

May 7, 2001

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 M210)**, of the **Milwaukee Area Technical College**, 700 West State Street, Milwaukee, Wisconsin, **Tuesday, May 15, 2001**, beginning at **12 noon**.

The agenda for said meeting is presented as follows:

**A. Roll Call**

**B. Compliance with the Open Meetings Law**

**C. Approval of Minutes**—April 10, 2001—Attachment 1

**D. Comments from the Public**

**E. Action Items**

1. Program Discontinuance and Suspension—Attachment 2
  - a. Program Discontinuance
    - (i) Geriatric Assistant Technical Diploma (30-580-1)
    - (ii) Advanced Interpreting Skills Advanced Technical Certificate
    - (iii) Alterations and Specialty Sewing One-Year Diploma (31-301-2)
    - (iv) Advanced Performance in Music Advanced Technical Certificate
    - (v) Nondestructive Testing Advanced Technical Certificate
  - b. Program Suspension
    - i) Environmental Services Management AAS (10-309-1)

**F. Discussion Item**

1. Program Evaluation Flow Chart—Attachment 3 ***[available at meeting]***

**G. Information Items**

1. Report on MATC Distance Learning—Attachment 4
2. NCA Status Report
3. Presidential Search
4. Monthly Advisory Committee Membership Report—Attachment 5

**H. Miscellaneous Business**

1. Communications and Petitions
2. Information Items

**I. Old Business/New Business**

1. Date of Next Meeting—Tuesday, June 19, 2001, 12 noon  
Board Room (M210)

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

ATTACHMENT ESIR 1

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD**  
Education, Services, and Institutional Relations Committee Minutes

DATE: Tuesday, April 10, 2001

PLACE: Board Room (M210)

TIME: 4:30 p.m.

BOARD COMMITTEE  
MEMBERS PRESENT: Lauren Baker, Jeannette Bell, and A. Paul Pedersen

FACULTY/STAFF: Tony Baez, John R. Birkholz, Anne Channell, Kathleen Christensen, Bob Heeman, Judy Kilmer, Jim MacDonald, Michael Rosen, Annemarie Rosenberg, Michael Walsh

**ITEM A: ROLL CALL**

COMMITTEE  
ATTENDANCE: Ms. Baker, Ms. Bell (arrived at 4:40 p.m.), 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 4:35 p.m., was properly noticed, and was in compliance with the open meetings law.

**ITEM C: APPROVAL OF MINUTES—MARCH 20, 2001**

ACTION: Mr. Pedersen moved that the minutes of March 20, 2001, be approved. Ms. Baker seconded the motion.

**ITEM D: COMMENTS FROM THE PUBLIC**

DISCUSSION: Anne Channell, member of Local 212, expressed opposition to ESIR Attachment 4—Inactive Programs and Program Suspension Proposed Administrative Procedure. She

indicated that the proposed procedure lacks adequate faculty involvement. She stressed the importance of faculty involvement in decision-making whenever programs are being reviewed. She noted that historically the institution has followed MATC Procedure DD0500—Instructional Program Evaluation and Discontinuance Program which states that “each review will be conducted by the Program Evaluation Committee.” The Program Evaluation Committee consisted of faculty and management.

ACTION: None required.

**ITEM E: ACTION ITEMS**

DISCUSSION: None.

*Ms. Bell arrived at 4:40 p.m.*

**ITEM F: DISCUSSION ITEMS**

**ITEM F1: QUALITY PROGRAMS REVIEW**

**ITEM F1a: RESPIRATORY CARE ASSOCIATE DEGREE**

DISCUSSION: Dr. Baez indicated that the review of programs is an outcome of the program evaluation process currently in place. The program evaluation process is consistent with requirements imposed by the state board to conduct cyclical evaluations of programs in a periodic manner.

Dr. Baez noted that the program evaluation process includes the following:

- Faculty and staff assessing program data from the Office of Institutional Assessment and Research
- Preparation of a self study with the consultation of faculty, students, staff, advisory committee members, and sometimes state board representatives
- An external review that includes recommendations for improvement

- Development of a program profile and an action plan completed in concert with faculty and instructional leadership to address recommendations
- Presentation of the profile and action plan to the ESIR committee for review

Ms. Kilmer provided an overview of the Respiratory Care Associate degree program. Respiratory therapists work in acute and subacute hospitals, home care, and skilled nursing facilities and they operate life support systems, provide airway management, and conduct cardiopulmonary testing.

Ms. Baker inquired about the cost associated with the recommendation to "Provide more 'open lab' hours for students to practice skills outside of regularly scheduled class hours." Ms. Kilmer indicated that it would cost the salary of a part-time faculty member to extend open lab hours. Ms. Baker requested a cost summary. Dr. Baez stated that if recommendations include costs that the college cannot recover, a plan would be developed and brought before the committee/board for review and approval.

ACTION: None required.

**ITEM F1b: OPTICIANRY SCIENCE ASSOCIATE DEGREE**

DISCUSSION: Dr. Baez indicated that this is a new program and initial accreditation is being sought through the American Optical Association.

Ms. Kilmer provided an overview of the program. She highlighted the recommendations and the action plan.

ACTION: None required.

**ITEM F2: INACTIVE PROGRAMS AND PROGRAM SUSPENSION PROPOSED ADMINISTRATIVE PROCEDURE**

DISCUSSION: Dr. Baez indicated that the state board has a program suspension procedure in the Educational Services Manual.

This procedure allows a district or the state consultant to request that a program be placed on suspension.

Dr. Baez further indicated that MATC does not have a program suspension procedure. Historically, program suspensions were recommended because a program was not doing well based on certain indicators. Dr. Baez reviewed the proposed administrative procedure and indicated that administration would discuss this document with Local 212 and lay out a process that is inclusive and bring back to the committee for review.

