

September 8, 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, September 19, 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—August 15, 2000—Attachment 1](#)**

**D. Comments from the Public**

**E. Action Item**

1. [Resolution to Approve Programs Identified for Possible Modification, Reduction, or Discontinuance--Attachment 2](#)
  - a. Barber Cosmetology Diploma and Barber Cosmetology Apprentice Program
  - b. Landscape Horticulture Program
  - c. Automotive Technology Program

**F. Discussion Item**

2. NCA/Credentialing Status Report

**G. Information Items**

1. Presidential Search
2. [Policy B0901—Travel—Appendices A and B—Attachment 3](#)

**H. Miscellaneous Business**

1. Communications and Petitions
2. Information Items

**I. Old Business/New Business**

1. Date of Next Meeting—Tuesday, October 17, 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, August 15, 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, Dave Belasco, Judy Benson, John Birkholz, Kathleen Christensen, Mohammad Dakwar, Les Ingram, Tim Losey, Bill Roden, Mike Rosen, Annemarie Rosenberg, Frank Shansky, Greg Vraney, Del Wakley, Michael Walsh, Karen Zwissler

**ITEM A: ROLL CALL**

COMMITTEE  
ATTENDANCE: Ms. Baker and Ms. Bell were present. Mr. Pedersen arrived at 4:40 p.m.

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

DISCUSSION: The Education, Services, and Institutional Relations (ESIR) Committee meeting was called to order at 4:35 p.m., was properly noticed, and was in compliance with the open meetings law.

**ITEM C: APPROVAL OF MINUTES—JUNE 13, 2000**

ACTION: Ms. Bell moved that the minutes of June 13, 2000, be approved. Ms. Baker seconded the motion.

**APPROVAL OF MINUTES—JULY 11, 2000**

ACTION: Ms. Baker noted the following revision to the minutes of July 11, 2000, on page 7, last paragraph:

The issue of union involvement will be discussed at the August board ~~ESIR-committee~~ meeting.

Ms. Bell moved that the minutes of July 11, 2000, be approved with the above stated revision. Ms. Baker seconded the motion.

**ITEM D: COMMENTS FROM THE PUBLIC**

**DISCUSSION:** Mr. Rosen commented on the following issues:

- Local 212 is totally committed to the college. The union has worked tirelessly on behalf of the college in an attempt to (1) change state policy to increase funding, (2) change W2 policy so that students would be allowed to stay in school, and (3) encourage the state legislature to increase funding.
- One of the budget reduction strategies included eliminating the Appliance Servicing program. Neither the union leadership nor faculty was involved in the decision-making process. In the past programs identified for possible modification or discontinuance were brought before the ESIR committee for review after being evaluated by faculty and the union. While the program has been reinstated, it is imperative that the ESIR committee discuss the flaws in the process that lead to the planned elimination of the Appliance Servicing program.
- The union recognizes that the college's budget has been declining. A Memorandum of Understanding to hold 13 positions open was signed for two consecutive years. Administration is again asking the union to hold 13 positions open in addition to 4 additional positions. There is concern that the academic muscle (full-time faculty) of the institution is being eroded.
- In terms of cost cutting strategies, administration should review and reevaluate its contracted services for legal, public relations, and consulting services.
- The equalized value numbers are coming in and there will be additional money on the table. This money should be used to fill full-time positions so that the academic core of the institution is maintained.

Tim Losey, instructor—Appliance Servicing program, indicated that he was devastated to find out that his program was dropped and then relieved to hear that it had been reinstated. He provided a brief overview of the appliance

servicing industry and indicated that there is a nationwide shortage of appliance technicians. He noted that MATC has the only Appliance Servicing program in the state.

**ACTION:** None required.

**ITEM E: ACTION ITEMS**

**ITEM E1: TENTATIVE EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS COMMITTEE MEETING SCHEDULE**

**ACTION:** Ms. Bell moved that the ESIR committee meeting schedule for 2000-01 be approved. Mr. Pedersen seconded the motion.

**ITEM E2: RESOLUTION TO APPROVE STAGE II, PROGRAM INVESTIGATION—E-COMMERCE/WEB ADMINISTRATION ASSOCIATE DEGREE**

**DISCUSSION:** Mr. Walsh introduced Mohammad Dakwar, associate dean of Business and Graphic Arts Division (Milwaukee Campus); Karen Zwissler, associate dean of Business and Graphic Arts Division (South Campus); and Del Wakely, instructor of marketing and lead instructor for this initiative. He provided background on the development of the program and indicated that a grant was received for this program. He noted that this program would be the first of its kind in the state.

