

April 8, 2002

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, April 16, 2002**, beginning at **4 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—March 19, 2002—Attachment 1](#)

D. Comments from the Public

E. Action Items

F. Discussion Items

1. [Quality Programs Review—Attachment 2](#)
 - a. Culinary Arts
 - b. Food Service Production
 - c. Culinary Cook Apprenticeship
2. [Apprenticeship Programs Report—Attachment 3](#)
 - a. Construction Electrical Apprenticeship
 - b. Tool and Die Maker Apprenticeship
3. [Presidents Council Draft Policies to Create a Seamless Post-Secondary System—Attachment 4](#)

G. Information Items

1. [Monthly Advisory Committee Membership Report—Attachment 5](#)

H. Miscellaneous Business

1. Communications and Petitions
2. Information Items

I. Old Business/New Business

1. Date of Next Meeting—Tuesday, May 14, 2002
4 p.m., Board Room (M210)

Committee Members: **Bell, Cochran, Pedersen**

***Other members of the MATC Board may be present, although they will not be participating as members of this committee.**

Reasonable accommodations are available through the ADA office for individuals who need assistance. Please call 414-297-6874 to schedule services at least 48 hours prior to the meeting.

ATTACHMENT ESIR 1

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

DATE: Tuesday, March 19, 2002

PLACE: Board Room (M210)

TIME: 4 p.m.

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

FACULTY/STAFF/
OTHERS: Tony Baez, Theresa Barry, Al Brotton, Mohammad Dakwar,
James Gribble, Carolyn Hamilton, Rob Hartung, Deb
Jansky, Ken Krueger, Nina Jo Look, Ann Lucht, Maureen
McClone, Cheryl Sayers, Jim Schug, Michael Walsh,
Karen Zwissler

VISITOR: Tom Held, *Milwaukee Journal Sentinel*

ITEM A: ROLL CALL

COMMITTEE
ATTENDANCE: Ms. Bell and Mr. Pedersen were present. Ms. Cochran
was excused.

ITEM B: COMPLIANCE WITH OPEN MEETINGS LAW

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

ITEM C: APPROVAL OF MINUTES—FEBRUARY 19, 2002

ACTION: Without objection, the minutes were approved.

ITEM D: COMMENTS FROM THE PUBLIC

DISCUSSION: None.

ITEM E: ACTION ITEMS

ITEM E1: RESOLUTION TO APPROVE INFORMATION SECURITY SPECIALIST ASSOCIATE DEGREE

DISCUSSION: Mohammad Dakwar, associate dean, provided an overview of the Information Security Specialist associate degree program. This two-year associate degree prepares individuals with the skills necessary to conduct e-business in data secure environments. He referenced his previous presentations before the committee, which occurred at the needs assessment and investigation stages. The program is currently at the implementation stage, which is the final stage in the process.

Dr. Baez noted that a proposal submitted to the state to support this program did not receive funding. Staff will challenge this decision by requesting a review of the determination.

ACTION: Without objection, the Resolution to Approve Information Security Specialist Associate Degree program was recommended to the full board for review.

ITEM E2: PROGRAM DISCONTINUANCES

ITEM E2a: JEWELRY REPAIR & FABRICATION (31-441-1)

ITEM E2b: HOROLOGY (32-471-1)

DISCUSSION: Dr. Baez indicated that programs that are no longer viable should be cleared from the institution's records because they create a distortion of actual offerings

Mr. Walsh provide a brief history of the programs identified for discontinuance. He indicated that for the last five to six years these programs experienced a downward trend in enrollment. He noted while the program would no longer be offered, courses would still be available for students.

ACTION: Without objection, Program Discontinuances were moved to the full board for review.

ITEM F: DISCUSSION ITEMS

ITEM F1: QUALITY PROGRAM REVIEW—FASHION/RETAIL MARKETING

DISCUSSION: Karen Zwissler, associate dean; Deb Jansky, instructor; and Ann Lucht, instructor; provided an overview of the Fashion/Retail Marketing program. It was noted that in preparation for the program review, staff developed a Quality Program Self-Study. An external review team visited the college and rendered a report, which included recommendations. Staff also reviewed the recommendations and action plan.

ACTION: None required.

ITEM F2: APPRENTICESHIP PROGRAMS

DISCUSSION: Dr. Baez distributed copies of a list of programs subject to the college's cyclical quality review process during FY 2001-02. Plans did not include the evaluation of apprenticeship programs during this fiscal year. However, programs that have an apprenticeship component connected to it were evaluated together. It is intended that the new program review process will include apprenticeship programs.

Responding to Mr. Pedersen's request for a report on what is being done in the area of apprenticeships, Dr. Baez stated that this information would be presented in several phases. Phase I would include an overview.

Referencing the Apprenticeship Programs Report, Dr. Baez indicated that over a five-year period the college has offered 28 to 30 apprenticeship programs each year. In 2000-01 MATC enrolled about 1,587 students in apprenticeship programs, which is more students than any technical college in the system. Most students are part-time. The average FTEs generated over a five-year period is 247. Of the 6,474 students in the program over the past five years, 90.7 percent were males; and 9.3 percent were females.

Al Brotton, apprenticeship counselor, provided an overview of apprenticeship programs. He indicated that apprenticeships are employer sponsored.

Dr. Baez indicated that at the next meeting of the committee, a couple of programs (tool and die and construction/electrical) would be reviewed.

