

August 6, 1999

NOTICE TO RESIDENTS OF MILWAUKEE AREA  
TECHNICAL COLLEGE DISTRICT, WISCONSIN

An open meeting of the **Education, Services, and Institutional Relations Committee** of the Milwaukee Area Technical College District Board of Wisconsin, will be held in the Board Room (Room 210), of the Milwaukee Area Technical College, 700 West State Street, Milwaukee, Wisconsin, **Tuesday, August 17, 1999**, beginning at **4:30 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—June 15, 1999--Attachment 1](#)**

**D. Comments from the Public**

**E. Action Items**

- [1. Tentative Education, Services, and Institutional Relations Committee Meeting Schedule—Attachment 2](#)
- [2. Policy Review  
Policy E0203—Reporting Claims of Copyright Infringement by Users of MATC Technology—Attachment 3](#)

**F. Discussion Items**

- [1. North Central Report—Attachment 4](#)
2. Transfer of Credit—Attachment 5 [Electronic Viewing Not Available]
3. Virtual College (Interdistrict Cooperation Committee—Board's Association)

**G. Information Items**

**H. Miscellaneous Business**

1. Communications and Petitions
2. Information Items

**I. Old Business/New Business**

1. Date of Next Meeting--To Be Determined

Committee Members: **Baker, Bell, Pedersen**

ATTACHMENT ESIR 1

**MILWAUKEE AREA DISTRICT BOARD OF VTAE**  
Education, Services, and Institutional Relations Committee Minutes

DATE: Tuesday, June 15, 1999

PLACE: Board Room (M210)

TIME: 4:30 p.m.

BOARD COMMITTEE  
MEMBERS PRESENT: Lauren Baker, Sheila Cochran, and A. Paul Pedersen

FACULTY/STAFF: Marietta Advincula, Carol Benko, John Birkholz, Kathleen Christensen, Barbara Franken, Ruth McClinton, Leslie Moczynski, Robert Quesada, Bill Roden, Rick Romano, Annemarie Rosenberg, Valerie Sabatino, Carlos Soto, Greg Vraney, Dorothy Walker

GUEST: Tom Harrington, member—Computer Numerical Control Machine Operator/Programmer Advisory Committee

**ITEM A: ROLL CALL**

COMMITTEE:  
ATTENDANCE: Ms. Baker, Ms. Cochran, and Mr. Pedersen were present.

**ITEM B: COMPLIANCE WITH OPEN MEETINGS LAW**

DISCUSSION: The Education, Services, and Institutional Relations (ESIR) Committee meeting was called to order at 4:30 p.m., was properly noticed, and was in compliance with the open meetings law.

**ITEM C: APPROVAL OF MINUTES—MAY 18, 1999**

ACTION: Ms. Baker moved that the minutes of May 18, 1999, be approved. Mr. Pedersen seconded the motion.

**ITEM D: COMMENTS FROM THE PUBLIC**

DISCUSSION: None.

**ITEM E: ACTION ITEMS**

DISCUSSION: None.

**ITEM F: DISCUSSION ITEMS**

**ITEM F1: PROGRAM REVIEW**

**CNC MACHINE**

DISCUSSION: Dorothy Walker, assistant dean—Technical and Industrial Division, provided an overview of the Computer Numerical Control Machine Operator/Programmer (31-444-1) program. She indicated that a prerequisite of this program is being a graduate of the one-year Machine Tool program or having machine setup and operation experience. A majority of MATC's students are already working in the industry and enroll in this program to upgrade their skills to become programmers. The program is offered in a very flexible package which meets the needs of industry and that of the nontraditional student.

Tom Harrington, CNC advisory committee member, indicated that the equipment in this area is very costly. He stated that he serves on an equipment subcommittee that is exploring partnerships with industry whereby the college could lease equipment. Given the fact that the college is facing limited resources, this is an excellent way for the program to maintain current equipment. Mr. Pedersen indicated that the committee should look into the industry sponsoring machines by purchasing them for the college. Mr. Harrington indicated that this is the ultimate objective.

ACTION: None required.

**ITEM F2: CHILD CARE**

DISCUSSION: Ms. Advincula provided a brief overview of the child care services budget and quality care issues surrounding the college's child care services department. She noted the following changes to the child care summary previously sent to the committee:

**Page 1, paragraph 1**

The actual column's 41,600 part time child development specialist hours included the proposed evening hours operation for all four centers and summer programs, in addition all 40 part-time child development specialists will work 1,040 hours.

**Page 2, Quality Care Issues, paragraph 3**

The teacher to child ratio at MATC most of the time is at or below the Wisconsin requirements, but meets the accreditation agency requirements, National Association of Educators for Young Children (NAEYC).

**Page 2, Quality Care Issues, #3**

The current status is as follows:

There will be no movement of staff. Therefore, staff child ratios will change to meet projected parent fees to meet accreditation ratios.

Carol Benko, team leader, provided an overview of the department's direction. She highlighted the following planned activities:

- There will be a two-day inservice for staff—  
August 16-17, 1999.
- One of Ms. Benko's assignments as team leader is to meet with child care services staff at the West campus to address concerns and provide recommendations for resolution.