Dr. Zwissler indicated that the E-Commere/Web Administration program prepares individuals for positions in E-commerce enterprises and they may work in a variety of areas of an organization including, but not limited to, website development, web security, marketing, graphic design, database management, and web systems management. The program blends the contents of three instructional departments: marketing, computer information systems, and visual communications.

Mr. Pedersen asked about the flexibility in scheduling classes. Dr. Zwissler indicated that a class rotation would be factored into the process. Mr. Walsh noted that next year an online component of the program would be added for those individuals who want to take classes at home.

**ACTION:** Ms. Bell moved that the Resolution to Approve Stage II, Program Investigation—E-Commerce/Web Administration Associate Degree be recommended to the full board for review. Mr. Pedersen seconded the motion.

**ITEM E3: RESOLUTION TO APPROVE STAGE II, PROGRAM INVESTIGATION-NETWORK SPECIALIST ASSOCIATE DEGREE**

**DISCUSSION:** Mr. Walsh provided a brief overview of the Network Specialist Associate Degree program. He indicated that the college's current Network Specialist track in the Microcomputer Specialist program would be transitioned into a unique Network Specialist Associate Degree program.

Mr. Dakwar indicated that the Network Specialist program would enable the college to provide technical training for graduates to enter this emerging high-pay high-demand employment market. Also, General Purpose Revenue funding has been awarded through fiscal year 2001.

**ACTION:** Ms. Bell moved that the Resolution to Approve Stage II, Program Investigation—Network Specialist Associate Degree be recommended to the full board for review. Mr. Pedersen seconded the motion.

**ITEM F: DISCUSSION ITEM**

**ITEM F1: SUMMARY OF RESULTS OF THE PERSONAL ASSESSMENT OF THE COLLEGE ENVIRONMENT (PACE) SURVEY, 1999-2000**

**DISCUSSION:** Dr. Baez provided a summary of the results of the Personal Assessment of the College Environment (PACE) Survey, 1999-2000. He indicated that the purpose of the report is to obtain perceptions of personnel concerning the college climate and to promote more open and constructive communication among faculty, staff, and administrators. Of approximately 2,660 employees surveyed, 584 (22%) responded. He indicated that based on the survey, MATC's climate measures in the mid-range consultative level, which is generally healthy. The following are the attributes of this level:

- Leaders have substantial but not complete trust in employees.
- Employee significantly involved in decision-making at lower levels.
- Leaders consult with employees on decisions.
- Lower levels deal more with moral and cooperate toward goals.
- Influence through rewards, occasional punishment occurs.

Dr. Baez stated the top level of performance is collaboration and is the desirable setting for a successful educational institution. The following are the attributes of this level:

- Leaders are seen as having demonstrated confidence and trust in employees.
- Employees are involved in appropriate aspects of the decision-making process.
- Decision-making is widely dispersed throughout the organization and is well integrated across levels.
- Collaboration is employed throughout the organization
- Employees are influenced through participation and involvement in developing economic rewards, setting goals, improving methods, and appraising progress toward goals.

Dr. Baez stated that the college is basically at par with the national norm in places where PACE has been implemented.

Mr. Pedersen asked what happens to this data. Dr Baez indicated that this information would be posted on the desktop for districtwide review. In addition, the core committees will be discussing the document, particularly the Strategic Planning Committee, and connecting it to the overall improvement of the institution.

Mr. Pedersen asked if the data could be isolated to show a comparison of MATC and Wisconsin. Dr. Baez indicated that this would be done.

Dr. Baez noted that in the fall the Student Assessment of the College Environment would be administered to students.

**ACTION:**

None required.

**ITEM F2: COMMUNITY COLLEGE WEEK ARTICLE—100 TOP ASSOCIATE DEGREE PRODUCERS, 1997-1998**

**DISCUSSION:** Dr. Baez indicated that MATC did not appear in the *Community College Week* article – *100 Top Associate Degree Producers, 1997-1988*, because of the late submission of data to the Integrated Postsecondary Education Data Systems (IPEDS) Peer Analysis System. IPEDS is the core postsecondary education data collection program for the National Center for Education Statistics. MATC's lateness was due to complications in using COSMO to extract data from internal databases. Based on the same Peer Review System criteria, the Office of Institutional Assessment, Research, and Development created a revised list including MATC's data and other recent entries. MATC is rated 34 in the country out of the top 100.

