

November 10, 2000

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, November 21, 2000**, 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](#)—October 17, 2000—Attachment 1

D. Comments from the Public

E. Action Items

1. Policy Review
[Policy I0505—WMVS/WMVT Affirmative Action and EEO Policy--Attachment 2](#)
2. [Resolution to Approve Stage II Program Investigation—Bilingual Office Assistant Two-Semester Diploma Program—Attachment 3](#)

F. Discussion Items

1. [Review of Programs—Attachment 4](#)
 - a. [Environmental and Pollution Control](#)
 - b. [Paralegal](#)
 - c. [Funeral Services](#)

G. Information Items

1. [Policy A0114—Tax Incremental Districts \(TID\)-Joint Review Board Representation—Attachment 5](#)
2. [Policy F0102—Reasonable Accommodations for Students with Disabilities—Attachment 6](#)
3. [NCA Status Report](#)
4. [Presidential Search](#)
5. [Advisory Committee Membership Report—Attachment 7](#)

H. Miscellaneous Business

1. Communications and Petitions
2. Information Items

I. Old Business/New Business

1. Date of Next Meeting—Tuesday, December 12, 2000
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, October 17, 2000

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, Claudia Banks, John Birkholz, Wilma Bonaparte, Barbara Cannell, Kathleen Christensen, Jim Eden, Tom Ferguson, Bob Heeman, Karen Kraus, Ken Krueger, Kit Metzger, Glenn Petrick, Mary Anna Petrick, Bill Roden, Annemarie Rosenberg, Michael Rosen, Ann Royal, John Schaeffgen, Frank Shansky, John Stilp, Greg Vraney, Michael Walsh, Linda Zizzo

VISITORS: Liz Angos, Carol Anschutz, Mary Broad, Florence Budiarto, Freddie Deloney, Susan Dyer, Trudy Edlebeck, Mary Fagan, Judy Fraser, Sue Frenze, Ryalene Greenlee, Lucretia Harmon, Heather Helton, Mary Beth Houghton, Joan Hubbard, Jon Hughett, Rita Hulstedt, Sarah Klamon, Debbie Klotz, Terri McCarthy, Gerri McNamara, Harold Milbrath, Barri Miller, Helen Myers, Catherine Myszewski, Judy Newton, Kathryn Oberg, Sue Olencheck, Young Paeng, Dan Pierce, Alice Sauer, Deborah Schmidt, Aaron Schneider, Celeste Schulz, Marilyn Seefeldt, Laurie Shoveris, Marie Stott, John Strachota, Sherry Wank, Rosemary White

ITEM A: ROLL CALL

COMMITTEE
ATTENDANCE: Ms. Baker and Ms. Bell were present. Mr. Pedersen arrived at 4:50 p.m.

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—SEPTEMBER 19, 2000

ACTION: Ms. Bell moved that the minutes of September 19, 2000, be approved. Ms. Baker seconded the motion.

ITEM D: COMMENTS FROM THE PUBLIC

DISCUSSION: Several individuals (prospective students, former students, former instructors, professional jewelers, business owners) defended the continuance of the jewelry program. The following are highlights of their comments:

- A letter was sent to students indicating that the program was closed and not to report to classes.
- The data was questioned in terms of low enrollment—classes are regularly filled with students being turned away.
- Not everyone approaches the program to get a diploma but to grow creatively.
- MATC's jewelry classes are affordable versus other high cost programs.
- MATC's mission statement describes "opportunities for personal, civic, and multicultural enrichment through courses and activities to improve the quality of life for residents of the district."

ACTION: None required.

At this point the committee agreed to discuss Action Item E4—Suspension of Jewelry Diploma Program because of its relationship to the public comments.

ITEM E: ACTION ITEMS

ITEM E4: SUSPENSION OF JEWELRY DIPLOMA PROGRAM

DISCUSSION: Dr. Baez indicated that based on state indicators, the diploma program revealed itself as not being successful and is recommended for suspension. He noted that the data presented is specific to the diploma program.

Dr. Baez also indicated that the decision not to fill the full-time position that became vacant as a result of the retirement of the jewelry faculty member is based on the fact

that the jewelry diploma program enrollment of nine students does not justify the expenditures associated with the program. As faculty members retire from positions the decision has to be made if it is in the best interest of the college to accommodate other areas with greater need. In this particular case there was a greater need in the CIS area and the full-time faculty position was transferred to this department. Dr. Baez emphasized that the intent is not to eliminate the avocational 400-level courses but to suspend a program that is not attracting students on a full-time basis. He noted that while the avocational courses are not being eliminated some of the activity could be reduced based on demand.

Mr. Bell questioned the intent and origin of the letter sent to students indicating that the program was closed. Dr. Birkholz explained that there is confusion between the avocational classes continuing and the diploma program being discontinued. Based on data, staff recommended suspension of the diploma program. It is not, however, intended for the avocational jewelry classes to be discontinued. Dr. Birkholz also indicated that staff would provide a copy of the letter sent to students at the board meeting.

Ms. Baker indicated that in addition to board members receiving a copy of the letter sent to students regarding the cancellation of the jewelry program, the college has an obligation to the students to clarify what has transpired and notify them that the avocational jewelry classes will be continued. Also, the full board should see a copy of the letter prior to its distribution to students.

Ms. Bell inquired on the status of the nine students enrolled in the diploma program. Mr. MacDonald indicated that adjustments were made to accommodate the nine students to ensure their completion of the program. Mr. Walsh noted that the state requires that students enrolled in a program have the opportunity to complete the program.

Mr. Pedersen inquired about students who may have registered for the jewelry diploma program in the past but are not current. His concern is whether or not the college is responsible for the completion of students if they decide to return to the program at a future date. Dr. Birkholz indicated that based on state regulations there is a timeline in which

students have to complete a program. This information will be available at the board meeting.

Dr. Birkholz offered the following recommendations to the committee:

1. Reaffirm that the avocational jewelry classes will continue.
2. Prepare a letter to be sent to all jewelry students clarifying the distinction between the discontinuance of the diploma program and the continuation of avocational jewelry classes.
3. Move forward with the diploma program suspension with the understanding that current students have an opportunity to complete the program.

ACTION:

Ms. Bell moved that the board (1) reaffirm that the avocational jewelry classes will continue, (2) a letter be sent to all jewelry students clarifying the distinction between the discontinuance of the diploma program and the continuation of avocational jewelry classes, and (3) suspend the jewelry diploma program with the understanding that current students have an opportunity to complete the program. Mr. Pedersen seconded the motion.