Ms. Bell recommended that a flow chart be provided of the program evaluation/suspension process. She also noted the importance of not having a bureaucratic process in place that would prevent the institution from responding to situations quickly. The procedure should, however, ensure a full review of programs.

Ms. Baker noted that the college has effective policies and procedures in place to address the program evaluation process. The issue is the lack of a program suspension procedure.

**ACTION:** None required.

**ITEM F3: XEIKON DIGITAL WEB PRESS SYSTEM**

**DISCUSSION:** Dr. Birkholz indicated that this item was removed from the March FPO committee agenda because of a concern expressed by Ms. Baker that the college was proposing to spend \$250K to upgrade a five-year old machine. Staff has provided a summary of how the \$250K would be spent; approximately \$135K would be spent on the upgrade and the remaining \$115K would be spent on other printing equipment, which would be an extremely good use of dollars. Dr. Birkholz noted that this item is on the April FPO committee agenda for action.

**ACTION:** None required.

**ITEM G: INFORMATION ITEMS**

**ITEM G1: NCA STATUS REPORTS**

**DISCUSSION:**

Dr. Baez provided the following NCA status report:

- Staff attended an AQIP training session in Chicago.
- Staff met with Dr. Cecilia Lopez and she indicated that she is pleased with progress made towards faculty credentialing and student outcomes assessment.
- Dr. Lopez did not feel it necessary to meet at MATC prior to the formal focused visit, unless something urgent occurred.
- After expressing concern about non-technical committee members scheduled for the MATC focused visit, Dr. Lopez indicated that she would send a list of individuals for administration to rank.

**ACTION:**

None required.

**ITEM G2: PRESIDENTIAL SEARCH**

**DISCUSSION:**

The board chairperson would be calling a special meeting of the board later in the week.

**ACTION:**

None required.

**ITEM H: MISCELLANEOUS BUSINESS**

**ITEM H1: COMMUNICATIONS AND PETITIONS**

**DISCUSSION:**

None.

**ITEM H2: INFORMATION ITEMS**

**ACTION:**

None required.

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

**ITEM I1: DATE OF NEXT MEETING**

**DISCUSSION:** The next meeting date is scheduled for Tuesday, May 15, 2001. Ms. Baker asked the committee if the time of the May 15 and June 19 meetings could be changed to noon instead of 4:30 p.m. The committee agreed.

**ACTION:** None required.

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Gail A. Peterson  
Executive Assistant

## ATTACHMENT ESIR 2

### **PROGRAM DISCONTINUANCE AND SUSPENSION**

The WTCS Board requires that appropriate notice be provided when programs are to be discontinued or suspended at the district level.

To complete the process of program discontinuance or suspension, the district board must take appropriate action and the college must then submit the attached forms to the state for approval.

Appropriate forms required as per the WTCS Educational Services Manual include information on why the action is necessary.

District contact persons per each of the programs included in this attachment will be available to provide additional information and answer questions from committee members.

#### Program Discontinuance

1. Alterations and Specialty Sewing One-Year Diploma (31-301-2)
2. Advanced Performance in Music Advanced Technical Certificate
3. Nondestructive Testing Advanced Technical Certificate
4. Advanced Interpreting Skills Advanced Technical Certificate
5. Geriatric Assistant Technical Diploma (30-580-1)

#### Program Suspension

1. Environmental Services Management AAS (10-309-1)

PROGRAM DISCONTINUANCE REQUEST  
(District and/or State Staff Request)  
TC-DISC-1A

Wisconsin Technical  
College System Board

Program Number: 30-580-1

Program Title: Geriatric Assistant - Technical Diploma

District: Milwaukee Area Technical College

Date program was initially approved by State Board: \_\_\_\_\_

Number of students currently in program: 0

Number of staff members currently employed in program: 0

Rationale for requesting program discontinuance:

\_\_\_\_\_

The Geriatric Assistant Program has not been able to interest enough students  
to recruit them for the program. A class has never been conducted since it was  
approved. There is currently a nursing assistant shortage (continued on attached  
Projected date for effecting discontinuance: \_\_\_\_\_ sheet)

Documentation attached:

~~District Initiated~~

~~State Initiated~~

Robert A. Heeman, Dean  
District Contact Person 3/21/01

\_\_\_\_\_  
Program Consultant, WTCSB

Dr. John R. Birkholz  
District Director

\_\_\_\_\_  
Deputy Division Administrator, WTCSB

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Assistant State Director, WTCSB

Date: \_\_\_\_\_

Send to: Deputy Division Administrator  
Division of Program and Economic Development  
WTCSB

RATIONALE FOR REQUESTING PROGRAM DISCONTINUANCE (CONTINUED):

of workers. Nursing homes are concentrating their efforts and money to recruit and retain the nursing assistant worker. The GERAD Advisory Committee recommended discontinuance of the program on November 19, 1999. The action to discontinue was postponed to make sure the industry need did not change. The need has not arisen.