Dr. Baez noted that the mechanisms used for IPED data collection is based on a four-year school model. Therefore, when reviewing IPED data, some indicators for MATC may look disturbing.

**ACTION:** None required.

**ITEM G: INFORMATION ITEMS**

**DISCUSSION:** Ms. Baker stated that she asked administration to present as an information item the process for program evaluation and discontinuance.

Copies of the document entitled Project Program Evaluation Activities for 1999-2000 were distributed. Dr. Baez indicated that this document was discussed at the December 7, 1999, ESIR committee meeting. He reviewed the process, which includes faculty, staff, union, and board review. He indicated that in terms of the Appliance Servicing program, the process was not followed.

Dr. Birkholz indicated that this program was targeted for discontinuance on the recommendation of the dean. Dr. Baez stated that Dr. Birkholz reinstated the program once it was determined that proper processes had not been followed for the discontinuation of a program. Dr. Birkholz added that under state administrative rule a program cannot be eliminated until students have completed the program; however, the program could be suspended.

Ms. Bell expressed concern that there is a process in place that was not followed. Ms. Baker shared this concern and indicated that the ESIR committee has general oversight over programs and it is expected that any proposed changes (program driven or budget driven) should follow the outlined process and come before the committee/board for review.

**ACTION:** None required.

**ITEM G1: POLICY B0301—CONTRACT FOR SERVICES**

**DISCUSSION:** Mr. Roden indicated that this policy contains editorial changes clarifying the distinction between the types of contracts entered into by the college. He stated that this policy appeared on the August 14, 2000, Finance, Personnel, and Operations committee agenda and is for information only.

**ACTION:** None required

**ITEM G2 PRESIDENTIAL SEARCH**

**DISCUSSION:** Ms. Baker provided the following update on the presidential search:

- Copies of the advertisement for the presidential search were distributed. Ms. Baker indicated that the second to the last bullet was removed. Mr. Olivieri researched this item and it was determined that it is no longer required for a person to be a citizen of the United States in order to sit on a board or be president of a college or institution that runs a public television station. The advertisement will run in six national publications. MATC's Human Resources department will place the advertisement in local publications.
- Responses from board members regarding the challenge statement have not been received. Mr. Pedersen indicated that he sent his directly to Isaacson, Miller.
- Zeppos and Associates will provide an accounting of expenses for the presidential search at the board meeting.

- Jose Olivieri indicated that his firm does not charge additional for work done on the presidential search—it is part of the retainer fee. He noted, however, that this should be revisited given the amount of time spent on this project.
- Some board members have expressed concerns regarding re-posting the liaison position. It was agreed that this would be discussed at the full board meeting.

Mr. Pedersen indicated that Karen Royster promised the committee a summary document outlining how her time was spent on this project. Ms. Baker indicated that she would follow up on this issue.

**ACTION:** None required.

**ITEM G3: NCA UPDATE**

**DISCUSSION:**

Dr. Baez provided the following NCA update:

- The Student Outcomes Assessment (SOA) Annual Report has been completed and it shows that the college has exceeded expectations in the area of program assessment.
- A summer SOA workshop was held on July 13 with 127 faculty and staff in attendance.
- The divisional deans have compiled SOA goals.
- Coordination day activities have been planned to focus on the centrality of general education.
- Faculty training sessions have been planned for the fall.
- In the area of assessment, an evaluation of the SOA initiative is scheduled for the fall.
- Program matrixes have been developed to look at the corabilities throughout the college.
- The NCA progress report will be submitted to Dr. Lopez in September.
- Negotiations are ongoing with the union in terms of credentialing and tuition reimbursement.
- Updates on the status of faculty credentialing will be completed by the end of the fall semester.