ITEM E1:

RESOLUTION TO APPROVE FACULTY CREDENTIALING PLAN/AGREEMENT WITH LOCAL 212

DISCUSSION:

Mr. Roden provided an overview of the Resolution to Approve the Faculty Credentialing Plan/Agreement with Local 212. The bargaining team, which is comprised of administration and Local 212 representatives, has tentatively agreed on the terms of the resolution. He noted that all past memorandums of understanding regarding this topic are null and void to ensure that there is no dispute as to which agreement applies to what situation. Local 212 has had a series of meetings with their membership reviewing the memorandum of understanding. The bargaining team is preparing a procedure that will administer the terms and conditions of the memorandum of understanding. The entire package should be complete prior to the next board meeting.

Mr. Pedersen indicated that the Finance, Personnel, and Operations committee passed this resolution at its October meeting. He noted that the fiscal note attached to the memorandum of understanding is less than anticipated.

ACTION: Ms. Bell moved that the Resolution to Approve Faculty Credentialing Plan/Agreement with Local 212 be recommended to the full board for approval. Mr. Pedersen seconded the motion.

ITEM E2: THE MPS/MATC CAREER EDUCATION CURRICULUM

DISCUSSION: Dr. Baez provided an overview of the MPS/MATC Career Education Curriculum proposal. He indicated that Dennis Conta presented the proposal that provides MATC with an opportunity to collaborate with MPS on the exploration of a new degree program to be developed within the Career Education Curriculum (CEC). This new four-year academic/vocational curriculum could provide students who graduate with special recognition through a joint diploma from MPS and MATC and automatically feed graduates into one- and two-year post-secondary programs at MATC. The intent of this item is for board endorsement authorizing administration to proceed with discussions with the appropriate parties.

Ms. Baker requested elaboration on the relationship between this proposal and the college's efforts with the Lynde and Harry Bradley Technical and Trade High School. Dr. Birkholz stated that there have been a series of meetings regarding this issue that have included MPS board members and David Meissner from the Public Policy Forum. The intent of the proposal is to complement those things currently being done at the technical high school. The total budget for this proposal is approximately \$75,000. The proposal requests that a grant in the amount of \$5,000 be provided from MATC and MPS and that both bodies take formal action demonstrating support of this plan. Mr. Meisner has agreed to develop a proposal and solicit funds for the budget to cover the work of the Public Policy Forum as well as the work of Mr. Conta. They already have some firm interests in the project from at least three different foundations. Dr. Birkholz further stated that this proposal is part of the whole school-to-work initiative and is worth developing.

Ms. Bell inquired whether or not this model could be used in relationships with other school districts. Dr. Birkholz indicated that the model could be replicated throughout the entire district.

Mr. Pedersen expressed his concern regarding MPS' commitment and the fact that the proposal does not include a trades component. Dr. Birkholz indicated that key MPS individuals have been informed that this is a top priority. Also, the complete proposal is centered around technical education. This proposal is seen as a vehicle for revitalization of technical education across the board, including the high school, junior high school, middle school, and elementary school levels.

Ms. Bell commented that a component should be included in the study that addresses attracting females to nontraditional roles. Ms. Baker added that the trades are also underrepresented with minorities. This document should include targets for inclusion of women and minorities.

ACTION: Ms. Bell moved that the MPS/MATC Career Education Curriculum Proposal be recommended to the full board for review. Mr. Pedersen seconded the motion.

ITEM E3: RESOLUTION TO APPROVE DESIGNATION OF MILWAUKEE AREA TECHNICAL COLLEGE STATE PUBLIC OFFICIALS

DISCUSSION: Mr. Roden indicated that this resolution is brought to the board annually and satisfies the state statute requirement to identify those positions subject to the state ethics code and reporting requirements.

ACTION: Mr. Pedersen moved that the Resolution to Approve Designation of Milwaukee Area Technical College State Public Officials be recommended to the full board for approval. Ms. Bell seconded the motion.

ITEM F1: PROGRAM SUSPENSION PROCEDURE

DISCUSSION: Dr. Baez indicated that the college does not have a formal procedure in place for program suspensions. Past practice involved deans, associate deans, and instructional supervisors making the determination to suspend a program based on data.

Dr. Baez noted that there is a state procedure on program suspensions. The state guidelines indicate if a program is not generating adequate FTEs and graduates, a program

suspension should be considered. A suspension is good for three years at which time either the state board staff or district staff will submit a request for program discontinuance for state board action. Dr. Baez indicated that this procedure is not generally followed throughout the state.

Dr. Baez suggested that administration prepare recommendations on how to deal with program suspensions in a way that is linked to the program evaluation process and brought back to the ESIR committee in December.

Ms. Baker expressed her concern that board Policy A0111-A—Areas of Responsibility of District Board Committees, charges the ESIR committee with reviewing and recommending district board action on program additions, modifications, and deletions. It is under this policy that the ESIR committee has certain authority over programs. The procedure for program suspensions should encompass this policy.

Mr. Pedersen suggested incorporating the state guidelines into the procedure.

ACTION: None required.

ITEM F2:

REVIEW OF PROGRAMS

**BARBER COSMETOLOGY DIPLOMA AND BARBER
COSMETOLOGY APPRENTICE PROGRAM**

LANDSCAPE/HORTICULTURE PROGRAM

AUTOMOTIVE TECHNOLOGY PROGRAM

DISCUSSION:

Dr. Baez indicated that the program reviews were discussed at length during the September ESIR committee meeting and were presented in the form of a resolution for action. He indicated that the packaging of the program reviews was inappropriate and these documents are now being presented as discussion/information items. He noted that the budgetary items associated with these programs would be addressed by the division deans through existing resources, resources elsewhere, or as a part of the budget process the following year.

Ms. Baker requested a one-page summary of the data for future program reviews.

ACTION: None required.

ITEM F3: INTERNATIONAL EDUCATION

DISCUSSION: Mr. Murihead provided an overview of the college's international education activities. Two students, Freddie Deloney and Celeste Schultz, who participated in the Mexico study group twice, discussed their experiences. Both students indicated that their experiences were invaluable in terms of their communication skills as well as becoming more aware and sensitive of different cultures.

Mr. Muirhead commented on the financial challenges students face when planning trips abroad. He noted that the governor's last budget allowed for \$2,000 for University of Wisconsin students to study abroad but did not include the technical colleges. There have been, however, discussions regarding the inclusion of the technical colleges in that program. He also noted that through the college's giving campaign faculty and staff have the option of designating dollars to support students who would like to study abroad.

ACTION: None required.

ITEM G1: POLICY F1100—CODES OF CONDUCT

ITEM G2: POLICY I0505—WMVS/WMVT AFFIRMATIVE ACTION AND EEO POLICY

DISCUSSION: Mr. Roden indicated that Policy F1100—Codes of Conduct underwent minor cosmetic changes.