- Ms. Benko will be working with staff and the college's general counsel in the development of a policy addressing child abuse (children and staff) issues.
- To address the concerns of the strategic planning committee, parent meetings will be held once a semester, as well as the establishment of a newsletter.

Mr. Pedersen asked about the college's child care fee structure compared with other institutions. He indicated that the college may want to consider raising rates to ensure that the program continues. Dr. Birkholz indicated that the basic purpose of MATC's child care service is to accommodate students; what MATC does cannot be compared with other child care agencies.

Ms. Baker suggested that the philosophy of child care be discussed at the next board retreat. Dr. Birkholz agreed and indicated that discussions should include funding. The original funding tenet was that child care would be subsidized by profits from the college's bookstore, food service, and Public Television. Alternate sources of revenue need to be explored.

**ACTION:** Child care will be placed on the full board's retreat agenda.

**ITEM G: INFORMATION ITEMS**

**DISCUSSION:** None.

**ITEM H: MISCELLANEOUS BUSINESS**

**ITEM H1: COMMUNICATIONS AND PETITIONS**

**DISCUSSION:** None.

**ITEM H2: INFORMATION ITEMS**

DISCUSSION: None.

**ITEM I: OLD BUSINESS/NEW BUSINESS**

DISCUSSION: Mr. Pedersen indicated that articulation agreements, particularly with the University of Wisconsin System, should be discussed in depth at a future meeting.

**ITEM I1: DATE OF NEXT MEETING**

DISCUSSION: The next meeting date is to be determined.

ACTION: There being no further business, the meeting adjourned at 5:40 p.m.

Respectfully submitted,

Gail A. Peterson  
Executive Assistant

ATTACHMENT ESIR 2

**TENTATIVE EDUCATION, SERVICES, AND  
INSTITUTIONAL RELATIONS COMMITTEE MEETING  
SCHEDULE**

MEETING DATES

POSTING DATES

Tuesday, September 21, 1999  
Tuesday, October 19, 1999  
Tuesday, November 9, 1999  
Tuesday, December 7, 1999  
Tuesday, January 18, 2000  
Tuesday, February 8, 2000  
Tuesday, March 21, 2000  
Tuesday, April 11, 2000  
Tuesday, May 16, 2000  
Tuesday, June 20, 2000

Friday, September 10, 1999  
Friday, October 8, 1999  
Friday, October 29, 1999  
Monday, November 29, 1999  
Friday, January 7, 2000  
Friday, January 28, 2000  
Friday, March 10, 2000  
Friday, March 31, 2000  
Friday, May 5, 2000  
Friday, June 9, 2000

Title: Reporting Claims of Copyright Infringement by Users of MATC Technology	Code: E0203 Original Adoption: Revised/Reviewed: Effective:
Authority: Federal Law, Digital Millennium Copyright Act ("DMCA") Pub. L. No. 105-304	

In recent years, copyright law has grown in importance for educational institutions. Title II of the Digital Millennium Copyright Act ("DMCA") amended the federal copyright law to limit the liability of Internet Service Providers ("ISP") for certain infringements or violations of the copyright entitlements of another. Milwaukee Area Technical College ("MATC") is an ISP for its students, faculty, staff and other agents and users.

Title II of the DMCA protects ISP's from money damages and injunctive relief for the infringing activities of their users. However, to qualify for such protection, the MATC District Board recognizes that it must designate an agent to receive notice from copyright owners containing information concerning alleged infringement.

If MATC is eligible for the ISP liability limitations under the DMCA, MATC understands that it has available more than one course of action in response to a notice. Such response will be determined on a case-by-case basis.

The MATC District Board further recognizes and supports the requirements of the DMCA and directs the administration to: (1) provide information to all MATC users accurately describing and urging compliance with copyright law; (2) adopt, inform its users of and implement a policy on termination of user privileges for repeated infringement; and (3) accommodate and not interfere with standard technical measures that identify and protect copyright owner's works. With regard to (3) above, the Board recognizes that the law contemplates the creation of such standards over time as copyright owners and service providers work together to reach consensus on such matters.

Consistent with its support for the protection of copyrighted works and the need to protect the interests of MATC, its students, faculty, staff, and other authorized agents, the MATC District Board designates William J. Roden, Vice President and General Counsel as the agent for MATC under the DMCA to receive notices from copyright owners alleging infringements.

ATTACHMENT ESIR 4

**A PLAN FOR A  
FOCUSED VISIT 2000-01**

Prepared for

**Milwaukee Area Technical College**

July 29, 1999

## **OVERVIEW OF THE ACCREDITATION VISIT**

The college completed a successful 10-year accreditation visit April 26-28,1999 with its next 10-year visit identified in the year 2008-09.

The NCA Team report identified numerous strengths of the college. Among these strengths are many of the educational values in which the college believes, i.e.