Mr. Brotton referenced the All Trades Apprenticeship Banquet scheduled for Wednesday, March 27, 2002. All board members are invited. Dr. Carpenter, state director, has also been invited to attend the event.

ACTION: None required.

ITEM F3: NCA UPDATE

DISCUSSION

Dr. Baez stated as a result of the NCA focused visit, the college has been endorsed for continued accreditation for ten years. The college was particularly cited as making tremendous progress in the area of assessment. However, the team reminded staff to move to the next step ensuring greater participation by students.

Dr. Baez also stated that in the area of credentialing, the college was commended for the progress made. However, the team expressed concern regarding the five-year plan and the number of faculty yet to meet credentialing standards. At the end of the plan, which is in two years, the college must submit a progress report to NCA to ensure accomplishment of its goal.

Dr. Baez informed the committee of the signed tuition reimbursement agreement with Local 212, which provides concrete credentialing language. Data is requested at the end of every semester from the deans to monitor the progress of faculty members. The contract indicates if a faculty member is not making acceptable progress he/she would be provided with layoff notice. Dr. Baez stated that following through on layoffs shows the college is serious about credentialing.

Ms. Bell requested staff to provide a progress report in a timely fashion.

ACTION: None required.

ITEM H: MISCELLANEOUS BUSINESS

ITEM H1: COMMUNICATIONS AND PETITIONS

ACTION: None.

ITEM H2: INFORMATON ITEMS

ACTION: None.

ITEM I: OLD BUSINESS/NEW BUSINESS

ACTION: None.

ITEM I1: DATE OF NEXT MEETING

ACTION: The next meeting is scheduled for Tuesday, April 16, 2002,
at 4 p.m., in the Board Room.

The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Gail A. Peterson
Executive Assistant

ATTACHMENT ESIR 2

QUALITY PROGRAM REVIEW

Culinary Arts (10-316-1)
Food Service Production (31-303-2)
Cook Apprentice (50-316-2)

PROGRAM PROFILE

These programs went, together, through a quality program review during the spring semester of 2001. A team chaired by Mr. Mike Luedtke, Kitchen Manager of the Old Country Buffet, conducted the external review. Another member of the team was Ms. Donna Elliott, Dean at Fox Valley Technical College.

Recommendations by the team were numerous. They ranged from issues related to curriculum updates and facilities, adding an international experience to students, to faculty development issues. These will be addressed in the Action Plan included with this board discussion item.

Demographics for FY 2000-2001:

- 1. The Culinary Arts Associate Degree (10-316-1).** During FY 2000-01, this program enrolled 170 students; it is down in enrollment from 187 the previous year, a 9% decrease. Of the 170, 66% were part-time and 34% were full-time (a student is determined to be full-time when s/he enrolls in 24 or more credits during the program year). Males were 52% of the enrollment and females were 48%. Minorities were 35% of the enrollment, an increase of 3% since the previous year. Of those enrolled, 78% were between the ages of 18 and 34; the rest were older than 34 years of age. During FY 2000-01, this program generated approximately 102 FTEs.
- 2. The Food Service Production (31-303-2).** During FY 2000-01, this program enrolled 28 students, all part-time. Males were 39% and females were 61% of those enrolled. Of those enrolled, 25% were minorities. During FY 2000-01, this diploma program generated approximately 3.2 FTEs. Evidently, most of the FTE's generated were in courses associated with the Culinary Arts Program.
- 3. The Cook Apprentice (50-316-2).** During FY 2000-01, this apprenticeship program enrolled 12 students, of which 92% were part-time, as is the case with most apprenticeship programs. Males were 83% and females 17% of those enrolled. Of those enrolled, 25% were minorities. During FY 2000-01, this apprenticeship program generated approximately 2.6 FTEs.

Annual Retention and Selected Outcomes for FY 1998-99:

1. Annual program retention for these programs will be discussed as part of the Action Plan.
2. The graduates for FY 2000-01 reported to the state for the Culinary Arts Program were 12 or 7% of the enrollment; there were no graduates in the Food Service Production Diploma; and 1 graduate from the Apprenticeship program.
3. The average hourly wages reported by graduates from these programs were between \$11-12 per hour.

[More detailed tables supporting the data provided in this report are available from the Office of Institutional Assessment and Research.]

[Data source: WTCS Client Information System]

Milwaukee Area Technical College

ESIR Attachment 2

QUALITY PROGRAM IMPROVEMENT PLAN

Program: Culinary Arts	Review Date: April 26-27, 2001
Division: CHS	Campus: Milwaukee
Review Team: Mike Luedtke, Kitchen Manager, Old Country Buffet, and Donna Elliott, Dean, Fox Valley Technical College	