**ACTION:** None required



**ATTACHMENT ESIR 2****RESOLUTION TO APPROVE PROGRAMS IDENTIFIED FOR POSSIBLE  
MODIFICATION, REDUCTION, OR DISCONTINUANCE**

**Milwaukee Area Technical College  
Division of Institutional Assessment, Research and Development**

***SEPTEMBER 2000 QUALITY PROGRAM REVIEW REPORT***

In preparation for an on-site program review visit, the Barber/Cosmetology diploma and the Barber/Cosmetology apprentice program were submitted to Quality Program Self-Study Review processes from March to May 2000.

Similarly, from July 1999 – February 2000, in preparation for program accreditation visits, the Automotive Technology and the Landscaping Horticulture associate degrees were also submitted to Quality Program Self-Study Review processes that were in compliance in each case with the accreditation requirements of the respective program accreditation bodies.

Ad-hoc committees composed by program staff and faculty conducted all self-studies. During the self-study proceedings, the committees collected, discussed, and assessed the supporting documentation regarding the strengths, weaknesses, opportunities, and threats 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 assessment purposes.

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

Later, in response to their respective on-site team's recommendations, the faculty and staff of each program developed appropriate Action Plans (see attachments). In each case, the respective program faculty and staff will implement these action plans during the 3-year period 2000-2003. For each program, the recommendations for improvement are listed below as it follows:

## **Barber Cosmetology Diploma and Barber Cosmetology Apprentice Programs**

### **Recommendations**

The Barber/Cosmetology diploma and apprenticeship programs reviewed have much in common (curriculum, facilities, equipment, instructors, etc). Therefore, the review team issued recommendations for both programs in the same report. All recommendations are applicable to both programs, except for one (see recommendation # 3 below).

1. Recommend program outcomes, including general education outcomes, need to be revised and communicated to the student via the catalog in lieu of "career preparation" statements, and they need to be stated in measurable terms, validated and aligned with entry-level jobs. They also need to be included in the student handbook.
2. From our interviews it appears there are inconsistencies among faculty in the implementation of course competencies. We recommend an internal evaluation of program implementation and procedures.
3. Strong recommendation to realign courses to include theory with the practical application. Re-evaluate sequence of theory (i.e., theory of shampooing) in the apprenticeship program.
4. Recommend assessing the need for continuing education for the industry.
5. 40 hours a week may be unreasonable for the lifestyle of a majority of students. Suggest a shorter class day/week, evening and weekend classes to accommodate individual needs. This may lengthen the total program time for students. A variety of approaches should be considered.
6. Recommend a formal assessment process be implemented.
7. Recommend that there be regular representation by general education faculty on the advisory committee.
8. In regard to retention issues, particular attention should be focused on the first 8-week block of courses.

**It is recommended that the Barber/Cosmetology diploma and the Barber/Cosmetology apprentice programs be continued.**

## **Landscape Horticulture Program**

### **Recommendations**

1. Administration needs to budget for, and allocate / provide additional resources for continuing accreditation-related expenses such as travel, dues, fees, etc., and program expenses necessary to meet and maintain the current levels of funding.
2. Develop a class or course content that provides expanded information on Irrigation, Principles of Financial Management, Soil Science, Sales and Business Communication, Accident Response, Small Engines, Snow Plowing, Nightscaping, and Turf.
3. Intentionally provide internship opportunities for all students.
4. All instructors must take advantage of occupational currency or “mini summer project” experiences, relative to courses they teach.
5. Develop a campus master plan to integrate more plant collections on campus.
6. Equipment lectures and lab classes. Construction lecture and lab classes and Design and lab classes should be integrated.
7. Dedicated class space should be provided in other campuses and at the Boerner Botanical Gardens.
8. Provide more electives, short accelerated courses, aimed at continuing education needs of graduates and industry.
9. Update and expand greenhouse facilities such that they are in compliance with the Americans with Disabilities Act (ADA) guidelines.
10. Integrate more computer usage into classes.
11. Contact graduates several times after graduation to gather data on the relevancy of their education.

**It is recommended that the Landscape Horticulture program be continued.**

## **The Automotive Technology Program**

### **Recommendations**

1. Instructors maintain their state teaching certification.
2. Instructors maintain Automotive Service Excellence (ASE), and manufacturer certifications.
3. Instructors attend manufacturer update training seminars.
4. Maintain and update diagnostic test equipment to meet current industry standards.
5. Ensure that the program curriculum be updated to stay current with industry changes.