Mr. Roden indicated that Policy I0505—WMVS/WMVT Affirmative Action and EEO Policy was revised to be in compliance with new FCC guidelines relative to EEO and hiring personnel in the Public Television station

ACTION: None required.

ITEM G3: INSTRUCTIONAL TELEVISION FIXED SERVICES (ITFS) BANDWIDTH LEASE EXCESS CAPACITY

DISCUSSION: This item will be discussed at a later date.

ITEM G4: NCA STATUS REPORT

DISCUSSION Dr. Baez indicated that he met with Dr. Lopez and presented her with the latest version of the Student Outcomes Assessment (SOA) plan. Overall, Dr. Lopez is pleased with MATC's progress. Due to an impending hectic schedule and unavailability, Dr. Lopez suggested that the college invite a consultant to review the work that is being done in terms of SOA and credentialing to ensure that the college is continuing on the right track. Dr. Lopez also indicated that the support given to the faculty in the form of compensation for reimbursement of courses is very generous and the most she has seen in any college.

ACTION: None required.

ITEM G5: PRESIDENTIAL SEARCH

DISCUSSION: Ms. Baker indicated that committee members should have received communication from her via electronic mail regarding the presidential search. She distributed copies of the document and indicated that a special board meeting is scheduled for Thursday, October 26, 2000. Documents will be mailed to the homes of all board members and will include actual resumes, information from potential candidates, lists, candidates who the firm is looking at, candidates who the firm would like to look at through their networking, and candidates who may have contacted the firm but it was decided it would not be an appropriate match. This will be a good opportunity for the board to evaluate how well the search firm is doing. Ms. Baker stressed the confidentiality of the documents and indicated that they should not be shared with anyone other than board members. Also, while staff is coordinating the meeting and Jose Olivieri will be in attendance, all staff will be excused from the content of the meeting, which will go into closed session because the board will be discussing the qualifications of individuals.

ACTION: None required.

*matc***Milwaukee Area Technical College**

Title: WMVS/WMVT AFFIRMATIVE ACTION AND EEO POLICY	Code: 10505 Original Adoption: 2/27/92 Revised/Reviewed: 10/25/93
Authority: <u>Section 73.2080 of the FCC Rules</u> ; Board Minutes, 2/17/92; 10/26/93	Effective: 10/26/93

In an effort to fully comply with language set forth in MATC's Affirmative Action Policy (C0200), Corporation for Public Broadcasting (CPB) federal grant provisions and applicable Federal Communications Commission (FCC) ~~license renewal~~ requirements, WMVS/WMVT is required to perform the following additional EEO activities:

1. ~~1.~~ 1.—Prepare an a general and specific EEO program for WMVS-TV and WMVT-TV for FCC ~~license renewal applications~~ compliance purposes. Each station will establish, maintain and carry out Program requirements as follows:
2. The stations will comply with Section 73.2080 of the FCC Rules, as amended.
3. The stations will adopt an Alternate Recruitment Program in accordance with FCC Equal Employment Opportunity Rules issued April 15, 2000. Establish a list of recruitment sources to attract qualified women, minority, and applicants with disabilities and notify each source of all openings in the television department.
4. ~~4.~~ The Administration will develop Administrative Procedures to carry out the FCC requirements and insurance compliance. Establish and maintain a tracking mechanism to determine the sex, race, and recruitment source of each applicant.
5. Provide recourse notification to prospective employees of Milwaukee Public Television who believe they are a victim of discrimination.
6. Prepare and submit annual FCC Employment Report (FCC Form 395-B).
7. Prepare and submit annual CPB Station Activities Survey.
8. Conduct an annual "EEO Self-Assessment" based on FCC guidelines.
9. Maintain and update the Public File based on FCC guidelines.

Coordination of these additional EEO activities ~~between~~ among Human Resources, Affirmative Action, and ~~the~~ Channels 10/36 ~~Friends, Inc.~~ will be the responsibility of the Manager, TV Administration and Planning, or the General Manager.

ATTACHMENT ESIR 3

RESOLUTION TO APPROVE BILINGUAL OFFICE ASSISTANT TWO-SEMESTER DIPLOMA

Background Investigation

The Bilingual Office Assistant program graduate will be fluent in both English and a second language*. The graduate will have employable computer document production skills using software in both English and a second language. The graduate will have knowledge of, and hands-on experience with, international business communications via computer videoconferencing, Internet, telephone, fax, and standard mail. Graduates will possess the professional skills of grammar, spelling, and punctuation in both English and a second language. The graduate will have an employable skill in information management and document formatting.

The Milwaukee area has a large and increasing Hispanic population. According to U.S. Census estimates, the Hispanic population in Milwaukee County grew by 28.0% between 1990 and 1998 (45,089 in 1990; 57,732 in 1998). More recent U. S. Census updates place the district Hispanic population at close to 70,000. Milwaukee area businesses have a need to hire Spanish-English speaking employees to service their customers. The HIRE Center, a Milwaukee dislocated workers program is involved with some 200 Spanish-speaking workers who are entering the job market, some of whom have expressed interested in an office career. MATC has over 3,400 Spanish-speaking students in basic education and GED programs, some of whom may be interested in office careers.

Wisconsin business product exports to Mexico have increased significantly over the last 15 years. While Wisconsin exports to the Far East fell 19% in 1998, exports to Mexico increased 40% since 1996, making Mexico Wisconsin's fourth largest export destination (Wisconsin Department of Commerce, August 9, 2000).

Significant findings from the Needs Assessment Survey include:

- 50.0% of respondents currently employ at least one person who performs the duties of a Bilingual Office Assistant as a significant part of his/her job.
- 58.3% of respondents anticipate employing (in the next four years) an employee who performs the duties of a Bilingual Office Assistant as a significant part of his/her job.
- 90.0% of respondents had difficulty finding qualified Bilingual Office Assistants.

* Research for the Program Investigation report requested data concerning only Spanish as a second language. The research demonstrated the program should be broadened to include other second languages.

- Over the next four years, seven responding companies will hire an additional 20 full-time Bilingual Office Assistants. Over the next four years, seven responding companies will hire an additional 13 part-time Bilingual Office Assistants.
- 40.0% of respondents stated that a qualified Office Assistant with bilingual skills would be worth a wage premium.
- 73.3% of respondents would encourage present employees to enroll in the Bilingual Office Assistant Program if it were made available through Milwaukee Area Technical College.
- 81.3% of respondents would hire a Milwaukee Area Technical College graduate of this program.
- 70.0% of respondents would give preference to a graduate of the Milwaukee Area Technical College Bilingual Office Assistant program over a person who was not a graduate of the program.
- 54.5% of respondents stated that a Bilingual Office Assistant who graduated from Milwaukee Area Technical College's Bilingual Office Assistant program would earn a higher wage than an Office Assistant who had not completed Milwaukee Area Technical College's Bilingual Office Assistant program.
- Four respondents stated they would be interested in serving on a Bilingual Office Assistant Advisory Committee.