ADVANCED TECHNICAL CERTIFICATE  
DISCONTINUANCE REQUEST  
(District and/or State Staff Request)  
TC-ATC-5A

Wisconsin Technical  
College System Board

Advanced Technical Certificate Title: ADVANCED INTERPRETING SKILLS

District: MILWAUKEE

Date ATC was initially approved by State Board: \_\_\_\_\_

Number of students currently enrolled who will need to finish the ATC: 0

Number of staff members currently employed in program: 0

Major reasons and rationale for requesting ATC discontinuance:

No enrollment and no graduate

Projected date for effecting discontinuance: FALL 2001

Documentation attached: **List affected course numbers and titles.**

~~District Initiated~~

~~State Initiated~~

Dr. Marietta Advincula  
District Contact Person

\_\_\_\_\_  
Program Consultant, WTCBS

Dr. John R. Birkholz  
District Director/President

\_\_\_\_\_  
Deputy Division Administrator, WTCBS

Date: \_\_\_\_\_

\_\_\_\_\_  
Assistant State Director, WTCBS

Date: \_\_\_\_\_

Send to: Deputy Division Administrator  
Division of Program and Economic Development  
WTCBS

**PROGRAM DISCONTINUANCE REQUEST**  
**(District and/or State Staff Request)**  
**TC-DISC-1A**

Wisconsin Technical  
College System Board

Program Number: 31-301-2

Program Title: Alterations and Speciality Sewing

District: MATC Milwaukee Campus

Date program was initially approved by State Board: 1998 (modification)

Number of students currently in program: 0

Number of staff members currently employed in program: 0

Rationale for requesting program discontinuance:

Lack of enrollment to sustain program

Projected date for effecting discontinuance: FALL 2001

Documentation attached:

~~District Initiated~~

~~State Initiated~~

Dr. Marietta Advincula  
District Contact Person

\_\_\_\_\_  
Program Consultant, WTCSB

Dr. John R. Birkholz  
District Director

\_\_\_\_\_  
Deputy Division Administrator, WTCSB

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Assistant State Director, WTCSB

Date: \_\_\_\_\_

Send to: Deputy Division Administrator  
Division of Program and Economic Development  
WTCSB

**ADVANCED TECHNICAL CERTIFICATE  
DISCONTINUANCE REQUEST  
(District and/or State Staff Request)  
TC-ATC-5A**

Wisconsin Technical  
College System Board

Advanced Technical Certificate Title: ADVANCED PERFORMANCE

District: 09 MILWAUKEE AREA TECHNICAL COLLEGE

Date ATC was initially approved by State Board: 03/30/94

Number of students currently enrolled who will need to finish the ATC: 0

Number of staff members currently employed in program: 0

Major reasons and rationale for requesting ATC discontinuance:

THE ENROLLMENT, ABILITY TO ATTRACT STUDENTS AND OTHER VARIABLES  
INDICATE THE ADVANCED TECHNICAL CERTIFICATE IS NOT MEETING OBJECTIVES.

Projected date for effecting discontinuance: IMMEDIATELY

Documentation attached: List affected course numbers and titles.

~~District Initiated~~

~~State Initiated~~

DR. MARCIA CLARKE YAPI  
District Contact Person

\_\_\_\_\_  
Program Consultant, WTCSB

DR. JOHN R. BIRKHOLZ  
District Director/President

\_\_\_\_\_  
Deputy Division Administrator, WTCSB

Date: \_\_\_\_\_

\_\_\_\_\_  
Assistant State Director, WTCSB

Date: \_\_\_\_\_

Send to: Deputy Division Administrator  
Division of Program and Economic Development  
WTCSB

*These courses  
are no longer  
offered*

## Occupational Music Announces:

### Advanced Technical Certificate

**Description:** Coached use of musical instruments in an ensemble setting giving the student an opportunity to develop professional level performance skills on their primary instrument, to compete successfully in the job market. This certificate provides both theoretical knowledge and applied skills on the primary instrument and 3 secondary instruments. The 9 credits necessary for this certificate are to be instructor directed lab time. 6 credits are earned in performance/study of the student's primary instrument. The remaining 3 credits are earned in study of 3 secondary instruments. (1 credit each)

**Rationale:**

A professional musician is more flexible and thus more employable with knowledge of many instruments. Knowledge of the pitch range and technical possibilities & limitations of many instruments is useful for musical composition, arrangement, and orchestration. This knowledge would result in improved communication with other ensemble members.

<u>Courses:</u>	<u>Major Instrument</u>	<u>Sequence</u>	<u>Credits</u>	<u>Times</u>
805-156	Adv. Performance I	Fall 94	3 Credits	Thurs & Friday 4-6:30
805-158	Adv. Performance 2	Spring 95	3 Credits	Thurs & Friday 4-6:30

<u>Plus a choice of 3: (Total: 3 credits)</u>				<u>Semester</u>	<u>Credits</u>
				<u>Offered</u>	
805-103	Major Instrument 1	Percussion		FS	1 Credit
805-122	Major Instrument 1	Bass		FS	1 Credit
805-105	Major Instrument 3	Voice		FS	1 Credit
805-187	Guitar Lab 1	OR		FS	1 Credit
805-188	Guitar Lab 2			FS	1 Credit
805-103	Major Instrument 1	Wind Instrument		FS	1 Credit
805-180	Advanced Piano 1			F	1 Credit

**See Bulletin for above class meeting times**

Prerequisite for entry into Advanced Technical Certificate Program is Completion of an associate degree in music or equivalent experience to be considered and evaluated by the division.

**For Information Call: Jack Grassel 297-7378**

ADVANCED TECHNICAL CERTIFICATE  
DISCONTINUANCE REQUEST  
(District and/or State Staff Request)  
TC-ATC-5A

Wisconsin Technical  
College System Board

Advanced Technical Certificate Title: Non-Destructive Testing

District: Milwaukee Area Technical College

Date ATC was initially approved by State Board: 1995

Number of students currently enrolled who will need to finish the ATC: 3

Number of staff members currently employed in program: 1

Major reasons and rationale for requesting ATC discontinuance:

The number of students who have registered for the advanced certificate  
has been less than anticipated. Due to the low enrollments, requisite  
classes have had to be cancelled.

Projected date for effecting discontinuance: Fall 2001

Documentation attached: **List affected course numbers and titles.**  
see attached.