**It is recommended that the Automotive Technology program be continued.**

### **RESOLUTION**

*BE IT RESOLVED, that the Milwaukee Area Technical College District Board approves the recommendations for program improvement.*

*File: attachment ESIR 3-2000*

**Milwaukee Area Technical College**

**ESIR # 2**

**QUALITY PROGRAM REVIEW 1-YEAR ACTION PLAN**

**PROGRAM:** Barber/ Cosmetology (31-502-1) | **Division:** Consumer & Hospitality Services | **Review Date:** June 1, 2000

**Review Team:** Barber/Cosmetology On-Site External Review Team | **Location:** MATC Downtown Campus

<b>Recommendation</b>	<b>Action</b>	<b>Responsible Person(s)</b>	<b>Timeline</b>	<b>Cost (\$)</b>	<b>Notes</b>
1. Recommend program outcomes, including Gen Ed outcomes, be revised and communicated to the student via catalog in lieu of "career preparation" statements, and they be stated in measurable terms, validated and aligned with entry-level jobs. They also need to be included in the student handbook.	1.1 Program and gen. ed outcomes will be included in the B/C Program/ Departmental Handbook to be released to students in the fall of 2000.	Associate Dean Bonaparte	Aug 2000	No cost	
	1.2 Program outcomes will be included in the MATC Catalog for the year 2001-02.	Karen Kraus/ Handbook Committee	Sep-Dec 2000	No cost	
2. From our interviews it appears there are inconsistencies among faculty in the implementation of course competencies. We recommend an internal evaluation of program implementation and procedures.	2.1 A departmental committee will review program implementation processes and procedures focusing on the intent of this recommendation and will make recommendations for improvement.	Dept. Committee And Associate Dean	Jul-Dec 2000	No cost	
	2.2 Faculty will implement Handbook committee recommendations on course competencies during fall term 2000.	IARD, Associate Dean and Full- and part- time faculty	Aug-Dec 2000	No cost	
	2.3 IARD will work with program leadership to conduct an evaluation of the implementation of these recommendations.				
3. Strong recommendation to realign courses to include theory with the practical application. Re-evaluate sequence of theory (i.e., theory of shampooing) in the Apprenticeship Program.	3.1 Faculty will revise Barber/Cosmetology diploma curriculum template as to integrate theory with practical coursework.	Depart. Faculty	Jul – Dec 2000	No cost	
	3.2 Faculty will re-sequence course topics / competencies in the Barber / Cosmetology Apprenticeship program.	Dept. Faculty	Jul – Dec 2000	No cost	
4. Recommend assessing the need for continuing education for the industry.	4.1 The associate dean will conduct a survey for ascertaining continuing education needs of Barber / Cosmetology employees in the district.	Associate Dean Bonaparte and IARD division staff	Aug-Dec 2000	Estimated cost: \$ 3,000	



**Milwaukee Area Technical College**

**ESIR 2**

**QUALITY PROGRAM REVIEW 3-YEAR ACTION PLAN**

**Program:** Landscape Horticulture (10-001-4) **Review Date:** March 30-31, 2000

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

**Review Team:** Associated Landscape Contractors of America Accreditation Review Committee

<b>Recommendation</b>	<b>Action</b>	<b>Responsible Person(s)</b>	<b>Timeline</b>	<b>Cost (\$)</b>	<b>Notes</b>
1. Administration needs to budget for, and allocate / provide additional resources for continuing accreditation-related expenses such as travel, dues, fees, etc., and program expenses necessary to meet and maintain the current levels of funding.	1.1 In order to maintain continuing accreditation, the following activities will be performed annually:  a. Pay ALCA student chapter and faculty membership affiliation fee (\$250/year). b. Support and lead a student delegation that will participate in the annual ALCA-sanctioned Student Course Day (\$5,000/year). c. Faculty will participate in local ALCA conference and meetings (\$4,500/year).	Associate Dean, faculty	Jul 2000-Jun 2001	\$29,250	Suggested funding sources include grants and/or the MATC Foundation
	1.2 Pay re-accreditation visit fee and related expenses in 2003.	Associate Dean	Jan 2003-Jun 2003	\$2,500	Implement through the reallocation of existing resources
2. Develop a class or course content that provides expanded information on Irrigation, Principles of Financial Management, Soil Science, Sales and Business Communication, Accident Response, Small Engines, Snow Plowing, Nightscaping, and Turf.	2.1 The Curriculum Review Committee will modify the sequencing and content of the Landscape Horticulture curriculum as to include expanded chapters on the following topics: Irrigation, Principles of Financial Management, Soil Science, Sales and Business Communication, Accident Response, Small Engines, Snow Plowing, Nightscaping, and Turf.	Curriculum Review Committee	Jul 2000-Jun 2001	No cost.	
3. Intentionally provide internship opportunities for all students.	3.1 Based on the WLCA and ALCA guidelines, the Ad-Hoc Internship Team (formed by the associate dean, 1 advisory committee member, 1 faculty member, 1 student) will develop a student internship plan that will offer several options for meaningful internship opportunities within the employers of the district area.	Ad-Hoc Internship Team	Aug 2000-Jun 2001	No cost	