Background Information

New Full-time Faculty Required:.. 0

New Part-time Faculty Required:.. 0

Renovation/Remodeling Costs: ... None requested at this time

Equipment/Facilities Costs: \$7,500 instructional telephone system required.

..... Grant funding being sought.

Starting Date:..... Fall 2001

Program Initiated by: WTCS Office Systems Technology Consultant

Resolution

Therefore, BE IT RESOLVED, that the Milwaukee Area District Board of Vocational, Technical, and Adult Education submit Stage II, Bilingual Office Assistant to the Wisconsin Technical College System Board for consideration and approval.

ATTACHMENT ESIR 4

Milwaukee Area Technical College Academic Affairs

November 2000 QUALITY PROGRAM REVIEW REPORT

In preparation for an on-site program review visit, the **Environmental Health and Pollution Control Associate Degree** program was submitted to Quality Program Self-Study Review processes from February to May 2000.

Similarly, from July 1999 – April 2000, in preparation for program accreditation visits, the **Funeral Service** and the **Paralegal** associate degrees were also submitted to Quality Program Self-Study Review processes that addressed in each case the accreditation requirements of the respective program accreditation agencies.

Ad-hoc committees composed by program staff and faculty conducted the self-studies. Self-study committees reviewed data and assessed the supporting documentation regarding the strengths, weaknesses, opportunities, and threats (SWOT) related to each program. At the end of the exercise, the respective committee produced a self-study report for each program. This report was attached to the program portfolio for review by the appropriate review team.

The division of Institutional Assessment, Research, and Development provided logistic support and technical assistance on quality program review and quantitative/qualitative data analysis to the committees. State consultants and other external experts in the field were invited to the meetings to serve as resources to the self-study processes.

For each program, an on-site review team visit was scheduled during the fall term 1999 or the spring term 2000. These teams, after assessing their respective self-study report and related supporting documentation, reported their findings in the form of recommendations for program improvement or accreditation award respectively.

In response to their respective on-site team's recommendations, the faculty and staff of each program developed appropriate Action Plans (see attachments). These action plans were submitted to divisional deans and the office of the Vice-President of Academic Affairs for appropriate review. The plans are now presented for discussion at the level of the ESIR committee of the MATC board. Subsequently, the respective program faculty and staff will finalize them for implementation during the next 3 years.

This report includes a brief profile of each of the programs reviewed, inclusive of relevant program student demographics and performance statistics and a summary of the recommendations for program improvement made by the review team or the pertinent accrediting agency. Attached to the profile is the proposed action plan developed by the faculty/staff and submitted to the divisional dean and the vice-president of academic affairs.

No board action is requested on the proposed action plans. Costs associated with the implementation of an action plan will be subjected to appropriate review by divisional deans, the vice-president of academic affairs and the president. Costs that exceed existing budget capacity within the pertinent divisions may be given consideration during the annual budget planning process or may be submitted to the MATC board for appropriate review and action.

QUALITY PROGRAM REVIEW

Environmental Health and Pollution Control Associate Degree Recommendations

Recommendations of the Review Team

Faculty and staff completed the Quality Program Review in May 2000. Below are the recommendations of the review team.

1. Incorporate core abilities such as teamwork and other good work habits into course outcome summaries.
2. Combine municipal and industrial wastewater classes and investigate expanded course content relating to soils.
3. Add technical report writing and basic computer skills into curriculum.
4. Explore opportunities for students to attain 40-hour HAZWOPER and other certification and continuing education training.
5. Position program for viability, visibility and appeal to high school students and others.
6. Increase the program's visibility on campus and encourage student Environmental Club involvement.
7. Emphasize the marketing of program to recruit and retain students including under represented groups (currently 50% male/female and 35% minority.)
8. Improve marketing and develop marketing plan for recruitment including non-traditional students.
9. Improve student access to Student Services and improve departmental coordination with Student Services Department.
10. Ensure that MSDS (Materials Safety Data Sheets) are in order and easily accessible.
11. Equipment is in need of repair and/or replacement.
12. Concerns expressed about size of labs and relative safety. Look for additional facility space and budget resources.
13. Increase and improve library resources to include a current, larger selection of environmental books, periodicals and materials.

PROGRAM PROFILE

Environmental Health and Pollution Control (*Program Code: 10-506-1*)

Demographics for FY 1998-99:

1. During FY 1998-99, 51 students were enrolled in the program. This program is down in enrollment from a high of 89 in 1995-96, a 39% decline. Of these, 27 (52.9%) were part-time and 24 (47.1%) were full-time. A student is determined to be full-time when s/he enrolls in 24 or more credits during the program year.
2. Males were 54.9% of the enrollment, a decrease of 11.8% since the previous year.
3. Females were 43.1% of the enrollment, an increase of 9.8% since the previous year.
4. Minorities were 21.6% of the enrollment, an increase of 4.9% since the previous year.
5. Of those enrolled, 37.3% were between the ages of 18 and 24; most of the student population, 70.6% were below the age of 34.

Annual Retention and Selected Outcomes for FY 1998-99:

1. Annual retention is defined as the proportion of students succeeding in 1 or more courses during the academic year. This is an incomplete measure of student retention and further longitudinal analysis of student participation (term-by-term follow up) is necessary to provide a more comprehensive view of student retention. This measure does not account for semester to semester retention or cohort-based retention. The Office of IARD will be developing new measures of student retention for FY 2001-2002. Of the 27 students classified as "part-time," 26 (96%) completed at least one course in the program. Of 24 students classified as "full-time", all completed at least one course in the program for FY 1998-99. In the case of minority student retention, of 11 minority students enrolled all completed at least one course in the program.
2. The graduates for FY 1998-99 were 13 or 25.5% of that year's enrollment.
3. The hourly wages reported by those who responded to MATC's graduate survey ranged from \$10.00 to \$18.23 an hour.

[More detailed tables supporting the data provided in this report will be available separately.]

[Data source: WTCS Client Information System Files.]