~~District Initiated~~

~~State Initiated~~

Mr. John Stilp  
District Contact Person

Program Consultant, WTCSB

Dr. John R. Birkholz  
District Director/President

Deputy Division Administrator, WTCSB

Date: \_\_\_\_\_

Assistant State Director, WTCSB

Date: \_\_\_\_\_

Send to: Deputy Division Administrator  
Division of Program and Economic Development  
WTCSB

## **Nondestructive Testing Technical Certificate**

**The courses that could be affected by the discontinuance of the Non-destructive Technical Certificate are**

**Materials (613)- 103 Nondestructive Testing**

**Materials (613)- 130 Intermediate Nondestructive Testing**

**Materials (613)- 132 Advanced Nondestructive Testing**

**It should be noted that the district will offer the above courses for interested students as the need arises.**

PROGRAM SUSPENSION REQUEST  
(District and/or State Staff Request)  
TC-SUS-1A

Wisconsin Technical  
College System Board

Program Title and No.: Environmental Services  
Management - 10 - 309 - 1

District: MATC - Milwaukee Campus

Date program was initially approved by State Board: \_\_\_\_\_

Number of students currently enrolled who will need to finish the program:  
2

Major reasons and rationale for requesting program suspension:

Lack of enrollment - difficulty recruiting students  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Projected date for effecting suspension: SPRING 2000

Documentation attached (i.e., advisory committee minutes, etc.)

~~District Initiated~~

~~State Initiated~~

Dr. John R. Birkholz  
District Director/President

\_\_\_\_\_  
Program Consultant, WTCSB

Date: \_\_\_\_\_

\_\_\_\_\_  
Deputy Division Administrator, WTCSB

\_\_\_\_\_  
Assistant State Director, WTCSB

Date: \_\_\_\_\_

Send to: Deputy Division Administrator  
Division of Program and Economic Development  
WTCSB

ATTACHMENT ESIR 3

**PROGRAM EVALUATION FLOW CHART**

*(Electronic viewing unavailable--document will be distributed at meeting)*

## ATTACHMENT ESIR 4

### MATC DISTANCE LEARNING



Since 1992, MATC has been engaged in providing to students distance courses that meet their program goals. At MATC distance learning is defined “as the process of extending learning or delivering instructional resource-sharing opportunities, to locations away from a classroom, building or site, to another classroom, building or site, by using video, audio, computer, multimedia communications, or some combination of these with other traditional delivery methods.”<sup>1</sup> Several different methods have been adopted for use at the college including online/internet, interactive television (ITV), college of the air, college by cassette, audiographics, computer based training (CBT) and blended technologies.

Distance learning options touch every instructional division of the college. Also, some courses are offered by several delivery methods. These opportunities provide students with options that may more appropriately address their learning styles, time constraints and individual student needs. A complete chart of the courses available through distance delivery is attached. In addition to an array of courses required for program completion, several complete programs are available through distance delivery. They include the Associate in Arts and Associate in Science degrees through College of the Air, Supervisory Management on ITV and e Commerce offered online.

MATC recognizes that the needs of the student population are changing. Over 70% of our students attend on a part-time basis due to other constraints in their lives. These students are older, largely female and employed on a part time basis. Distance education provides a way to furnish instructional delivery to those students who may not have been served in the past, in addition to supplying options and compressing the amount of time required to complete degree requirements for returning students. MATC must provide these services if it is to remain competitive.

Currently structures are in place to support distance teaching and learning to ensure that adequate services are available for a complete learning experience. Users have access to electronic enrollment information, bookstore services, library resources, help desk services on a 24/7 basis, a writing lab and student services support. Instructional design support is part of the team available to faculty to develop multi-media presentations for electronic and face-to-face delivery. A new learning management system (BlackBoard) is being implemented in several phases to support online course management and to provide an online component for face-to-face courses. In addition an

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<sup>1</sup> Gross, Muscarilla, Pirkel, *New Connections: A College President's Guide to Distance Education*, 1994, Instructional Telecommunications Council, 4.

audiographic package, Interwise, is being implemented to deliver e Commerce courses in the Business and Graphic Arts division.

While there is potential for an increase in distance delivered courses, the number of faculty available and prepared to teach is limited. Faculty receive training and must adapt the coursework to fit the new mode of delivery and the needs of the students. They are guided in these tasks by faculty coordinators, who provide the peer to peer mentoring to make this adaptation. The coordinators serve as role models since they also teach using the technology. They are also instrumental in recruiting additional faculty to teach distance learning courses. This is a critical issue if more courses are to be adapted to distance learning.

Over the past nine years, significant progress has taken place in the development of distance delivered courses. The number of students served has grown from 800 to over 6500 students. Technology employed to provide instruction began with televised College of the Air courses and now includes One and Two Way Interactive Video, Online, Compressed, and Audiographics.

Collaborative efforts have extended the reach and range of distance learning. MATC is a partner in external initiatives including eTech, Wisconsin Technical College Network (WTCN) and Higher Education Cable Consortium (HECC). Collaboration has developed with an array of local school districts to provide Instructional TV access from MATC to area high schools, where career talks are given and these high school students can take courses originating from MATC. In addition, with the development of complete programs, the potential exists to partner with the armed forces to offer technical programs to enlisted personnel and their families.

It is apparent the momentum for distance learning is growing locally as well as on the national and international levels. Rather than a fringe activity, enhancements in technology make it a viable option for an increasing number of programs and courses. Students are demanding alternatives to traditional learning or they will find options from a growing list of competitors. Evidence suggests that these MATC's distance enrollments represent new markets and are not a displacement of face-to-face enrollments. MATC is gaining this momentum and needs to increase its efforts, engage more departments and faculty to use distance delivery.