**Milwaukee Area Technical College**

**ESIR 2**

**QUALITY PROGRAM REVIEW 3-YEAR ACTION PLAN**

**Program:** Landscape Horticulture (10-001-4) **Review Date:** March 30-31, 2000

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

**Review Team:** Associated Landscape Contractors of America Accreditation Review Committee

<b>Recommendation</b>	<b>Action</b>	<b>Responsible Person(s)</b>	<b>Timeline</b>	<b>Cost (\$)</b>	<b>Notes</b>
	3.2 Faculty will implement the internship plan upon division dean's approval.	Program faculty	Aug 2001-Jan 2003	No cost	
4. All instructors must take advantage of occupational currency or "mini summer project" experiences, relative to courses they teach.	4.1 Associate dean and faculty will prepare a professional development plan that will include the instructor's participation in occupational currency and mini summer activities.	Associate dean	Aug 2000-Dec 2000	No cost	
5. Develop a campus master plan to integrate more plant collections on campus.	5.1 Program faculty will coordinate with maintenance/operation division staff proper expansion of plant collection activities for instructional purposes, to be included by the dean in the 3-Year Campus Master Plan (material cost: \$20,000/year; staffing cost: \$35,000/year).	Division dean, associate dean, faculty, campus team, construction services, and operations	July 2000-June 2003	Estimated cost under review: \$165,000	Suggested funding resources include grants, GPR funding, donations, and/or the MATC Foundation
6. Equipment lectures and lab classes. Construction lecture and lab classes and Design and lab classes should be integrated.	6.1 The Curriculum Review Committee will modify the sequencing and content of the Landscape Horticulture curriculum as to integrate the lecture and lab classes of the Equipment, Construction and Design courses respectively.	Curriculum Review Committee	Jul 2000-Jun 2001	No cost	
7. Dedicated class space should be provided in other campuses and at the Boerner Botanical Gardens	7.1 The Administration will explore the need for dedicated class space at the Boerner Botanical Gardens.	Associate dean	Jul 2000-Jun 2003		
8. Provide more electives, short accelerated courses, aimed at continuing education needs of graduates and industry.	8.1 The associate dean with the assistance of the Institutional Assessment, Research, and Development (IARD) division staff will perform a needs assessment study to ascertain the continuing education needs of landscaping horticulture employees in the district area.	Associate dean	Jul 2000-Dec 2000	No cost	
	8.2 Based on the needs assessment findings, the faculty will develop courses (elective, certificate, short-term, advanced, etc).	Program faculty	Jan 2001-Jun 2001	No cost	