Recommendation/Suggestion	Action	Responsible Person(s)	Timeline	Cost (\$)	Notes
1. Modify program mission statement to clearly identify that program competencies mastered by graduates are "entry level."	1.1 Modify the program mission statement by adding "entry level" before the word "competencies."	P. Whalen	Sept. 2001	None	Done
2. Increase faculty awareness of administration/staff commonality of goals, reference to the remodeling of M692/M622.	2.1 The hiring of a new associate dean to fill a vacancy in that position will facilitate clear communication between faculty and administration.	M. Advincula	July 2001	Salary of Assoc. Dean	Done
3. Involve general education instructors as part of technical course development and/or recertification process.	3.1 Gen. Ed. faculty will be invited to program curriculum development process.	R. Plath	Oct. 2001	None	A Gen Ed Faculty or Rep will be invited to be a member of the Advisory Committee Curriculum Committee (ACCC)
	3.2 Contact general education instructors asking them to include a culinary component in their teaching (Math, English and Economics).	R. Plath	Dec. 2001	None	
4. Conduct a DACUM to ensure that program competencies are still relevant to the industry, or use a DACUM from another college or a focus group.	4.1 Conduct a DACUM or similar event to insure relevance of the competencies to industry needs.	K. Kraus	Jan. 2002	\$500.00	Materials needed to conduct he DACUM
5. All course syllabi to reflect performance standards and competencies.	5.1 All faculty will share and compare syllabi and modify to reflect consistent performance standards and competencies. Syllabi will reflect performance standards and competencies	P. Whalen (Faculty)	June 2002	None	Program Goals, Outcomes and Core Abilities will be reflected in all syllabi
6. Modify course syllabi to list available resources that support learning.	6.1 All faculty will share and compare syllabi and modify, as appropriate, the list of available resources that support learning. Syllabi will list resources.	P. Whalen (Faculty)	June 2002	None	

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Recommendation/Suggestion	Action	Responsible Person(s)	Timeline	Cost (\$)	Notes
7. All faculty should work on putting their syllabi and curriculum in WIDS	7.1. Faculty will complete Course Outcome Summaries for those courses not yet put into WIDS.	P. Whalen (Faculty) J. Payne will provide Staff Support	June 2002	None	
8. Faculty should make their grading system very clear to students.	8.1. Faculty will share and compare grading systems and modify syllabi as necessary. Syllabi will reflect a clear grading system.	P. Whalen (Faculty)	Jan. 2002	None	
9. Instructors need to assure that students who have food backgrounds are challenged and/or have the opportunity to take challenge exams for advanced placement.	9.1. Faculty will review current policy and update, if necessary, existing challenge exams for advanced standing. 9.2. Program counselors will be made aware of program policies on advanced placement so that they can inform incoming students. Performance standards and competencies will reflect challenges for advanced students.	R. Grimm and T. Surwillo (All faculty)	Nov. 2002	None	
10. Evaluate the appropriateness of Basic Nutrition as a general education course and also as a substitution to ENG 152.	10.1. Program will be modified to reflect recommendations.	R. Plath (Faculty) Gen Ed Faculty/Rep will be consulted	November 2001	None	
11. Determine that this program has met the state requirements of 15 credits of general education and a support math science course.	11.1. Investigate general education requirements appropriate to the program.	R. Plath	Oct. 2001	None	
12. POS system is out of date and needs to be replaced.	12.1. New Point of Sale system has been purchased; installation is	R. Plath & C. Susedik	Dec. 2001	\$15-\$25,000	Completed 10/2/01

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Recommendation/Suggestion	Action	Responsible Person(s)	Timeline	Cost (\$)	Notes
	pending.	M. Gavin (IT)			
13. Involve general education instructors as part of the faculty interviewing process.	13.1. Associate dean will invite general education instructors to participate in the next program evaluation.	R. Plath	As needed	None	
14. Pilot offerings such as Sanitation, Food and Beverage Cost Control, Hospitality Law, and Menu Planning as alternative delivery, i.e., internet, ITV, etc.	14.1. Online courses are in the process of development, using Blackboard.	K. Thompson	April 2002	To be determined	
	14.2. Faculty will utilize 2-way interactive video in M604 demo lab, contingent on completion of technology requirements.	P. Whalen	April 2003	To be determined	
15. Gather a focus group to determine the needs of the industry for continuing education offerings and pilot a few courses.	15.1. Utilize a focus group as recommended.	T. Surwillo & R. Plath	May 2002	\$500.00	Surwillo will contact Don Weimer in IARD. Include in survey questions on when courses should be offered.
	15.2. Pilot courses may/will be offered contingent on results.	P. Whalen	Jan. 2003	PT Fac salary	
16. Offer one or two courses during the summer. Offer alternative delivery of courses, including internet and ITV.	16.1. Add 1 or 2 courses according to the needs of the students, including evening classes.	P. Whalen and M. Berggren R. Plath	Dec. 2001	FT/PT Faculty Salary Materials and Printing Cost	Data will be used to determine need.
17. It is recommended that a rotating schedule of faculty be developed so that MATC is represented at most professional organizations.	17.1. A rotating schedule of attendance at professional meetings will be developed.	C. Susedik and T. Surwillo	Nov. 2001	approx. \$320	\$320 if 2 people attend @ \$20 x 8 meetings a year. The division will budget for these purposes.
18. College should put in place an individual professional growth plan as part of a faculty evaluation process (Dean later explained	18.1. An ongoing coaching process exists and is implemented.	R. Plath	Immediate/ongoing	None	Credentials and updated credentials are evaluated with faculty and staff on a regular basis within each academic year.