**ADULT HIGH SCHOOL CLASSES OFFERED THROUGH COA, INTERNET, ITV**  
**2-May-01**

Course #	Course Name		COA	Internet	ITV
CAREER 741	Career Prep & Exploration 1			X	
CAREER 742	Career Prep & Exploration 2			X	
COMMB3 798	Communication Skills for GED			X	
COMMHS 730	Language Arts Communication 1			X	
COMMHS 731	Language Arts Communication 2			X	
COMMHS 735	Communications Via the Media			X	
HISTHS 706	American History 2			X	
HLTHHS 730	Health for Adults			X	
MATHB3 798	Mathematics for GED			X	
MATHHS/PH 700	Whole Numbers			X	
MATHHS/PH 702	Decimals			X	
MATHHS/PH 703	Fractions			X	
MATHHS/PH 704	Percents			X	
MATHHS/PH 705	Pre-Algebra			X	
MATHHS/PH 716	Algebra 1A			X	
MATHHS/PH 717	Algebra 1B			X	
MATHHS/PH 742	Computer/Math Applications			X	
SCIHS/PH 703	Biology 1			X	
SCIHS/PH 704	Biology 2			X	
SCIHS/PH 706	Chemistry 2			X	
SCIHS/PH 715	Environmental Biology			X	
SCIHS/PH 750	Principles of Technology 1			X	
SCIHS/PH 751	Principles of Technology 2			X	
SOCHS 701	American Government 1			X	
SOCHS 704	Economics			X	
SOCHS 730	Criminal Law			X	
SOCHS 731	Civil Law			X	
SOCHS 750	Civic Literacy			X	
SOCHS 761	Sociology 1: Foundations			X	

**BUSINESS CLASSES OFFERED THROUGH COA, INTERNET, ITV**  
**2-May-01**

Course #	Course Name	COA	Internet	ITV
Acctg 110	Financial Accounting	X	X	*X
Acctg 111	Accounting 1		X	
Acctg 113	Accounting 2		X	
Acctg 125	Cost Accounting		X	
Acctg 126	Accounting for Managers		X	
Acctg 145	E-Business Accounting		X	
Acctg 150	Accounting Practice		X	
Badm 104	Business Statistics	X		
Badm 107	Math for Business Analysis		X	
Badm 134	Business Organization & Management	X		
Badm 145	Small Business Management	X		
Badm 155	Management Principles	X		
Badm 160	Business Law	X		
CIS 105	Data Communications		X	
CIS 106	Programming in C		X	
CIS 109	Computer Info Systems Fundamentals		X	
CIS 112	Adv programming in C++ (WIN)		X	
CIS 123	COBOL Programming		X	
CIS 125	Visual Basic Programming (6.0)		X	
CIS 130	Visual Basic Programming 2 (6.0)		X	
CIS 141	Web Programming with Scripts (JAVA)		X	
CIS 150	Database Management with SQL		X	
CIS 174	Business Information Systems		X	
CIS 181	Programming with JAVA		X	
Compsw 106	Introduction to Microsoft Office 2000	X	X	
Compsw 107	Intermediate Microsoft Office 2000		X	
Compsw 126	MS Publisher 98, 2000		X	
Compsw 137	MS Excel 2000-Part 1		X	
Compsw 138	MS Excel 2000-Part 2		X	
Compsw 139	MS Excel 2000-Part 3		X	
Compsw 150	MS Access 2000-Part 1		X	
Compsw 151	MS Access 2000-Part 2		X	
Compsw 154	MS Access 2000, Part 3		X	
Compsw 165	Introduction to Powerpoint		X	
Compsw 170	Intro to MS Frontpage 2000-Part 1		X	
Compsw 171	Intro to MS Frontpage 2000-Part 2		X	
Compsw 175	MS Outlook 2000		X	
Compsw 186	Intro to Quickbooks		X	
Hort 158	Woody Ornamental Plant Identification			X
Hort 159	Survey of Herbaceous Plants			X
Hort 165	Landscape Calculations			X
InMgt 308	Production & Inventory Control			X
MatlSm 144	Production Planning-Inventory Control 1			X
Matlsm 170	Purchasing		X	
<b>*ITV used for synchronous conference sessions.</b>				
Course #	Course Name	COA	Internet	ITV
MgtDev 190	Leadership Development			X

Mgtdev 193	Human Resource Management			X	X
Mktg 102	Marketing Principles		X	X	X
Mktg 105	Professional Selling				X
Mktg 104	Selling Principles		X	X	X
Mktg 118	Electronic Commerce			X	
Mktg 125	Advertising 1				X
Mktg 151	Management Com Career Planning				X
Mktg 156	Marketing to Business				X
Mktg 160	Sales Management				X
Mktg 165	Web Marketing			X	
Mktg 166	Comp Applications in Marketing				X
Mktg 168	Pricing Strategies and Tactics				X
Mktg 173	Marketing Research				X
Mktg 174	Marketing Information Management				X
Mktg 175	Marketing Internship I				X
Mktg 176	Marketing Internship II				X
Mktg 180	International Marketing				X
Mktg 185	Negotiation Skills			X	
Oftech 103	Keyboard and Keypad			X	
Oftech 128	MS Word 2000-Part 1			X	
Oftech 129	MS Word 2000-Part 2			X	
Oftech 134	Legal Document Production			X	
Rbus 102	Math of Business			X	
Rbus 111	Business Writing			X	
Rbus 141	Legal Terminology				X
Rbus 180	Business Career Planning			X	
Travel 151	Intro to Travel Services			X	
194-185	Real Estate Brokerage (From Madison)				X
	Court Reporting 1 (From LTC)				X
	Court Reporting 3 (From LTC)				X
	Court Reporting 4 (From LTC)				X
	Court Reporting 5 (From LTC)				X
	JAVA Programming			CBT	
	Microsoft Windows NT 4.0			CBT	
	Novell Netware 5			CBT	
	UNTX			CBT	
<b>*ITV used for synchronous conference sessions.</b>					