**Milwaukee Area Technical College**

ESIR 2

**QUALITY PROGRAM REVIEW 3-YEAR ACTION PLAN**

**Program:** Landscape Horticulture (10-001-4) **Review Date:** March 30-31, 2000

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

**Review Team:** Associated Landscape Contractors of America Accreditation Review Committee

<b>Recommendation</b>	<b>Action</b>	<b>Responsible Person(s)</b>	<b>Timeline</b>	<b>Cost (\$)</b>	<b>Notes</b>
	8.3 Pending WTCS board approval, new continuing education courses will be offered during the Fall 2001 term	Program faculty	Aug 2001-Jul 2003	No cost	
9. Update and expand greenhouse facilities such that they are in compliance with the Americans with Disabilities Act (ADA) guidelines.	9.1 The Administration will investigate the feasibility and reasonableness of replacing the greenhouse physical plant and the need to bring it into compliance with federal ADA guidelines.	Milwaukee Area Technical College operations/physical plant division, construction services	Jul 2000-Jun 2003		Pending approval of the MATC Facilities and Space Planning Committee (if under \$500,000) or pending approval as an MATC Referendum item (if over \$500,000)
10. Integrate more computer usage into classes.	10.1 Two computer labs each with 22 computerized workstations will be equipped at the North campus.	Information Technology division.	Jul 2000-Jun 2003	Estimated cost: \$29,250	Pending approval of the microcomputer budget
11. Contact graduates several times after graduation to gather data on the relevancy of their education.	11.1 The associate dean with the assistance of the Employment Development Center and the IARD division will survey employed graduates at 1-year, 3-year, and 5-year intervals after graduation (\$300/year).	Associate dean, faculty, and/or Employment Development Center staff	Jul 2000, Jun 2003	\$900	Implement through the reallocation of existing resources

Approved: \_\_\_\_\_  
 Division Dean                      Date

Approved: \_\_\_\_\_  
 Academic Vice-President                      Date

**Milwaukee Area Technical College**

**ESIR #2**

**QUALITY PROGRAM REVIEW 3-YEAR ACTION PLAN**

**Program:** Automotive Technology (10-602-1)

**Review Date:** August 12, 1999

**Division:** Technical and Industrial

**Location:** North Campus

**Review Team:** National Automotive Technician Education Foundation Evaluation Team

<b>Recommendation</b>	<b>Action</b>	<b>Responsible Person(s)</b>	<b>Timeline</b>	<b>Cost (\$)</b>	<b>Notes</b>
1. Instructors maintain their state teaching certification.	1. Two instructors will earn their educational credits to renew their State teaching certification.	Faculty	Jul 2000-Jun 2003	No cost	
2. Instructors maintain Automotive Service Excellence (ASE), and manufacturer certifications.	2. Two instructors will take their ASE certification renewal exams.	Faculty	Jul 2000-Jun 2003	No cost	
3. Instructors attend manufacturer update training seminars.	3. Four instructors will attend three scheduled update manufacture training seminars annually.	Faculty	Jul 2000-Jun 2003	No Cost	
4. Maintain and update diagnostic test equipment to meet current industry standards.	4. The program staff will develop and implement an annual plan for: a. maintaining all laboratory equipment (scan tools, multimeters, precision measurement, hydraulic lift equipment) \$5,000/year, and	Instructional Chair	Jul 2000-Jun 2003	\$15,000	
	b. updating diagnostic test equipment and related software. \$15,000/year	Instructional Chair	Jul 2000-Jun 2003	\$45,000	
5. Ensure that the program curriculum be updated to stay current with industry changes.	5. The faculty in collaboration with the advisory committee will implement a three-year curriculum improvement plan that will keep the curriculum current industry needs.	Faculty	July 2000 – June 2003	No cost	

Approved: \_\_\_\_\_  
 Division Dean                      Date

Approved: \_\_\_\_\_  
 Academic Vice-President              Date

ATTACHMENT ESIR 3

# Memorandum

To: MATC Faculty and Staff  
From: Mark W. Zlevor, Controller  
Date: August 25, 2000  
Re: MATC Travel Policy BO901 - Appendices A and B

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Summarized below are changes made to the attached Appendices A and B of the MATC Travel Policy. **The changes are effective September 1, 2000.**

The reimbursement rate for using your personal vehicle remains at 32.5 cents per mile. In addition, changes have been made to the maximum lodging rates for both in-state as well as out-of-state travel. Meal maximums have remained the same.

As a reminder, Prior Approval for Travel forms must be completed in compliance with the procedures stated in the travel policy prior to any travel taking place. Please plan accordingly when making your travel arrangements.

If you have any questions on these changes, please contact me at extension 76663. For general questions regarding the travel policy, please call Dorothy Sterr at extension 76793.

Attachment

APPENDIX A - POLICY B0901

The maximum reimbursement for meals is \$35 per day in-state and \$52 per day out-of-state. No receipts are required for meals. (Receipts are still required for any other expenditure over \$8, including parking.) When an employee is entitled to meals, the amount expended for any particular meal is left to the discretion of the employee, but the total reimbursement claim shall not exceed the total of the eligible individual meal rates for the consecutive meals in a day. The individual meal rates are listed below:

MAXIMUM MEALS ALLOWANCE

The maximum permitted amount both in-state and out-of-state for individual meals, including tax and tip, are listed below:

	<u>In-State</u>	<u>Out-of-State</u> <sup>1</sup>
Breakfast	\$ 8	\$ 12
Lunch	8	12
Dinner	19	28

The maximum allowable tip is 15% and is included in amounts shown above.