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Recommendation/Suggestion	Action	Responsible Person(s)	Timeline	Cost (\$)	Notes
Growth Plans).					
19. Some labs are run with light student enrollment; other alternative routes to have students obtain competencies should be developed (via external internship).	19.1. A process is in place to determine load based on enrollment. 19.2 Sections are consolidated when enrollments are low	R. Plath	Immediate/ ongoing	FT/PT Faculty Salary	The topic for #19 addresses faculty load. Impact on class efficiency, hence Faculty Salary budget line item
20. Would suggest more diversity. (Check accuracy of advisory committee membership list.)	20.1. Faculty will recruit more diverse advisory committee members. 20.2. Student representatives will be identified every semester.	R. Plath (Faculty) R. Ilk (Faculty)	Dec. 2001 Immediate	None None	Current Adv com membership (11 members) include 1 Male African American, 1Female African American and 3 white female
21. Advisory committee should be utilized for advice and trend identification. The committee should have more participation and less reporting from the college. Members recommend meeting more than 2 times per year. An orientation and work with faculty/students is advised.	21.1. Provide orientation for incoming advisory committee members 21.2. Include classroom visits in orientation. 21.3. Make advisory committee meeting agenda items that solicit ideas/trends. 21.4. Review guidelines for advisory committee meeting scheduling. 21.5. Schedule sub-committee meetings	R. Plath B Barton R. Plath	Jan. 2002 Nov 2001	None \$500.00	21.5 At the Fall (October 3, 2001) Adv Com meeting, the Adv Com Curriculum Committee (ACCC) was created to be co chaired by Bob Barton and R. Plath. This group will review the current program as it relates to the program evaluators' recommendations
22. At least one faculty member should be a continual member of this committee. (Later clarified that no faculty member can be on the committee as voting members)	22.1. At least one faculty member will attend advisory committee meetings. The Instructional chair will attend all meetings, other faculty can attend as schedule permits.	R. Plath P. Whalen	Done	None	At the October 3, 2001 meeting of the ADV Com P. Whalen, B. Ilk, and R. Grimm were in attendance. P. Carrier, the Apprentice Coordinator was also present.
23. Do gen. ed. faculty attend advisory committee meetings on a regular basis?	23.1. Gen. Ed. faculty will be invited to advisory committee meetings.	R. Plath	Spring 2002	None	Included due to "X" under "No" in report. A Gen. Ed. Faculty will be invited to the spring 2002 Adv

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Recommendation/Suggestion	Action	Responsible Person(s)	Timeline	Cost (\$)	Notes
					Committee Meeting
24. A separate brochure for Culinary Arts should be developed that lists course sequence, requirements, job opportunities, etc.	24.1. Develop a brochure as recommended after the program has been reviewed and modified as needed	R. Plath, P. Whalen, C. Susedik, B. O'Neill	Nov. 2001	\$10,000 \$500.00 for the insert	An insert for the existing brochure will be created by Oct. 31, 2001.
25. Increased efforts are needed in recruitment, marketing and retention for the program.	25.1. Initiate the investigation to develop recruitment and marketing plans to correlate with the department's mission statement. Coordinate and collaborate with Student Services and Marketing divisions on their recruitment and marketing activities and initiatives.	R. Plath and P. Whalen	May 2002 Ongoing	 \$500.00	Division has retention plan; faculty considers retention an ongoing concern.
26. Follow-up studies of non-completers used for student retention, program planning and service improvement was not observed but is an important aspect for future retention and completion	26.1. An exit interview will be developed. 26.2. Follow-up of non-completers will be conducted.	M. Berggren P. Whalen R. Plath	Dec. 2001	None	
27. The college should update and expand existing labs to reflect the industry standard. Any unused equipment at the South campus should be transported to the main campus. (Tony Kotnik has said there is no equipment at South campus) The equipment in the Food Court that is not being utilized to its fullest potential should be utilized by the Quantity Foods students	27.1. The Space Planning committee will be encouraged to approve remodeling of M660 and M692 as requested. 27.2 Coordinate and collaborate with Operations and Pre-College Division on the use of the Food Court	M. Advincula R. Plath, P. Whalen, P. Brinkman, K. Thompson	May 2002	M660: \$400K; M692: \$44K	Re-assert the need to remodel M660, M692 at the Fall Space Planning meeting to satisfy the Evaluator's as well as the Adv committee recommendations. Remodeling of these facilities has been recommended as part of the schedule of remodeling for FY 2002-03.
28. High quality equipment was observed in the hallway; this should	28.1. Equipment will be moved to appropriate areas.	R. Plath	Dec. 2001	None	

Milwaukee Area Technical College

ESIR Attachment 2

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Recommendation/Suggestion	Action	Responsible Person(s)	Timeline	Cost (\$)	Notes
be installed and utilized by students in laboratories. Storage of food items needs to be in a safe and dry environment and not in the hallway.					
29. Investigate GPR or expansion funding through the WTCS.	29.1. Investigate the expansion funding.	R. Plath and G. Balistreri	June 2002	None	
30. Research why graduation rates are low – due to job-outs, etc. Need to look at larger picture.	30.1 This will be addressed in the exit interview (see #26 above).	P. Whalen	Dec. 2001	None	
NOTES					
N1. An associate dean is strongly needed to maintain the integrity of this program.	N1.1. R. Plath has been hired.				
N2. Core curriculum should be developed between the Hospitality and Culinary programs where appropriate.	N2.1. Appropriate courses will be modified to eliminate redundancy. N2.2. Collaborate with the Hotel/Hospitality management Faculty	B. Johnson P. Whalen R. Plath	Dec. 2001	None	CULMGT-106/HOTEL-115, CULMGT-102/CULMGT-141, CULMGT-112/CULMGT-171 and CULMGT-110/HOTEL-105 are being considered for combination under 318 code. Discussion has started to open CULART-101, CULART-103 and CULART-105 to Hotel/Hospitality students.
N3. Work to involve hospitality students in culinary functions: i.e. fundraising dinners, dining room service, marketing, etc.	N3.1. Hotel/Hospitality students will be invited to various Culinary Arts activities	R. Plath B. Johnson P. Whalen	Ongoing	None	
N4. Increase the diversity of the faculty as openings become available.	N4.1. Future full-time faculty positions will be targeted to provide diversity.	M. Advincula R. Plath	As needed	None	
N5. Re-orient advisory committee to become more participatory. Formalize the orientation process.	N5.1. See #21 above.	R. Plath and P. Whalen	Dec. 2001	None	

