Sustainable Operations Certificate

Quality Engineering Technology Degree - curriculum

Start Dates: August/January
This program will transfer to one or more four-year institutions.


<table>
<thead>
<tr>
<th>TECHNICAL STUDIES</th>
<th>Credits</th>
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<tbody>
<tr>
<td>(1) QETECH-118 LEAN Principles</td>
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<tr>
<td>(1) QETECH-112 Engineer Specifics Drawings 1</td>
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<tr>
<td>(1) QETECH-114 Metrology 1</td>
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<tr>
<td>(1) QETECH-116 Engineering Economic Analysis ‡</td>
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<tr>
<td>(2) BADM-104 Business Statistics ‡</td>
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<tr>
<td>(2) QETECH-122 Engineering Specifications/Drawings 2 ‡</td>
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<tr>
<td>(2) QETECH-124 Metrology 2 ‡</td>
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<tr>
<td>(3) INTSUS-136 Sustainability</td>
<td>3</td>
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<tr>
<td>(3) QETECH-132 Six Sigma Green Belt 1 ‡</td>
<td>3</td>
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<tr>
<td>(3) QETECH-134 Six Sigma Green Belt 2 ‡</td>
<td>3</td>
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<tr>
<td>(3) QETECH-138 Introduction to Quality Engineering ‡</td>
<td>3</td>
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<tr>
<td>(4) QETECH-144 Supplier Quality Assurance ‡</td>
<td>3</td>
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<tr>
<td>(4) QETECH-142 Six Sigma Green Belt Project ‡</td>
<td>3</td>
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<tr>
<td>(4) QETECH-146 Quality Management Systems &amp; Standards ‡</td>
<td>3</td>
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<td>(4) QETECH-148 Quality Cost Analysis</td>
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<th>GENERAL STUDIES</th>
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<tr>
<td>ECON-195 Economics</td>
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<td>(or) Any 200-series ECON course</td>
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<tr>
<td>ENG-151 Communication Skills 1 ‡</td>
<td>3</td>
</tr>
<tr>
<td>and ENG-152 Communication Skills 2 ‡</td>
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<tr>
<td>(or) ENG-201 and any 200-series ENG or SPEECH course</td>
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<tr>
<td>MATH-115 College Technical Mathematics 1 ‡</td>
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<tr>
<td>(or) MATH-201 College Algebra</td>
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<tr>
<td>MATH-116 College Technical Mathematics 2 ‡</td>
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<tr>
<td>(or) MATH-202 Trigonometry</td>
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<td>NATSCI-137 Comprehensive Technical Physics</td>
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<td>(or) NATSCI-211 or NATSCI-221</td>
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<td>PSYCH-199 Psychology of Human Relations</td>
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<td>(or) Any 200-series PSYCH course</td>
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<td>SOCSCI-197 Contemporary American Society</td>
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<td>(or) Any 200-series SOCSCI or HIST course</td>
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<tr>
<th>ELECTIVES</th>
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<tr>
<td>MGMTDEV-188 Project Management</td>
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<tr>
<td>QETECH-152 Sigma Black Belt Tools and Concepts ‡</td>
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<td>NATSCI-189 Energy in Nature, Technology and Society</td>
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<td>COMPSCI-106 Introduction to Microsoft Office</td>
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<td>CIVIL-105 Computer Applications</td>
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<td>MCDSEG-162 Engineering Materials</td>
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</table>

TOTAL CREDITS: 68

‡ Prerequisite required.
Program curriculum requirements are subject to change.
NOTE: Students who have not been accepted, or have not decided on a program, may begin with GENERAL STUDIES courses, if course prerequisites have been met.
For course descriptions, class times, locations or to register online, visit INFO Online.

Truck Driving Diploma Curriculum

Thursday – May 01, 2014

Truck Driving
Technical Diploma
School of Technology and Applied Sciences
Oak Creek Campus
Program Code: 30-458-1

For Information:
Oak Creek Campus, 414-571-4500

Overview – After completing this 10-week Truck Driving program, you will enter an industry in need of qualified workers. Graduates are prepared for entry-level positions as local or over-the-road truck drivers with skills and knowledge related to safety, maintenance and operation of tractor-trailer and heavy trucks. The curriculum focuses on developing the student’s backing and driving abilities through classroom, lab, range and roadway experiences; online resources also assist with developing skills. Students have the opportunity to attain Class A or B CDL (Commercial Driver’s License) as a result of their training.

Career Outlook – Currently the need for qualified truck drivers remains high in Wisconsin. The demand for truck drivers is expected to continually increase due to the retirement of current drivers and the increased need for freight-carrying services. Long-term drivers interested in running their own business can become independent owner-operators of their trucks.