**CONSUMER & HOSPITALITY CLASSES OFFERED THROUGH COA, INTERNET, ITV  
2-May-01**

<b>Course #</b>	<b>Course Name</b>		<b>COA</b>	<b>Internet</b>	<b>ITV</b>
CHILDD 161	Orientation to Child Care			X	
CHILDD 183	Child Care Seminar 3			X	
CHILDD 186	Teacher/Family Relations			X	
CHILDD 191	Children with Differing Abilities			X	
HOTEL 133	Supervision in Hospitality Industry			X	X
HOTEL 134	Managing Human Resources			X	X

**HEALTH CLASSES OFFERED THROUGH COA, INTERNET, ITV**  
**2-May-01**

Course #	Course Name		COA	Internet	ITV
DIETNT123	Dietetic Technology Orientation				X
DIETNT 151	Nutrition for Dietetics		X		*
NKABT 193	Basic Clinical Lab Procedures				X
MLABT 120	Clinical Chemistry			X	
MLABT 150	Medical Terminology - Applied			X	
NURSAD 140	Health of Women			X	
OTASST 101	Career Exploration - Allied Health			X	
OTASST 109	Medical Terminology			X	
OTASST 126	Kinesiology			X	
OTASST 127	Computer Basics for the OTA			X	
OTASST 130	Psychosocial Dysfunction			X	
OTASST 131	Physical Dysfunction			X	
OTASST 137	Developmental Theory and Treatment			X	
OTASST 147	Fieldwork Seminar			X	
RDIAT 320	Introduction to Renal Dialysis				X
REHAB 713	Aspects of Disability- Phys Disability				X
REHAB 717	Occupational Analysis & Job Placement				X
REHAB 723	Procedures of Vocational Evaluation				X
REHAB 764	Case Coordination				X
SURGT 141	Perioperative Care of Patients			X	
SURGT 143	Surgical Assistant Theory 1			X	
SURGT 145	Surgical Assistant Clinical Practice			X	
SURGT 147	Surgical Assistant Theory 2			X	
SURGT 149	Surgical Assistant Clinical Practice 2			X	
530-112	Legal Aspects in Health Info				X
530-121	Quality in Health Care				X
530-131	Diagnostic and Procedural Coding				X
530-132	Computer Applications for Health Info Tech				X
<b><i>*ITV used for synchronous conference sessions.</i></b>					

**LIBERAL ARTS & SCIENCES CLASSES OFFERED THROUGH COA, INTERNET, ITV  
2-May-01**

<b>Course #</b>	<b>Course Name</b>		<b>COA</b>	<b>Intenet</b>	<b>ITV</b>
Eng 151	Communication Skills 1		X	X	
Eng 152	Communication Skills 2		X	X	
Eng 201	English 1		X	X	
Eng 202	English 2		X	X	
Eng 215	Contemporary Literature		X	X	
Eng 220	Native American Literature			X	
Eng 240	Introduction to Modern Cinema		X		*
Speech 201	Elements of Speech		X		
Econ 195	Economics USA		X		*
Econ 201	MicroEconomics		X	X	*
Econ 202	MacroEconomics		X	X	*
Flang 211	Spanish 1		X		
Flang 212	Spanish 2		X		
Hist 211	America Thru the Civil War		X	X	*
Hist 212	America Since the Civil War		X	X	*
Hist 217	Contemporary Civil Rights		X		
Hist 620	Genealogy			X	
Math 139	Introduction to College Math			X	
Math 201	College Algebra		X		*
Math 230	College Algebra & Trigonometry				X
Math 231	Analytic Geometry and Calculus 1				X
Math 232	Analytic Geometry and Calculus 2				X
Math 233	Analytic Geometry and Calculus 3				X
Math 234	Differential Equations/Linear Algebra				X
Math 270	Computer Applications for LAS		X		
NatSci 210	World of Chemistry		X		*
NatSci 212	Chemistry 2				X
NatSci 220	Introduction to Nutritional Science		X		*
NatSci 221	College Physics		X	X	*
NatSci 225	Introductory Astronomy		X*		
NatSci 226	Astronomy Lab Option		X		*
NatSci 233	Environmental Science		X	X	*X
NatSci 234	Earth Science			X	
NatSci 243	Weather Fundamentals			X	
NatSci 245	General Geology		X		*
<b>*ITV used for synchronous conference sessions.</b>					
<b>Course #</b>	<b>Course Name</b>		<b>COA</b>	<b>Intenet</b>	<b>ITV</b>
PhyEd 201	High-Level Wellness		X		

Psych 220	Psychology of Aging		X		
Psych 231	Introductory Psychology		X	X	
Psych 232	Abnormal Psychology		X		
Psych 237	Child Psychology		X		
SocSci 203	Introduction to Sociology		X	X	*
SocSci 217	Valuing Diversity		X		

**\*ITV used for synchronous conference sessions.**

**TECHNICAL & INDUSTRIAL CLASSES OFFERED THROUGH COA, INTERNET, ITV**  
**2-May-01**

<b>Course #</b>	<b>Course Name</b>		<b>COA</b>	<b>Internet</b>	<b>ITV</b>
AUTO1 308	New Brake & Steering Suspension Fund			X	
MACHTL 384	Machine Trades Math 1				X
MDRAFT 385	Machine Bluepring Reading 1				X
TDMKG 359	Toolmaking Technology				X