Milwaukee Area Technical College

ESIR # 4

QUALITY PROGRAM REVIEW 3-YEAR ACTION PLAN

Program: Environmental and Pollution Control (10-506-1)

Review Date: May 11, 2000

Division: Business and Graphic Arts

Location: North Campus

Review Team: John Imes, Sandy Miller, Dan Welk, Bill Rockwell

Recommendation	Action	Responsible Person(s)	Timeline	Cost (\$)	Notes
1. Incorporate core abilities such as teamwork and other good work habits into course outcome summaries.	1.1 The department faculty will review the program course outcome summaries, in order to include communication and work ethic core abilities as appropriate.	Associate Dean, Departmental Faculty	July 2000-June 2001	No Cost	Existing Course Outcome Summaries to be modified
2. Combine municipal and industrial wastewater classes and investigate expanded course content relating to soils.	2.1 The department faculty will modify existing Municipal (ENVHEL-145) and Industrial (ENVHEL-146) courses as needed.	Departmental Faculty	July 2000-June 2003	No Cost	Wastewater courses will be adjusted as applicable.
	2.2 The Department will review program curriculum and will add or integrate additional soil curriculum as applicable.	Departmental Faculty	July 2000-June 2003	\$10,000	Curriculum modification and equipment and supplies acquisitions as necessary.
3. Add technical report writing and basic computer skills into curriculum.	3.1 The departmental faculty will develop technical writing course(s) and/or integrate basic computer skill competencies as determined necessary.	Departmental Faculty	August 2000-June 2003	\$16,400 for computer equipment.	Computer equipment will be acquired for curriculum requirements. Funding will be requested for capital equipment for 2001-02
4. Explore opportunities for students to attain 40-hour HAZWOPER and other certification and continuing education training.	4.1 The department faculty will develop three courses (two-credits each) for HAZWOPER training to be added to the program curriculum and/or to be awarded as advanced certificate or continuing education training.	Departmental Faculty	July 2000-June 2003	\$38,500 for training equipment and supplies.	Resources needed will be requested as part of 2001-02 budget process.
5. Position program for viability, visibility and appeal to high school students and others.	5.1 An ad-hoc committee, composed of academic administration staff and departmental faculty, will investigate the appropriate placement of the program in a new instructional division for Environmental & Pollution Control and related programs.	Ad-hoc Committee	July 2000-June 2003	Costs to be determined.	Investigate state trends and align with WTCS and industry.
	5.2 Move program in the MATC Catalogue from "Chemical & Environmental Sciences" section to a new "Environmental & Pollution Control and Related Programs" section.	Instructional Development division staff	July 2000-June 2003	No cost.	Catalogue placement.

Milwaukee Area Technical College

ESIR # 4

QUALITY PROGRAM REVIEW 3-YEAR ACTION PLAN

Program: Environmental and Pollution Control (10-506-1) **Review Date:** May 11, 2000

Division: Business and Graphic Arts **Location:** North Campus

Review Team: John Imes, Sandy Miller, Dan Welk, Bill Rockwell

Recommendation	Action	Responsible Person(s)	Timeline	Cost (\$)	Notes
6. Increase program visibility on campus and encourage student Environmental Club involvement.	6.1 The students' Environmental Club will develop, with the assistance of departmental faculty, activity projects, dissemination, and recruitment.	Environmental Club.	July 2000-June 2001	\$600 for printing and supplies.	In addition to printing, marketing funding is needed.
7. Emphasize the marketing of program to recruit and retain students including under represented groups (currently 50% male/female and 35% minority.)	7.1 Marketing Committee will develop and implement a Marketing Plan that will include a new program brochure, promotional materials and increase marketing activities for better visibility. A minority recruitment and retention plan will also be developed.	Marketing Committee (departmental faculty and Marketing Department staff.)	July 2000-June 2003	\$15,500.	Marketing plan and implementation. Funds will be requested as part of 2001-02 budget process.
	7.2 Departmental faculty will design an Environmental and Pollution Control Web Site.	Departmental faculty	July 2000-June 2003	\$1500	Web Site Development
8. Improve marketing and develop marketing plan for recruitment including non-traditional students.	8.1 Marketing Committee, with the assistance of IARD staff, will do focus groups and develop and implement a marketing plan addressing employment needs of students and district.	Marketing Committee.	July 2000 - June 2003	\$800	Costs to include process of data research.
9. Improve student access to Student Services and improve departmental coordination with Student Services Department.	9.1 Academic staff and Student Services staff will collaborate to explore solutions to make services to students more accessible and user-friendly.	Departmental faculty , associate dean, and And Student Services staff.	July 2000 - June 2002	No Cost	Faculty will coordinate needs with Student Services.
	9.2 Academic staff and Student Services staff will collaborate to explore ways to improve communication and work more effectively together.	Departmental faculty , associate dean, and And Student Services staff.	July 2000 - June 2002	No Cost	Adjustments to communication processes and procedures will be developed and implemented as necessary.
10. Ensure that MSDS (Materials Safety Data Sheets) are in order and easily accessible.	10.1 The department faculty will obtain updated copies and relocate MSDS.	Departmental faculty	July 2000 - June 2001	No Cost.	Vendors will provide as necessary.
11. Equipment is in need of repair and/or replacement.	11.1 The departmental faculty will seek external grant/donation to replace the continuous air pollution monitoring equipment	Departmental faculty	July 2000 - June 2001	\$80,000*	* Equipment to be donated and installed by Wisconsin DNR.

QUALITY PROGRAM REVIEW

Paralegal Associate Degree Recommendations

Recommendations of the Review Team

In preparation for a program accreditation visit, the faculty and staff completed the Quality Program Review in the fall of 1999. After the accreditation team's visit, a report was submitted in April of 2000 that included the recommendations below.

1. Adequate time and effort must be devoted to program leadership to accomplish the duties. Immediate attention must be given to the areas described herein. Perhaps a program coordinator could be appointed to address these urgent issues. Further, time and effort devoted to program leadership must remain adequate to ensure that the program does not fall out of compliance again in the near future. In addition, the program leadership should attend national and regional conferences of paralegal educators annually in order to stay current with the education of paralegals and with The American Bar Association Guidelines.
2. Paralegal educator association resources, faculty meetings, and college programs for instructional development should be utilized to assist faculty in exploring and developing effective instructional methods that promote student learning and retention.
3. The Forensic Science Course (Nat Sci 120) and the Contemporary Math Course (Math 140) are not general education courses under the ABA Guidelines. The remaining general education courses required in the program fall within two disciplines. Under the Guidelines, the eighteen hours of general education credits must be spread out over three disciplines.
4. An organized plan for evaluation, review and improvement of the program must be developed and implemented. Program leadership, the advisory committee, program faculty, and students should all play a role in this effort.
5. The students and the institution must regularly evaluate legal specialty courses.
6. The program must develop and implement a plan for regular program faculty meetings. Minutes should be kept of these meetings.
7. The program must develop and implement a plan to keep accurate placement records of its graduates, both A.A.S. and Certificate.