Program Learning Outcomes — Employers expect graduates to:
• Drive a commercial vehicle safely
• Demonstrate knowledge of U.S. laws and regulations pertaining to the operation of a commercial vehicle
• Maintain and complete records properly
• Demonstrate the ability to plan trips and routes including managing cargo
• Inspect the vehicle to ensure safe operation
• Communicate effectively with peers, customers and supervisors
• Obtain a Commercial Driver’s License

Preparation for Admission — The following are required for admission to the program:
• High school diploma or GED
• Age 18 years or older
• Valid driver’s license (Class D)
• Acceptable driving record
• Department of Transportation medical exam and drug test

Attaining your CDL learner’s permit by passing the written test prior to applying for this program is recommended; candidates providing a copy of the permit will have preferred status for the program. The Wisconsin Department of Transportation Motor Vehicles Division administers the test. A free study guide is available; the DOT charges a fee to take the test.

Possible Careers:
Local Truck Driver
Over-the-Road Truck Driver
Owner Operator of Trucking Business

Related Programs:
Automotive Maintenance Technician
Diesel and Powertrain Servicing

Start Dates: Call 414-571-4500

TEN-WEEK TERM

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
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<td>TRCKDR-341</td>
<td>Truck Driver 1</td>
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<tr>
<td>TRCKDR-342</td>
<td>Truck Driver 2</td>
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http://www.m tac.edu/student/offering/s/2014-2015/diplomas/truck_driving.cfm
5/1/2014

Truck Driving Diploma Curriculum

TRCKDR-343
Truck Driver 3 ±
3

TRCKDR-344
Truck Driver 4 ±
3

TOTAL CREDITS: 13

Prerequisites required:
Must be admitted to the Truck Driver (35-458-1) program.
Prerequisite for TRCKDR-341: Completion of or currently enrolled in TRCKDR-342, TRCKDR-343 and TRCKDR-344
Prerequisite for TRCKDR-342: Completion of or currently enrolled in TRCKDR-341, TRCKDR-343 and TRCKDR-344
Prerequisite for TRCKDR-343: Completion of or currently enrolled in TRCKDR-341, TRCKDR-342 and TRCKDR-344
Prerequisite for TRCKDR-344: Completion of or currently enrolled in TRCKDR-341, TRCKDR-342 and TRCKDR-343
Program curriculum requirements are subject to change.

For class times and locations or to register online, visit INFOLine.
Page updated April 2014.
Embedded Diploma Proposal
District Request (TC-OCCEDP-1A) Wisconsion Technical College System

For Embedded Technical Diploma or Pathway Certificate (Note: if seeking multiple Technical Diplomas or Pathway Certificates from the same "Already Approved Degree", please submit a TC-OCCEDP-1A for each Diploma or Certificate.

District: Milwaukee

District Contact Person: Roy Vargas Phone: 414-297-8488

Primary Education Director: ____________________ Phone: __________________

Signed: ___________________________ Date: __________
Financial Aid Officer or Student Services Administrator

Signed: ___________________________ Date: __________
President or Instructional Services Administrator

A. The "Already Approved Degree" Number and Title form which the Embedded Technical Diploma(s) will be created:
   10-182-1.12 Supply Chain Management AAS

B. Proposed Technical Diploma Number: 30-182-X

C. Proposed Technical Diploma Title: Quality Management

D. Tentative Technical Diploma or Description:

This Technical Diploma is geared toward providing entry level employment skills and competencies for jobs in direct supervision of production workers, manufacturing line workers and material handling workers.

E. Occupational Area to be Served (occupational title and Standard Occupational Classification (SOC) Code): 53-1021

F. Major Worker Duties And Responsibilities For The Embedded Technical Diploma: (Attach)

G. Mean Starting Hourly Salary for Technical Diploma: $19.69/hour

H. Analysis of Labor Market and "job out" trends for Technical Diplomas and Industry Support: (Attach)

I. Appropriate Curriculum configurations and articulation (forms TC-CMOD-1B and TC-CMOD-1C if curriculum modification of the "Already Approved Degree" is required, TC-ETDCURR-1A).