ATTACHMENT ESIR 5

**MONTHLY ADVISORY COMMITTEE MEMBERSHIP REPORT**

**REPORT ON ADVISORY COMMITTEE MEMBERSHIP**

**MARCH, 2001**

<b>COMMITTEE</b>	<b>VAC</b>	<b>MEMBERS RECENTLY LEFT</b>	<b>MEMBERS NEWLY ADDED</b>
<b><u>ACADEMIC AFFAIRS DIVISION</u></b>			
No committee activity during this period.			
<b><u>BUSINESS &amp; GRAPHIC ARTS DIVISION</u></b>			
ACCOUNTING 8 members; 1 grad(s)	1		
BUSINESS ADMINISTRATION 8 members; 3 grad(s)	1		
OFFICE TECHNOLOGY 8 members; 1 grad(s)	1		
REAL ESTATE 6 members; 2 grad(s)	3		
RETAIL MANAGEMENT/FASHION MARKETING 10 members; 2 grad(s)	0		Nancy Witte Fantasy Flowers Owner Self-Employed (Supervisor/Mgr/Nonminority)
TRAVEL INDUSTRY TRAINING 7 members; 0 grad(s)	2		

<b>COMMITTEE</b>	<b>VAC</b>	<b>MEMBERS RECENTLY LEFT</b>	<b>MEMBERS NEWLY ADDED</b>
VI-COM/COMPUTER GRAPHICS 14 members; 5 grad(s)	0	Michael Balistreri Internet Services President Self-Employed (Supervisor/Mgr/Nonminority)  Steve Davis Megalo Media President Self-Employed (Supervisor/Mgr/Nonminority)  John Huenink Meandaur, Inc Executive VP (Supervisor/Mgr/Nonminority)	Jason Evans Alloy Interactive President (Supervisor/Mgr/Nonminority)

**CONSUMER & HOSPITALITY SERVICES DIVISION**

*No committee activity during this period.*

**CONTINUING ED. & BUSINESS OUTREACH DIVISION**

INSURANCE CONTINUING 3  
EDUCATION  
6 members; 0 grad(s)

**HEALTH OCCUPATIONS DIVISION**

ANESTHESIA TECHNOLOGY 1 8 members; 2 grad(s)	0	Michael Lucey Aurora Medical Group Administrator (Consult/Nonminority)	Arlene Bell Covenant Health Center Administrator (Consult/Nonminority)
MEDICAL ASSISTANT 12 members; 6 grad(s)		Mary Ann Schell RN Family Health Plan Nursing Supervisor (Supervisor/Mgr/Nonminority)	Joyce Berth Aurora Family Network Nursing Supervisor (Supervisor/Mgr/Nonminority)

<b>COMMITTEE</b>	<b>VAC</b>	<b>MEMBERS RECENTLY LEFT</b>	<b>MEMBERS NEWLY ADDED</b>
PRACTICAL NURSING 7 members; 3 grad(s)	2		
RESPIRATORY CARE 10 members; 6 grad(s)	0	Rhonda Duerst Children's Hospital of Wisconsin Supervisor, Resp Care/Acute Care (Supervisor/Mgr/Nonminority)	Roberto Ledesma Attorney (Consult/Minority)
		Herb Laib St Mary's Medical Center Pulmonary/Neurology Services Manager (Supervisor/Mgr/Nonminority)	Cynthia Ziegler Waukesha Memorial Hospital Respiratory Therapist (Labor/Nonminority)
RESPIRATORY CARE (cont.) 10 members;6 grad(s)		Lisa Molsbee Waukesha Memorial Hospital  Cardio Respiratory Rehab Manager (Supervisor/Mgr/Nonminority)	
		Karl Raaum Froedtert Memorial Lutheran Hospital Pulmonary/Cardiology Department Manager (Supervisor/Mgr/Nonminority)	
		Cherie Rybicki Community Memorial Hospital Cardio Pulmonary Admin Dir (Supervisor/Mgr/Nonminority)	

### **LIBERAL ARTS & SCIENCES DIVISION**

MUSIC OCCUPATIONS 1  
8 members; 2 grad(s)

<b>COMMITTEE</b>	<b>VAC</b>	<b>MEMBERS RECENTLY LEFT</b>	<b>MEMBERS NEWLY ADDED</b>
<b><u>TECHNICAL &amp; INDUSTRIAL DIVISION</u></b>			
APPLIANCE TECHNICIAN 8 members; 1 grad(s)	1		
AUTOMOBILE/AUTO BODY SERVICING 8 members; 3 grad(s)	1		
BRICKLAYER APPRENTICE 8 members; 5 grad(s)	1		
CARPENTERS & CABINETMAKERS 8 members; 3 grad(s)	1		
CEMENT MASONS APPRENTICE 8 members; 1 grad(s)	1		
ELECTRICITY - DIPLOMA 9 members; 2 grad(s)	0	John Jrolf Graffe Electric II, Inc (Labor/Nonminority)	
GLAZIERS APPRENTICE 7 members; 4 grad(s)	2		
HEAT & FROST INSULATORS APPRENTICE 8 members; 4 grad(s)	1		
LINE MECHANIC 8 members; 0 grad(s)	1		
MATERIALS TECHNOLOGY 7 members; 3 grad(s)	2		

PAINTING & DECORATING 1  
APPRENTICE  
8 members; 3 grad(s)

PATTERNMAKING 2  
APPRENTICE  
7 members; 4 grad(s)

ROOFERS APPRENTICE 9  
0 members; 0 grad(s)

TOOL & DIE MAKING 2  
7 members; 2 grad(s)

David Kelly  
Banner Tool & Engineering  
Corp  
Superintendent  
(Supervisor/Mgr/Nonminority)

Peter Dummann  
Banner Tool & Engineering  
Dir, Shop Training  
(Supervisor/Mgr/Nonminority)

Dan Sagal  
Balax, Inc  
(Labor/Nonminority)