- ◆ a Board of Directors who are knowledgeable and supportive of the college
- ◆ supportive advisory committees which are enthusiastic about the value of the occupational programs and the quality of the graduates
- ◆ well equipped laboratories in occupational programs
- ◆ faculty and staff who are committed to students success
- ◆ the development of well equipped and conceived facilities creating an inviting environment for learning and demonstrates a serious commitment in support of learning and support services to students
- ◆ physical resources are well maintained and represent a model for building renovation and facilities planning
- ◆ the college offers a comprehensive student services program that has been reengineered to be effective and efficient. Of particular note is the contribution of the [College] Transition Division
- ◆ the college demonstrates a singular commitment to diversity
- ◆ the college's many outreach efforts and partnerships underscore its valuable community role

The team report also identifies some challenges for the institution. (See Appendix – A)

The challenges include:

- ◆ the student outcomes assessment effort, in its current state, is not adequately developed to accomplish the goals of measuring student academic achievement consistently.
- ◆ MATC has a significant number of faculty who do not yet meet the NCA expectations for credentials in their teaching fields
- ◆ The college lacks a commitment to the centrality of general education
- ◆ The college's commitment to quality improvement and institutional effectiveness is hampered by the lack of effective data collection and analysis (See Appendix – E)
- ◆ The performance review system for paraprofessionals is not yet in place despite concerns cited in previous comprehensive visits
- ◆ The effectiveness of the coaching system in improving the faculty performance has not been evaluated for its effectiveness

The first two items on the institutional challenges list resulted in a Focused Visit for the college in the year 2000-01.

A list of advice and suggestions for institutional improvement was compiled by the team and presented to the college with a note indicating that “the institution is **not** required to respond to these items in subsequent self-studies.” However, the college felt that some of the items were currently being addressed, others were good suggestions, and some were not appropriate. The list has been prioritized and key people identified to address these suggestions for the next accreditation visit. A copy of the prioritized list is in Appendix –B.

The college will address these areas; however, its focus is on the 2000-01 Focused Visit.

## **FOCUSED VISIT**

A Focused Visit is another form of Commission oversight. It occurs between comprehensive evaluations and examines only certain aspects of an institution. The purpose of the Focused Visit is to review specific developments and changes at an institution and to follow up on concerns identified by a previous evaluation process.

The college is scheduled for a focused visit in the 2000-01 on the topic of (1) improving faculty credentials (GIR 9) and (2) assessment and the measurement of student academic achievement with verifiable data including program outcomes and methodology.

The purpose of this plan is to address how the college intends to address the issues identified for the Focused Visit.

### **Faculty Credentials**

The baseline data established by the college regarding faculty credentials are the data indicated in the Self Study document. It is proposed that the Faculty Credentials Committee review the data and submit a plan for addressing how the college will prepare for the Focused Visit and submit their plan of action to the co-chairs for the focused visit by September 30, 1999. See Appendix – C.

### **Assessment of Student Academic Achievement**

The recommendation of the Visiting Team indicated that the assessment of student academic achievement plan must achieve NCA Level Two implementation by the time of the Focused Visit. NCA Level Two implementation is all encompassing of a full-blown assessment plan which assesses all aspects of the college impacting student achievement.

It is proposed that the Student Outcomes Assessment Committee provide a plan, with activities, for implementing NCA Level Two implementation to the co-chairs of the focused visit by September 30, 1999. (See Appendix – D) It is further proposed that the Student Outcomes Assessment committee work directly with Dr. Cecilia Lopez to ensure that the college meets NCA assessment of student academic achievement requirements.

### **Key People and Timeline for the Focused Visit**

<b>Key People</b>	<b>Before Visit</b>	<b>Responsibility</b>	<b>Task</b>
Emma Palmer/ Dave Turner	14 months	MATC	Obtain action plan from the Credentials and Assessment committees
John Stilp/ Cliff Winkelman	16 months	MATC	Provide action plan for addressing credentials issues for Focused Visit
Judy Kilmer, et.al	16 months	MATC	Provide action plan for addressing assessment issues for Focused Visit
DR. Birkholz, Emma Palmer, Dave Turner	14 months	MATC	Approve action plans from credentials committee and assessment committee
John Stilp/ Cliff Winkelman	14 months	MATC	Implement action plan for addressing credentials issues for Focused Visit
Judy Kilmer, <u>etal.</u>	14 months	MATC	Implement action plan for addressing assessment issues for Focused Visit

Key People	Before Visit	Responsibility	Task
Dr. Cecilia Lopez	12 months	Commission	Sends reminder letter to college notifying it of scheduled evaluation
Emma Palmer/ Dave Turner	6* months	MATC	Prepare Focused Visit Report
Dr. Cecilia Lopez	5 months	Commission	Sends a list of proposed team members and an Evaluation visit Summary Sheet to institution
		MATC	Sends comments on proposed team members to the Commission
Dr. Cecilia Lopez	4 months	Commission	Formally invites team members to participate
			Notifies institution and team that the team is complete
Team Chair	3 months	Team	Team chair contacts institution to make arrangements for evaluation visit
Emma Palmer/ Dave Turner	2 months	MATC	Submit Focused Visit Report and other materials to each Team member and to Staff Liaison
Dr. Cecilia Lopez	6 weeks	Commission	Sends materials for the visit to team and institution
MATC	0 months	All	Focused Visit takes place

\*All data collection must be completed by October 31, 2000