PROGRAM PROFILE

Paralegal (Program Code: 10-110-1)

Demographics for FY 1998-99:

1. During FY 1998-99, 229 students were enrolled in the program. This program is down in enrollment from a high of 276 in 1995-96, a 17% decline. Of the 229, 176 (80%) were part-time and 52 (23.5%) were full-time. A student is determined to be full-time when s/he enrolls in 24 or more credits during the program year.
2. Males were 14% of the enrollment, an increase of 3.7% since the previous year.
3. Females were 86% of the enrollment, a decrease of 3.2% since the previous year.
4. Minorities were 42.8 of the enrollment, a decrease of 2.9% since the previous year.
5. Of those enrolled, 40.6% were between the ages of 18 and 24; most of the student population, 71.6% were below the age of 34.

Annual Retention and Selected Outcomes for FY 1998-99:

1. Annual retention is defined as the proportion of students succeeding in 1 or more courses during the academic year. This is an incomplete measure of student retention and further longitudinal analysis of student participation (term-by-term follow up) is necessary to provide a more comprehensive view of student retention. This measure does not account for semester to semester retention or cohort-based retention. The Office of IARD will be developing new measures of student retention for FY 2001-2002. Of the 176 students classified as "part-time," 146 (83%) completed at least one course in the program. Of 52 students classified as "full-time", all but 1 completed at least one course in the program for FY 1998-99. In the case of minority student retention, of 98 minority students enrolled 82.6% completed at least one course in the program.
2. The graduates for FY 1998-99 were 21 or 9.1% of that year's enrollment.
3. The hourly wages reported by those who responded to MATC's graduate survey ranged from \$10.00 to \$14.58 an hour.

[More detailed tables supporting the data provided in this report will be available separately.]
[Data source: WTCS Client Information System Files.]

Milwaukee Area Technical College

ESIR 4

QUALITY PROGRAM REVIEW ACTION PLAN

Program: Paralegal (10-110-1) **Review Date:** April 3, 2000

Division: Business and Graphic Arts **Location:** Milwaukee Campus

Review Team: American Bar Association Standing Committee on Legal Assistants Approval Commission

Recommendation	Action	Responsible Person(s)	Timeline	Cost (\$)	Notes
1. Adequate time and effort must be devoted to program leadership to accomplish the duties. Immediate attention must be given to the areas described herein. Perhaps a program coordinator could be appointed to address these urgent issues. Further, time and effort devoted to program leadership must remain adequate to ensure that the program does not fall out of compliance again in the near future. In addition, the program leadership should attend national and regional conferences of paralegal educators annually in order to stay current with the education of paralegals and with the American Bar Association Guidelines	1a. Program Coordinator (0.2 FTE) of the Paralegal Department will be appointed.	Associate Dean	April 2000	No additional Cost.	
	1b. Academic staff (associate dean and faculty) will participate in national and regional conferences of paralegal educators and in other networking practices with other colleges with paralegal programs.	Associate Dean and Faculty	July 1999-June 2000	No Additional Cost.	
2. Paralegal educator association resources, faculty meetings, and college programs for instructional development should be utilized to assist faculty in exploring and developing effective instructional methods that promote student learning and retention.	2a. Faculty will develop further instructional strategies with the assistance and support of Academic Affairs.	Program Faculty	July 1999-June 2000	No Additional Cost.	
	2b. Students will be surveyed on a regular basis on a variety of topics, ranging from, the teacher's method of delivery, content material, guest speakers, effectiveness of textbooks, and library activities, among others.	Program faculty	July 1999-June 2000	No Additional Cost	
3. The Forensic Science Course (Nat Sci 120) and the Contemporary Math Course (Math 140) are not general education courses under the ABA Guidelines. The remaining general education courses required in the program fall within two disciplines. Under the Guidelines, the eighteen hours of general education credits must be spread out over three disciplines.	3a. Program instructor in consultation with general education faculty will determine : a) which Social Sciences and Math courses will be used to replace the Forensic Science Course (Nat Sci 120) and the Contemporary Math Course (Math 140); and b) how the general education course requirements will be distributed within three different subject areas.	Program faculty and general education faculty	July 2000-June 2001	No additional cost.	
4. An organized plan for evaluation, review and improvement of the program must	4. The program faculty will develop and implement a 3-level student outcomes	Program Coordinator	July 2000-June 2001	No additional cost.	

Milwaukee Area Technical College

ESIR 4

QUALITY PROGRAM REVIEW ACTION PLAN

Program: Paralegal (10-110-1) **Review Date:** April 3, 2000

Division: Business and Graphic Arts **Location:** Milwaukee Campus

Review Team: American Bar Association Standing Committee on Legal Assistants Approval Commission

Recommendation	Action	Responsible Person(s)	Timeline	Cost (\$)	Notes
be developed and implemented. Program leadership, the advisory committee, program faculty, and students should all play a role in this effort.	assessment plan.				
5. The students and the institution must regularly evaluate legal specialty courses.	2a. Faculty will incorporate student learning evaluation for each legal specialty course. 2b. Students will be surveyed on a regular basis on a variety of topics, ranging from, the teacher's method of delivery, content material, guest speakers, effectiveness of textbooks, and library activities, among others.	Program faculty	July 2000-June 2003	No additional cost.	
6. The program must develop and implement a plan for regular program faculty meetings. Minutes should be kept of these meeting.	6. The program coordinator will chair program faculty meetings. The meetings will be in a staggered schedule to make them more accessible for the part time faculty who work during the day.	Program coordinator	July 2000-June 2003	No additional cost.	
7. The program must develop and implement a plan to keep accurate placement records of its graduates, both A.A.S. and Certificate	7. In collaboration with the college staff responsible for enrollment management and graduate surveys, a student-tracking plan will be developed. The plan will enable faculty and staff to do student follow-up surveys, to ascertain graduate placement success and employer satisfaction.	Associate dean	July 2000 -June 2003	No additional cost.	
Other Issues 8. The program needs to make improvements in the retention and graduation of minority students.	8.1 A minority retention plan will be developed for implementation during 2001-02.	Faculty and Associate Dean	July 2001 to 2002.		

Approved: _____
Division Dean
Date

Approved: _____
Academic Vice-President
Date

QUALITY PROGRAM REVIEW

Funeral Service Associate Degree Recommendations

Recommendations of the Program Review Team

In preparation for a program accreditation visit, faculty and staff developed a Quality Program Self-Study during the summer and fall of 1999. An accreditation team visited the college and rendered a report submitted in May 2000. The program was found to be a model program and given high marks by the team and only one concern was expressed as noted in the recommendation below.