Milwaukee Area Technical College

ESIR Attachment 2

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Recommendation/Suggestion	Action	Responsible Person(s)	Timeline	Cost (\$)	Notes
N6. Formalize the internship (Field Experience) for better student evaluation, contract, observation and retention.	N6.1. See #7 above. COS for Field Experience will be written.	C. Susedik and P. Whalen	May 2002	None	
N7. Schedule advisory committee meetings at times conducive to advisory members' schedules.	N7.1. Future meeting dates are set at the end of each meeting.	R. Plath	Ongoing	None	
N8. Advisory committee members want to be more active with students and observe classes.	N8.1. Advisory committee members will be invited as guest lecturers and to visit classes as requested.	Faculty R. Plath	Ongoing	None	
N9. Opportunities for international experiences for students and staff should be increased.	N9.1. International exchange with WCTC will be considered as a collaborative activity between the two programs. N9.2. Investigate the feasibility of including international exchange in the curriculum.	R. Plath	Ongoing		
N10. Consider a foreign language requirement or Command Spanish requirement for students.	N10.1. Foreign language requirement will be addressed with program modification.	Faculty R. Plath Foreign Language Dept of LAS			
N11. The program evaluation process should be reviewed and modified to provide more information to evaluators in a timely fashion for them to review prior to the evaluation dates. Have more than two evaluators for a program to avoid bias. Have more than one advisory board member [present at review]. Schedule faculty in groups and not in 15 minute increments to	N11.1. These recommendations will be incorporated in the next evaluation process.	T. Baez			Giving faculty more advance notice of date of review will eliminate many of these issues.

ATTACHMENT ESIR 3

APPRENTICESHIP PROGRAMS REPORT

At the ESIR Committee meeting of February 19, 2002, committee members requested a report on Apprenticeship programs at MATC.

Staff associated with apprenticeship programs made a presentation to the ESIR Committee during its meeting of March 19th. The presentation included discussion of educational issues, coordination and supervision with employers, the labor community and the state, how programs are evaluated, and demographic and outcomes data covering five years of program offerings.

At the March 19th meeting it was agreed that at the April 16th meeting of the ESIR a follow up report would be provided, focusing on two apprenticeship program areas, to illustrate in more detail how MATC facilitates and supports apprenticeships in collaboration with labor, employers and the state.

Two of MATC's most successful apprenticeship programs will be highlighted during the presentation. These are: (1) Construction Electrical Apprenticeships and (2) Tool and Die Maker Apprenticeships. Staff associated with these programs will make the presentation and will be available to answer any questions or concerns of ESIR committee members.

ATTACHMENT ESIR 4

PRESIDENTS COUNCIL DRAFT POLICIES TO CREATE A SEAMLESS POST-SECONDARY SYSTEM

During fiscal year 2001, the Wisconsin Technical College System's Presidents Council engaged in a fundamental discussion regarding the mission and purposes of the WTCS, which led to the advancement of three new policy statements. According to the Presidents Council, a central purpose of these policies is "eliminating barriers to creating access so that all residents in the State of Wisconsin will have the opportunity to gain the skills needed to achieve their goals." This would be achieved when customers (students and employers) of the system are "able to efficiently and productively move in and out of and between educational systems throughout their lifetime" and "to move from secondary to post-secondary and then move between every component of the post-secondary system easily and without penalty."

The Presidents Council also advanced the notion that customers of the system should be able to accumulate learned skills leading to increasingly higher credentials, and should be able to demonstrate skills as competencies attained.

As part of the means of meeting these purposes, the Presidents Council has proposed the three policies included with this discussion item. Representatives of the Presidents Council met with the Instructional Services Administrators in November of 2001 and requested that the policies be discussed this spring with the local district boards. The WTCS Board staff has been requested to begin a pilot leading to the implementation of Policy #1, and Policy #2 and Policy #3 are already being implemented across the system.

Implementation of Policy #1 will have serious consequences for MATC students, and will be the primary focus of discussion at the ESIR meeting of April 16.

WISCONSIN TECHNICAL COLLEGE SYSTEM**Presidents Council Policy Statements****Draft Policies Relative to Creating a Seamless Post-Secondary System****Affirmation Of Mission And Purpose:**

The Wisconsin Technical College System Board, each local Technical College Board of Trustees, and the Presidents' Association affirm the mission and purpose of the Wisconsin Technical College System as stipulated in Wis. Stats. 38.001. It is the vision of WTCS to be the premier provider of education that enhances an individual's capacity for learning and productive work and an organization's capacity for productivity and employment. The need to prepare learners for employment, life-long learning, on-going career advancement or transition, and full participation as citizens in a global community is acknowledged and embraced. The WTCS is committed to eliminating barriers and creating access so that all residents in the State of Wisconsin will have the opportunity to gain the skills needed to achieve their career goals. This is done in a manner that meets the workforce needs of employers and the community thereby ensuring economic vitality.