J. Program Delivery: Check one:

□ Online □ Face to face □ Both face to face and 100% online

K. Plans for quantitative and/or qualitative assessment: (Attach) QRP in alignment with AAS

L. List of team members and summary of program advisory committee: (Attach)

M. This Technical Diploma program has been reviewed by the financial aid officer and tentatively determined to be eligible for financial aid. 
   □ X Yes □ No

N. Letter of Support from District President: (Attach)

Upon approval, district may proceed to Program Implementation
### Embedded Technical Diploma/WTCS Pathway Certificate
#### Proposed Curriculum Articulation*

**Milwaukee Area Technical College**

**Current/Modified Already Approved Degree Curriculum:** (10-182-1.12)  
**Quality Management:** (30-182-X)

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<tr>
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<th>Course Title</th>
<th>Credits</th>
<th>Function</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
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<td>ECON-195</td>
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<td>(3)</td>
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<td>ENG-151</td>
<td>Communication Skills 1</td>
<td>3</td>
<td>6</td>
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<tr>
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**Semester Total:** 18

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<th>Function</th>
<th>Course #</th>
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<td>LOGMGT-190</td>
<td>Transportation</td>
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<tr>
<td>ENG-152</td>
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<td>Financial Accounting</td>
<td>3</td>
<td>7</td>
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<td>MKTG-185</td>
<td>Negotiation Skills for Business</td>
<td>3</td>
<td>7</td>
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<tr>
<td>MGTDEV-192</td>
<td>Managing for Quality</td>
<td>3</td>
<td>7</td>
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<tr>
<td>MGTDEV-189</td>
<td>Team Building &amp; Problem Solving</td>
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<td>7</td>
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<td>BADM-104</td>
<td>Business Statistics</td>
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<td>NATSCI-149</td>
<td>Intro to Geographic Information Systems</td>
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<td>Any 200-Series NATSCI</td>
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**Semester Total:** 18

### Fourth Semester

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<tr>
<td>LOGMGT-184</td>
<td>International Logistics-Transportation/D</td>
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<td>7</td>
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**And** **Materials Mgmt**
### Educational Services Manual

**OCCUPATIONAL PROGRAM PROCEDURES**

<table>
<thead>
<tr>
<th>Emphasis**</th>
<th>LOGMGT-146</th>
<th>Operations Management</th>
<th>3</th>
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</thead>
<tbody>
<tr>
<td>LOGMGT-144</td>
<td>Production Planning &amp; Inventory Control</td>
<td>3</td>
<td>7</td>
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<tr>
<td>And LOGMGT-146</td>
<td>Operations Management</td>
<td>3</td>
<td>7</td>
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<tr>
<td>OR <strong>Logistics Emphasis</strong></td>
<td>LOGMGT-192</td>
<td>Transportation Pricing</td>
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<tr>
<td>And LOGMGT-195</td>
<td>Freight Claims</td>
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<td>7</td>
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<tr>
<td><strong>Quality Management Emp.</strong></td>
<td>QETECH-132</td>
<td>Six Sigma Green Belt 1</td>
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<td>QETECH-134</td>
<td>Six Sigma Green Belt 2</td>
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<tr>
<td>Electives:</td>
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**Semester Total:** 15

**Semester Total:** 21

* **SUBMIT ALL COURSES**

**AAS CREDIT TOTALS BY FUNCTION:**

- 7 = Technical Studies (36-49 credits) 45
- 6 = System-wide General Education (21-30 credits) 21
- 4 = Electives (0-6 credits) 3
- Totals (60-70 credits)

**TD CREDITS TOTALS BY FUNCTION:**

- 1 = Occupational Specific (70-100%)
- 2 = Occupational Supportive (0-30%)

**TD CREDIT TOTAL**

- 30 = 2-25 credits X
- 31 = 26-54 credits
- 32 = 54-70 credits
Part 1. Advisory Committees use the process below to verify the appropriate SOC job codes are aligned to programs.

1. You will receive a list (example below), to review and determine if each SOC code is valid for your program(s).

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Title</th>
<th>Division</th>
<th>CIP</th>
<th>CIP NAME</th>
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<tbody>
<tr>
<td>10-2044</td>
<td>Fashion/Textile Marketing</td>
<td>BIT</td>
<td>$2,1904</td>
<td>Apparel and Accessories Marketing Operations</td>
</tr>
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<td>$2,1904</td>
<td>Apparel and Accessories Marketing Operations</td>
</tr>
</tbody>
</table>

2. If a SOC code is not valid-cross out to indicate not valid, if they are valid-leave as is.

<table>
<thead>
<tr>
<th>Program</th>
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<th>Division</th>
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</tbody>
</table>

3. Return the list to the Associate Dean.

Part 2. Advisory Committees review SOC code(s) to be added to your Program list.


2. Select your program from the SOC Major Groups list

3. Select the specific level to view job information and determine if this code should be added.

4. E-mail the code to be added to the Curriculum Department at curriculum@matc.edu