1. The high attrition rate (25%) needs to be studied by the college more thoroughly with the objective of taking those steps necessary to lower this one concern.

PROGRAM PROFILE

Funeral Services (Program Code: 10-528-3)

Demographics for FY 1998-99:

1. During FY 1998-99, 103 students were enrolled in the program. This program is down in enrollment from the previous year when there were 127 enrolled, a 19% decline. Of the 103, 53 (51.5%) were part-time and 50 (48.5%) were full-time. A student is determined to be full-time when s/he enrolls in 24 or more credits during the program year.
2. Males were 43.7% of the enrollment, an increase of 2.0% since the previous year.
3. Females were 53.4% of the enrollment, a decrease of 4.9% since the previous year.
4. Minorities were 18.4% of the enrollment, a decrease of 8.4% since the previous year.
5. Of those enrolled, 45.6% were between the ages of 18 and 24; most of the student population, 81.5% were below the age of 34.

Annual Retention and Selected Outcomes for FY 1998-99:

1. Annual retention is defined as the proportion of students succeeding in 1 or more courses during the academic year. This is an incomplete measure of student retention and further longitudinal analysis of student participation (term-by-term follow up) is necessary to provide a more comprehensive view of student retention. This measure does not account for semester to semester retention or cohort-based retention. The Office of IARD will be

developing new measures of student retention for FY 2001-2002. Of the 53 students classified as “part-time,” 48 (90.5%) completed at least one course in the program. Of 50 students classified as “full-time”, all completed at least one course in the program for FY 1998-99. In the case of minority student retention, of 19 minority students enrolled all but 1 completed at least one course in the program.

2. The graduates for FY 1998-99 were 25 or 24.5% of that year’s enrollment.
3. The hourly wages reported by those who responded to MATC’s graduate survey ranged from \$7.00 to \$18.23 an hour.

[More detailed tables supporting the data provided in this report will be available separately.]

[Data source: WTCS Client Information System Files.]

matc

Milwaukee Area Technical College

POLICY

Title: TAX INCREMENTAL DISTRICTS (TID) - JOINT REVIEW BOARD REPRESENTATION	Code: A0114
Authority: Wis. Stats. § 66.46 <u>1105</u> ; Board Minutes, 11/15/83; 11/20/89; 11/18/97	Original Adoption: 11/15/83 Revised/Reviewed: 11/18/97 Effective: 11/19/97

When a Tax Incremental District (TID) is being considered on property within the MATC District or an amendment to a project development plan is being proposed, the president shall appoint a representative to serve on the TID Joint Review Board.

In general, it is the policy of the board to support the creation of TID, provided that the development plan complies with Wisconsin Statutes 66.46 1105.

The representative shall provide the president and the board with a written report following the TID Joint Review Board's decision on approval or denial of the creation of the TID or project plan modification.

Title: REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES	Code: F0102 Original Adoption: 12/18/84 Revised/Reviewed: 8/25/98
Authority: Section 504 of the Rehabilitation Act of 1973; 42 U.S.C. 12101 <i>et seq.</i> ; Board Minutes, 12/18/84; 3/18/91; 5/23/94; 8/25/98	Effective: 8/26/98

POLICY STATEMENT

MATC provides accessible facilities for individuals with disabilities. In addition, enrollees are provided accommodations to assist with their successful enrollment. Compliance is in accordance with the Americans With Disabilities Act (ADA).

MATC's Center for Special Needs will provide reasonable accommodations for all "qualified" disabled students. The Center for Special Needs will provide academic support necessary for equal access to programs and activities of the college.

Adaptive living skills training can be provided for visually impaired students prior to admission to a career program. In addition, the center provides basic skills for disabled students who require specialized remediation prior to transitioning to a chosen career program.

Students who are in need of specialized personal attendant care such as toileting, feeding, wheelchair pushing, and medicating will be expected to have these needs provided by an agent or agency other than MATC.

THE APPEAL PROCESS

The district shall make every effort to match students' physical and academic ability with an appropriate career objective. To accomplish this objective, the college is committed to working with disabled students for the development of an approved educational plan of instruction.

If a student/prospective student disagrees with a decision regarding an accommodation request, he or she may appeal the decision to the ADA/504 Accommodations Coordinator or designee within 30 calendar days, using the following procedure:

matc

Milwaukee Area Technical College

Title: REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES	Code: F0102
---	-------------

The appeal must be in writing, stating the reason for the disagreement, and submitted to the ADA/504 Coordinator or designee listed below:

ADA/504 Coordinator:

~~Mr. George Sippl~~
Ms. Cheralyn Randall
Manager, Student Services
Milwaukee Area Technical College
700 W. State Street, Room S214
Milwaukee, Wisconsin 53233-1443
414-297-6874

Pending the outcome of the appeal, the accommodations recommended by college staff will be available.

The ADA/504 Coordinator will re-evaluate the decision, considering any additional information or statements supplied by the prospective student or student (including any additional information from medical or vocational rehabilitation experts). It is the student's responsibility to provide all necessary documentation at his/her own expense in support of their appeal.

The ADA/504 Coordinator may elect to use the assistance of an accommodations committee. The ADA/504 Accommodations Committee may consult with outside agencies, in the appeal process, taking care to provide confidentiality for the student/prospective student.

The ADA/504 Accommodations Committee will discuss its findings and make recommendations to the ADA/504 Coordinator for appropriate action.

The ADA/504 Coordinator will make the "final appeal decision."

The student/prospective student will be notified of the final decision in writing within 30 calendar days after the appeal is filed.

By filing this appeal, the student/prospective student does not give up his/her right to pursue other appeal processes within the college or through outside regulatory agencies.