In order to accomplish the mission, we believe that our customers (students and employers) need the following:

- To be able to efficiently and productively move in and out of and between educational systems throughout their lifetime. This means that they must be able to maximize their amount of learning without duplication or waste of time while minimizing the financial resources needed to achieve their learning goals. To accomplish this they must be able to move from secondary to post-secondary and then move between every component of the post-secondary system easily without penalty.
- To accumulate learned skills that will lead to periodic credentialing. These skills can be accumulated over an indefinite period of time in a variety of ways. Credentials will reflect a "laddering" of skills allowing for increasingly higher credentials.
- To be able to demonstrate learned skills as competencies attained. The demonstration of these attained competencies is sufficient to earn the appropriate credential and/or be recognized and accepted towards achieving a higher credential.

As part of the means of meeting the above stated needs, the Presidents' Association proposes or has adopted the following policy statements and implementation strategies:

Policy #1:

The Wisconsin Technical College System Board, each technical college board of trustees, and the presidents of each college commit that all general education courses that are part of an applied associate degree or an associate degree will be equivalent to general education courses at the baccalaureate degree level. General education courses are considered to be those that cover the social sciences, math, science, and communications.

Strategies to Accomplish:

At a minimum the following strategies will be used to assure that the general education courses offered are equivalent to baccalaureate degree level courses:

- The University of Wisconsin System will be invited to participate in determining the appropriate competencies students should be able to demonstrate upon completion of each general education course. Participation of the UW System, while desirable, is not required in order to accomplish the policy.
- The appropriate exit competencies from general education courses will be benchmarked to general education courses in other state systems (ex. Florida, Minnesota, Iowa) where such courses are offered at the applied associate degree and associate degree level and are accepted for transfer at the baccalaureate degree level in that state's public college and university system.
- The appropriate exit competencies from general education courses will be further benchmarked with the competencies of equivalent general education courses offered at private baccalaureate colleges and universities.
- * { • The competencies of general education courses currently offered in the parallel transfer programs at MATC- Milwaukee, MATC – Madison, and Nicolet Technical College will be reviewed as an additional way in which to determine the appropriate competency level of the general education courses in the applied associate degree and associate degree programs.
- Once the appropriate exit competencies have been determined for each general education course offered in the applied associate degree and associate degree programs, the existing general education courses will be evaluated and modified, as needed, to assure that they are resulting in the expected exit competencies.

Responsibility For Oversight And Implementation:

The Vice Presidents of Instruction/Learning/Academics are charged with the responsibility of carrying out this policy and engaging in the necessary strategies to accomplish its intent. The VPs shall devise a process that includes input from appropriate deans and faculty, state consultants in general education, math, and science; and external

stakeholders such as employers, and students.

Timeline:

- September 14, 2001, the Presidents' Association adopts this policy.
- By December 31, 2001, the Wisconsin Technical College System Board and each Technical College Board will have formally adopted this policy.
- Target date for completion of policy implementation: June 30, 2002

Policy #2:

When one of the Wisconsin Technical College System colleges has an articulation agreement with one of the University of Wisconsin System universities for a specific program of study or course and another WTCS college has the same program or course, though not articulated; that college commits that its program or course will have the same level of exit competencies as the articulated program or course of its sister college.

Strategies to Accomplish:

- Identify all courses and/or programs throughout the system for which articulation agreements exist.
- Identify all equivalent courses and/or programs to those articulated. Identify exit competencies of the articulated courses and/or programs.
- Evaluate and modify, as appropriate, the equivalent courses and/or programs to assure that exit competencies match the articulated courses and/or programs.

Responsibility For Oversight And Implementation:

The Vice Presidents of Instruction/Learning/Academics are charged with the responsibility of carrying out this policy and engaging in the necessary strategies to accomplish its intent. The VPs shall devise a process that includes input from appropriate deans and faculty; WTCS state consultants, and external stakeholders such as employers and students.

Timeline:

- September 14, 2001, the Presidents' Association adopts this policy.
- By December 31, 2001, the Wisconsin Technical College System Board and each Technical College Board will have formally adopted this policy.
- Target date for completion of policy implementation: June 30, 2003.

Policy #3:

The Presidents' Association of the Wisconsin Technical College System commits that there shall be full transferability of similar courses among the Wisconsin Technical Colleges.

Timeline for Implementation:

The Presidents' Association directed the Vice-Presidents of Instruction/Learning/Academics on March 9, 2001, to implement the intent of this policy.

This policy language will be adopted formally September 14, 2001, for immediate implementation.

Responsibility For Oversight And Implementation:

The Vice-Presidents of Instruction/Learning/Academics are charged with the responsibility of carrying out this policy and engaging in the necessary strategies to accomplish its intent.