**TELEVISION & VIDEO PROD. DIVISION**

*No committee activity during this period.*

## REPORT ON ADVISORY COMMITTEE MEETINGS

MARCH, 2001

### COMMITTEES THAT MET IN MARCH:

ANESTHESIA TECHNOLOGY	MACHINE TRADES APPRENTICE
APPLIANCE TECHNICIAN	MAINTENANCE & INDUSTRIAL
CARDIOVASCULAR TECHNOLOGY	ELECTRICIAN APPRENTICE
CARPENTERS & CABINETMAKERS	MANAGEMENT DEVELOPMENT
CHILD CARE & DEVELOPMENT	MATERIALS TECHNOLOGY
COMPUTER SOFTWARE	PAINTING & DECORATING
DENTAL ASSISTANT	APPRENTICE
ELECTRICITY - DIPLOMA	PATTERNMAKING APPRENTICE
ENVIRONMENTAL & POLLUTION	PHARMACY TECHNICIAN
CONTROL TECHNOLOGY	PHYSICAL THERAPIST ASSISTANT
HOTEL/HOSPITALITY MANAGEMENT	RESPIRATORY CARE
INTERPRETER TECHNICIAN	TOOL & DIE MAKING
LINE MECHANIC	TRAVEL INDUSTRY TRAINING
MACHINE TOOL & COMPUTER	VI-COM/COMPUTER GRAPHICS
NUMERICAL CONTROL	WELDING/WELD TECH

### COMMITTEES SCHEDULED TO MEET IN APRIL:

<u>DATE and TIME</u>	<u>ROOM and CAMPUS</u>	<u>ADVISORY COMMITTEE</u>
4/3/01 11:30 AM	M614 -- Milwaukee Campus	ELECTRONICS TECHNOLOGY
4/3/01 3:30 PM	H230 -- Milwaukee Campus	RENAL DIALYSIS TECHNICIAN
4/3/01 8:00 AM	H112 -- Milwaukee Campus	ASSOCIATE DEGREE NURSING
4/4/01 8:00 AM	107 -- West Campus	DIETETIC TECHNICIAN/DIETARY MANAGER
4/4/01 8:00 AM	M612 -- Milwaukee Campus	OPTICIANRY SCIENCE
4/4/01 8:00 AM	Off Campus	RADIOGRAPHY
4/5/01 7:30 AM	A200 -- South Campus	LOGISTICS
4/5/01 7:30 AM	M614 -- Milwaukee Campus	OCCUPATIONAL THERAPY ASSISTANT
4/9/01 11:00 AM	M612 -- Milwaukee Campus	HEALTH UNIT COORDINATOR
4/10/01 8:30 AM	M612 -- Milwaukee Campus	GRAPHIC DESIGN
4/11/01 10:00 AM	M614 -- Milwaukee Campus	FOOD SERVICE PROGRAMS
4/11/01 11:30 AM	A200-E -- South Campus	ROOFERS APPRENTICE
4/11/01 7:30 AM	M614 -- Milwaukee Campus	DENTAL HYGIENE
4/11/01 8:00 AM	M614 -- Milwaukee Campus	COMPUTERIZED MACHINING TECHNICIAN

**COMMITTEES SCHEDULED TO MEET IN APRIL (cont.):**

<b><u>DATE and TIME</u></b>	<b><u>ROOM and CAMPUS</u></b>	<b><u>ADVISORY COMMITTEE</u></b>
4/11/01 8:00 AM	M614 -- Milwaukee Campus	INDUSTRIAL ENGINEERING TECHNICIAN
4/12/01 8:00 AM	H112 -- Milwaukee Campus	PRACTICAL NURSING
4/12/01 8:30 AM	A200-E -- South Campus	TRAVEL INDUSTRY TRAINING
4/24/01 11:30 AM	M614 -- Milwaukee Campus	CIVIL ENGINEERING TECHNOLOGY
4/24/01 9:30 AM	S318 -- Milwaukee Campus	MUSIC OCCUPATIONS
4/25/01 11:30 AM	M614 -- Milwaukee Campus	BAKING PRODUCTION
4/26/01 7:30 AM	H112 -- Milwaukee Campus	MEDICAL ASSISTANT
4/27/01 7:30 AM	H336 -- Milwaukee Campus	NURSING ASSISTANT & GERIATRIC ASSISTANT

**COMMITTEES SCHEDULED TO MEET IN MAY:**

<b><u>DATE and TIME</u></b>	<b><u>ROOM and CAMPUS</u></b>	<b><u>ADVISORY COMMITTEE</u></b>
5/2/01 12:00 PM	M614 -- Milwaukee Campus	HUMAN SERVICE ASSOCIATE
5/2/01 3:30 PM	H112 -- Milwaukee Campus	MEDICAL LABORATORY TECHNOLOGY & PHLEBOTOMY
5/2/01 8:00 AM	TBA	MECHANICAL DRAFTING & DESIGN
5/2/01 8:30 AM	M614 -- Milwaukee Campus	GRAPHIC COMMUNICATION TECHNOLOGIES
5/3/01 3:00 PM	A119 -- West Campus	FUNERAL SERVICE
5/4/01 10:30 AM	M-316 -- Milwaukee Campus	MARKETING
5/4/01 7:30 AM	M614 -- Milwaukee Campus	SURGICAL TECHNOLOGY
5/4/01 8:30 AM	S-320 -- Milwaukee Campus	DENTAL LABORATORY TECHNOLOGY
5/8/01 8:30 AM	M612 -- Milwaukee Campus	PHOTOGRAPHY
5/10/01 11:30 AM	S316 -- Milwaukee Campus	ARCHITECTURAL TECHNOLOGY
5/14/01 4:30 PM	TBA	BRICKLAYER APPRENTICE