ATTACHMENT ESIR 7
REPORT ON ADVISORY COMMITTEE MEMBERSHIP
October, 2000

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
ACADEMIC AFFAIRS DIVISION			
<i>No committee activity during this period.</i>			
BUSINESS & GRAPHIC ARTS DIVISION			
ACCOUNTING 8 members; 1 grads	1		
BUSINESS ADMINISTRATION 8 members; 3 grads	1		
E-COMMERCE/WEB ADMINISTRATOR AD HOC 10 members; 0 grads	0		Roxanne Bauman WI Manufacturing Extension Alliances Mgr (Mgt/Nonminority)
			Grant Johnson Johnson Direct President Self-Employed (Mgt/Nonminority)
MANAGEMENT DEVELOPMENT 11 members; 2 grads	0	Dimitri Holmes Envirex, Inc Employment Mgr (Mgt/Minority)	Tom Jansen North American Logistics- Svedala Manager (Mgt/Nonminority)
		JoAnn Nennig Russell T Gilman, Inc Human Resources VP (Mgt/Nonminority)	

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
MANAGEMENT DEVELOPMENT (cont.) 11 members; 2 grads	0	Michael Paull Cooper Industries: Power Systems Site Manager (Mgt/Nonminority)	
OFFICE TECHNOLOGY 8 members; 1 grad	1		
REAL ESTATE 6 members; 2 grads	3		
RETAIL MANAGEMENT/FASHION MARKETING 9 members; 2 grads	0	Gretchen Davidson Carson Pirie Scott & Co Assistant Buyer (Mgt/Nonminority) Kelly Strong Boston Store – Southridge Cosmetics Mgr (Mgt/Nonminority)	Constance Clark Riemer African American Children's Theatre Exec Director (Mgt/Minority) Jim Sajdak Stan's-/Fit For Your Feet President/CEO (Mgt/Nonminority)
TRAVEL INDUSTRY TRAINING 7 members; 0 grads	2	Jill Brooks Apollo Travel Services Account Exec (Mgt/Nonminority) Ted Farah Lamers Tour & Travel General Mgr (Mgt/Nonminority) Gloria Gappa-Grundman Greater Milw Convention/Visitors Membership Dir (Mgt/Nonminority)	

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
TRAVEL INDUSTRY TRAINING (cont.) 7 members; 0 grads	1	Carol Schram CTC Mega Housing Management Meeting Group Dir (Mgt/Nonminority)	

COLLEGE TRANSITION DIVISION

No committee activity during this period.

CONSUMER & HOSPITALITY SERVICES DIVISION

No committee activity during this period.

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT DIVISION

INSURANCE CONTINUING EDUCATION 6 members; 0 grads	3
--	---

HEALTH OCCUPATIONS DIVISION

CARDIOVASCULAR TECHNOLOGY 8 members; 0 grads	1
---	---

PRACTICAL NURSING 7 members; 3 grads	2
---	---

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
SURGICAL TECHNOLOGY 7 members; 3 grads	2	Susan Buchaklian St Francis Hospital Surgical Services Dir (Mgt/Nonminority)	

LIBERAL ARTS & SCIENCES DIVISION

MUSIC OCCUPATIONS 8 members; 2 grads	1		
---	---	--	--

TECHNICAL & INDUSTRIAL DIVISION

APPLIANCE TECHNICIAN 8 members; 1 grad	1	Curtis Rottman Amana Training Mgr (Mgt/Nonminority)	
AUTOMOBILE/AUTO BODY SERVICING 8 members; 3 grads	1		
BRICKLAYER APPRENTICE 8 members; 5 grads	1		
CARPENTERS & CABINETMAKERS 8 members; 3 grads	1		
CEMENT MASONS APPRENTICE 8 members; 1 grad	1		

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
CIVIL ENGINEERING TECHNOLOGY 8 members; 2 grads	1		
GLAZIERS APPRENTICE 7 members; 4 grads	2		
HEAT & FROST INSULATORS APPRENTICE 8 members; 4 grads	1		
MATERIALS TECHNOLOGY 7 members; 3 grads	2		
PAINTING & DECORATING APPRENTICE 8 members; 3 grads	1		
PATTERNMAKING APPRENTICE 7 members; 4 grads	2		
TELEVISION AND VIDEO PRODUCTION DIVISION			

No committee activity during this period.

REPORT ON ADVISORY COMMITTEE MEETINGS October, 2000

COMMITTEES THAT MET IN OCTOBER:

Accounting Baking Production Cardiovascular Technology Computerized Machining/Industrial Eng. Dental Hygiene E-Commerce/Web Administration Electronics Technology Food Service Programs Insurance Continuing Education Machine Tool & CNC Management Development Pharmacy Technician Radiography Respiratory Care Tool & Die Making Welding/Weld Tech.	Appliance Technician Business Administration Carpenters & Cabinetmakers Dental Assistant Dietetic Technician/Dietary Manager Electricity – Diploma Environmental & Pollution Control Tech. Interpreter Technician Maintenance & Industrial Electrician Machine Tool & Computer Numerical Control Office Technology Physical Therapist Assistant Renal Dialysis Technician Retail Management/Fashion Marketing Travel Industry Training
---	--

COMMITTEES SCHEDULED TO MEET IN November:

DATE and TIME	ROOM and CAMPUS	ADVISORY COMMITTEE
11-1 8:15 am	117 West Campus	Mechanical Drafting & Design
11-1 8:30 am	B170 South Campus	Diesel & Powertrain Servicing
11-1 4:30 p.m.	M614 Milwaukee Campus	Anesthesia Technology
11-2 7:30 am	TBA	Television & Video Production
11-2 TBA	TBA	Interior Design
11-2 7:30 am	M612 Milwaukee Campus	Occupational Therapy Assistant
11-2 7:30 am	H112 Milwaukee Campus	Medical Assistant
11-2 7:30 am	A200-E South Campus	Logistics
11-7 8:30 am	M614 Milwaukee Campus	Computer Software
11-7 10:00 am	M672 Milwaukee Campus	Hotel/Hospitality Services
11-7 11:30 am	M614 Milwaukee Campus	Materials Technology
11-13 8:00 am	A200 South Campus	Machine Trades Apprentice
11-14 11:30 am	M612 Milwaukee Campus	Architectural Technology
11-14 3:00 p.m.	Off Campus	Line Mechanic
11-15 11:00 am	A219 North Campus	Horticulture
11-17 7:30 am	H336 Milwaukee Campus	Nursing Assistant & Geriatric Assistant
11-17 8:30 am	S316 Milwaukee Campus	Paralegal

11-21	11:30 am	M612	Milwaukee Campus	Patternmaking Apprentice
11-29	11:30 am	M612	Milwaukee Campus	Child Care & Development
11-30	11:30 am	S120	Milwaukee Campus	Insurance Continuing Education

COMMITTEES SCHEDULED TO MEET IN December:

DATE and TIME		ROOM and CAMPUS		ADVISORY COMMITTEE
12-1	7:30 am	M612	Milwaukee Campus	Surgical Technology
12-5	8:00 am	M612	Milwaukee Campus	Graphic Design, Graphic Communication Technologies; Photography; Visual Communication/Computer graphics
12-7	8:30 am	A230	South Campus	E-Commerce/Web Administration Ad Hoc
12-12	11:30 am	M612	Milwaukee Campus	Civil Engineering Technology