ATTACHMENT ESIR 5

MONTHLY ADVISORY COMMITTEE MEMBERSHIP REPORT

**REPORT ON ADVISORY COMMITTEE MEMBERSHIP
MARCH, 2002**

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
<u>BUSINESS & GRAPHIC ARTS DIVISION</u>			
ACCOUNTING 7 members; 1 grad(s)	2		
BUSINESS ADMINISTRATION 7 members; 3 grad(s)	2		
HORTICULTURE 12 members; 6 grad(s)	0		Gerald Panella Mequon Country Club Golf Course Superintendent (Supervisor/Mgr/Nonminority)
MANAGEMENT DEVELOPMENT 12 members; 3 grad(s)	0		Peter Kowal (retired) (Supervisor/Mgr/Nonminority)
PARALEGAL 8 members; 1 grad(s)	1		
PHOTOGRAPHY 11 members; 6 grad(s)	0	Larry Ventura Wisconsin State Crime Lab Forensic Scientist/Imaging Specialist (Labor/Minority)	
REAL ESTATE 5 members; 2 grad(s)	4		
TRAVEL INDUSTRY TRAINING 8 members; 1 grad(s)	1		

CONSUMER & HOSPITALITY SERVICES DIVISION

BAKING PRODUCTION 2
7 members; 3 grad(s)

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
DIETETIC TECHNICIAN/DIETARY MANAGER 10 members; 3 grad(s)	0	Kyle Gruening Nicolet Area Technical College Coordinator, Continuing Ed (Supervisor/Mgr/Nonminority) Paul Marki St Camillus Health Center Food Service Director (Supervisor/Mgr/Nonminority)	
EARLY CHILDHOOD EDUCATION 18 members; 6 grad(s)	0	Lee Allen UW - Milwaukee Educator (Labor/Nonminority) Georgia Yanicke EESS Center - MPS Supervisor (Labor/Nonminority)	Martha Carter Mt. Zion Child Development Center Director (Supervisor/Mgr/Minority)
INTERPRETER TECHNICIAN 1 8 members; 1 grad(s)			

CONTINUING ED. & BUSINESS OUTREACH DIVISION

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

HEALTH OCCUPATIONS DIVISION

ASSOCIATE DEGREE NURSING 8 members; 2 grad(s)	1	Jane LaCivita Clemente Bel Air Health Care Center Administrator (Supervisor/Mgr/Nonminority)
HEALTH UNIT COORDINATOR 14 members; 3 grad(s)	0	Karen Behl Columbia Hospital Education/Development Services Coord (Supervisor/Mgr/Nonminority)

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
OCCUPATIONAL THERAPY ASSISTANT 11 members; 9 grad(s)	0		James Burns Milwaukee County Eligibility Assessor (Labor/Nonminority)
PRACTICAL NURSING 4 members; 3 grad(s)	5		
RENAL DIALYSIS TECHNICIAN 11 members; 7 grad(s)	0		Alice Bradshaw RN Kidney Institute of Wisconsin Nurse Manager (Supervisor/Mgr/Minority)
SURGICAL TECHNOLOGY 8 members; 5 grad(s)	1	Roseanne Bednarek RN West Allis Memorial Hospital Nurse Clinician (Supervisor/Mgr/Nonminority)	

LIBERAL ARTS & SCIENCES DIVISION

MUSIC OCCUPATIONS 1
8 members; 2 grad(s)

PRE-COLLEGE EDUCATION DIVISION

HIGH SCHOOL CONTRACT SERVICES 9
0 members; 0 grad(s)

TECHNICAL & INDUSTRIAL DIVISION

ARCHITECTURAL TECHNOLOGY 1
8 members; 3 grad(s)

AUTOMOBILE/AUTO BODY SERVICING 1
8 members; 3 grad(s)

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
BRICKLAYER APPRENTICE 8 members; 4 grad(s)	1		
CARPENTERS & CABINETMAKERS 8 members; 3 grad(s)	1		
CEMENT MASONS APPRENTICE 8 members; 1 grad(s)	1		
GLAZIERS APPRENTICE 7 members; 4 grad(s)	2		
HEAT & FROST INSULATORS APPRENTICE 8 members; 4 grad(s)	1		
LINE MECHANIC 8 members; 0 grad(s)	1		
MACHINE TRADES APPRENTICE 8 members; 2 grad(s)	1	George Finco FALK Corporation Apprentice Coordinator (Supervisor/Mgr/Nonminority)	David Campbell Harley-Davidson Apprentice Machinest (Labor/Nonminority)
		Eric Treba Harley Davidson Motor Inc Experimental Machinist (Labor/Nonminority)	
PAINTING & DECORATING APPRENTICE 8 members; 3 grad(s)	1		
PATTERNMAKING APPRENTICE 7 members; 4 grad(s)	2		
ROOFER APPRENTICE 7 members; 0 grad(s)	2		
TOOL & DIE MAKING 7 members; 3 grad(s)	2		

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
WELDING/WELD TECH 10 members; 6 grad(s)	0	Thomas Burtard Wisconsin Electric Power Co Project Engineer (Supervisor/Mgr/Nonminority)	
		Bob Dricken Dricken Development President Self-Employed (Supervisor/Mgr/Nonminority)	

TELEVISION & VIDEO PROD. DIVISION

TELEVISION & VIDEO PRODUCTION 9 members; 1 grad(s)	0	Terry Baun Criterion Broadcast Services (Supervisor/Mgr/Nonminority)	
		Jim Dunker Video Images Service Manager (Labor/Nonminority)	
		Maragret Flood MATA (Labor/Nonminority)	

REPORT ON ADVISORY COMMITTEE MEETINGS
MARCH, 2001

COMMITTEES THAT MET IN MARCH:

