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