MAXIMUM IN-STATE LODGING ALLOWANCE

The maximum permitted amount per day, including tax, for lodging for all in-state travel shall be \$85; except Milwaukee—\$150.

BUSINESS MILEAGE ALLOWANCE

Personal car business mileage shall be reimbursed at 32.5 cents per mile.

STANDARD MILEAGE INTER-CAMPUS TRAVEL

The standard mileage allowance for inter-campus mileage:

	<u>Milwaukee</u>	<u>North</u>	<u>South</u>	<u>West</u>
Milwaukee		19	11	6
North	19		30	24
South	11	30		14
West	6	24	14	

TRAVEL RESERVATIONS

Travel reservations (i.e., airline, train, bus, rental car, hotel) can be secured by contacting Travel Traders Unlimited at 262-241-7990. Individuals will be responsible for making their own travel arrangements with Travel Traders Unlimited after receiving prior approval for travel.

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<sup>1</sup> Based on average cost from Runzheimer Guidelines for the following: Anaheim, CA; Boston, MA; Chicago, IL; Dallas, TX; Las Vegas, NV; Minneapolis, MN; Orlando, FL; San Diego, CA; San Jose, CA; and Washington, DC.

APPENDIX B - POLICY B0901  
 LODGING RATES FOR OUT-OF-STATE CITIES

<u>City</u>	<u>Maximum Permitted Amount <sup>1</sup> Including Tax</u>
Akron, OH	\$ 147
Albany, NY	145
Albuquerque, NM	89
Anaheim, CA	135
Atlanta, GA	187
Austin, TX	170
Baltimore, MD	152
Baton Rouge, LA	103
Birmingham, AL	113
Boise, ID	104
Boston, MA	240
Buffalo, NY	146
Burlington, VT	127
Charleston, WV	108
Charlotte, NC	150
Cheyenne, WY	79
Chicago, IL	185
Cincinnati, OH	123
Cleveland, OH	154
Columbus, OH	138
Dallas, TX	148
Dayton, OH	125
Denver, CO	133
Des Moines, IA	96
Detroit, MI	164
El Paso, TX	126
Fargo, ND	76
Fort Worth, TX	102
Grand Rapids, MI	94
Harrisburg, PA	132
Hartford, CT	205
Honolulu, HI	130
Houston, TX	209
Indianapolis, IN	150
Jackson, MS	106
Jacksonville, FL	162
Kansas City, MO	134
Knoxville, TN	109
Las Vegas, NV	141
Lexington, KY	112
Little Rock, AR	92

<sup>1</sup> Based on average cost for a single room per Runzheimer Guidelines.

APPENDIX B - POLICY B0901  
 LODGING RATES FOR OUT-OF-STATE CITIES

<u>City</u>	<u>Maximum Permitted Amount <sup>1</sup> Including Tax</u>
Los Angeles, CA	\$ 184
Louisville, KY	119
Manchester, NH	119
Memphis, TN	150
Miami, FL	157
Minneapolis, MN	146
Nashville, TN	153
New Haven, CT	167
New Orleans, LA	152
New York City, NY	324
Newark, NJ	219
Norfolk, VA	142
Oklahoma City, OK	122
Omaha, NE	87
Orlando, FL	131
Philadelphia, PA	188
Phoenix, AZ	91
Pittsburgh, PA	130
Portland, ME	123
Portland, OR	144
Providence, RI	187
Raleigh, NC	134
Richmond, VA	121
Rochester, NY	133
Sacramento, CA	148
St. Louis, MO	141
Salt Lake City, UT	149
San Antonio, TX	156
San Diego, CA	176
San Francisco, CA	223
San Jose, CA	215
Seattle, WA	172
Sioux Falls, SD	85
Spokane, WA	97
Springfield, MA	151
Syracuse, NY	119
Tampa, FL	159
Toledo, OH	105
Tucson, AZ	93
Washington, DC	204
Wichita, KS	108
Wilmington, DE	144

<sup>1</sup> Based on average cost for a single room per Runzheimer Guidelines.