APPLIANCE TECHNICIAN	MANAGEMENT DEVELOPMENT
DENTAL ASSISTANT	OFFICE TECHNOLOGY
DIESEL & POWERTRAIN SERVICING	OPTICIANRY SCIENCE
EARLY CHILDHOOD EDUCATION	PARALEGAL
ELECTRICITY - DIPLOMA	PHARMACY TECHNICIAN
FOOD SERVICE PROGRAMS	PHYSICAL THERAPIST ASSISTANT
HORTICULTURE	RESPIRATORY CARE
INTERPRETER TECHNICIAN	TELEVISION & VIDEO PRODUCTION
MACHINE TOOL & COMPUTER	TOOL & DIE MAKING
NUMERICAL CONTROL	VI-COM/COMPUTER GRAPHICS
MAINTENANCE & INDUSTRIAL	WELDING/WELD TECH
ELECTRICIAN APPRENTICE	

COMMITTEES SCHEDULED TO MEET IN APRIL:

<u>DATE and TIME</u>	<u>ROOM and CAMPUS</u>	<u>ADVISORY COMMITTEE</u>
4/9/02	11:30 AM M614 -- Milwaukee Campus	ELECTRONICS TECHNOLOGY
4/10/02	8:00 AM S316 -- Milwaukee Campus	DENTAL HYGIENE
4/10/02	8:30 AM S320 -- Milwaukee Campus	PHOTOGRAPHY
4/11/02	8:00 AM M612 -- Milwaukee Campus	INDUSTRIAL ENGINEERING TECHNOLOGY
4/11/02	8:00 AM A200 -- South Campus	LOGISTICS
4/15/02	11:30 AM S320 -- Milwaukee Campus	PATTERNMAKING APPRENTICE
4/16/02	12:30 PM M614 -- Milwaukee Campus	BAKING PRODUCTION
4/16/02	8:00 AM M612 -- Milwaukee Campus	ASSOCIATE DEGREE NURSING
4/16/02	9:30 AM S218 -- Milwaukee Campus	MUSIC OCCUPATIONS
4/17/02	11:30 AM M612 -- Milwaukee Campus	MATERIALS TECHNOLOGY
4/17/02	8:00 AM 117 -- West Campus	DIETETIC TECHNICIAN/DIETARY MANAGER
4/17/02	8:00 AM Off Campus	RADIOGRAPHY
4/18/02	11:30 AM S318 -- Milwaukee Campus	PAINTING & DECORATING APPRENTICE
4/18/02	12:00 PM A200-E -- South Campus	FIRE SCIENCE
4/18/02	8:00 AM H118 -- Milwaukee Campus	PRACTICAL NURSING
4/18/02	8:30 AM A200 -- South Campus	eCOMMERCE/WEB ADMINISTRATION
4/18/02	9:00 AM A202 -- North Campus	ENVIRONMENTAL & POLLUTION CONTROL TECHNOLOGY
4/19/02	11:30 AM M612 -- Milwaukee Campus	CHEMICAL TECHNICIAN

COMMITTEES SCHEDULED TO MEET IN APRIL (cont.):

<u>DATE and TIME</u>	<u>ROOM and CAMPUS</u>	<u>ADVISORY COMMITTEE</u>
4/19/02	7:30 AM M614 -- Milwaukee Campus	SURGICAL TECHNOLOGY
4/23/02	4:00 PM H230 -- Milwaukee Campus	RENAL DIALYSIS TECHNICIAN
4/23/02	8:00 AM A200-E -- South Campus	ACCOUNTING
4/24/02	11:30 AM Aviation Center	AVIATION MECHANICS
4/24/02	4:30 PM M612 -- Milwaukee Campus	ANESTHESIA TECHNOLOGY
4/24/02	7:30 AM M614 -- Milwaukee Campus	OCCUPATIONAL THERAPY ASSISTANT
4/24/02	8:30 AM 117 -- West Campus	REAL ESTATE
4/25/02	5:00 PM M206 -- Milwaukee Campus	CARDIOVASCULAR TECHNOLOGY
4/26/02	7:30 AM H358 -- Milwaukee Campus	NURSING ASSISTANT
4/26/02	8:30 AM S320 -- Milwaukee Campus	DENTAL LABORATORY TECHNOLOGY
4/26/02	9:00 AM S316 -- Milwaukee Campus	INFORMATION SECURITY SPECIALIST
4/29/02	8:30 AM M614 -- Milwaukee Campus	BARBER/COSMETOLOGIST
4/30/02	9:30 AM Off Campus	HOTEL/HOSPITALITY MANAGEMENT

COMMITTEES SCHEDULED TO MEET IN MAY:

<u>DATE and TIME</u>	<u>ROOM and CAMPUS</u>	<u>ADVISORY COMMITTEE</u>
5/1/02	8:00 AM M614 -- Milwaukee Campus	BUSINESS ADMINISTRATION
5/2/02	3:00 PM 117 -- West Campus	FUNERAL SERVICE
5/3/02	9:30 AM M316 -- Milwaukee Campus	MARKETING
5/6/02	11:00 AM S320 -- Milwaukee Campus	HEALTH UNIT COORDINATOR
5/6/02	8:00 AM 117 -- West Campus	MECHANICAL DRAFTING & DESIGN
5/13/02	4:30 PM 117 -- West Campus	BRICKLAYER APPRENTICE
5/15/02	3:30 PM A206-A --North Campus	INTERIOR DESIGN