

REVISED—August 20, 2001

August 10, 2001

NOTICE TO RESIDENTS OF MILWAUKEE AREA  
TECHNICAL COLLEGE DISTRICT, WISCONSIN

An open meeting of the **Education, Services, and Institutional Relations Committee** of the Milwaukee Area Technical College District Board of Wisconsin, will be held in the **Board Room (Room M210)**, of the **Milwaukee Area Technical College**, 700 West State Street, Milwaukee, Wisconsin, **Tuesday, August 21, 2001**, beginning at **4:30 p.m.**\*

The agenda for said meeting is presented as follows:

**A. Roll Call**

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

**C. Approval of Minutes—June 19, 2001—Attachment 1**

**D. Comments from the Public**

**E. Action Items**

1. Tentative Education, Services, and Institutional Relations Committee Meeting Schedule—Attachment 2
2. Policy Review
  - a. ~~Policy A0104-A Duties of Officers of MATC District Board—Attachment 3~~
  - b. Policy A0107—Procedures for District Board Meetings—Attachment 4

**F. Discussion Item**

1. Procedure for Program Monitoring, Suspension, and Discontinuance—Attachment 5
2. Review of Programs—Attachment 6
  - a. Appliance Technician Diploma (31-445-1)
  - b. Occupational Therapy Assistant (10-514-1)

**G. Information Items**

1. NCA Status Report
2. Monthly 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—Tentative Date: Tuesday, September 18, 2001

Committee Members: **Bell, Maierle, Pedersen**

**\*Other members of the MATC Board may attend and participate at this meeting but will not take official action.**

ATTACHMENT ESIR 1

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

DATE: Tuesday, June 19, 2001

PLACE: Board Room (M210)

TIME: 12 noon

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

FACULTY/STAFF: Tony Baez, John Birkholz, Annemarie Rosenberg, Cheryl Sayers

**ITEM A: ROLL CALL**

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

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

DISCUSSION: The Education, Services, and Institutional Relations (ESIR) Committee meeting was called to order at 12:05 p.m., was properly noticed, and was in compliance with the open meetings law.

**ITEM C: APPROVAL OF MINUTES—MAY 15, 2001**

ACTION: Mr. Pedersen moved that the minutes of May 15, 2001, be approved. Ms. Bell seconded the motion.

**ITEM D: COMMENTS FROM THE PUBLIC**

DISCUSSION: None.

**ITEM E: ACTION ITEMS**

DISCUSSION: None.

**ITEM F: DISCUSSION ITEM**

Ms. Baker commented on the importance of committee members receiving documents pertaining to agenda items in advance of meetings.

**ITEM F1: PROCEDURE FOR PROGRAM MONITORING**

**DISCUSSION:** Dr. Baez distributed copies of the Elements of the Program and Service Unit Quality Review Process. He referenced his presentation at the May ESIR Committee meeting at which time the on-site quality program review was highlighted. He stated that the on-site quality program review is a cyclical program review, which renders an action plan for program improvement. Dr. Baez also noted the on-site quality service unit reviews and indicated that MATC traditionally has not done formal evaluations of units. It is planned that unit evaluations will begin in the fall.

Dr. Baez distributed copies of the Monitoring and Screening of Program Viability Flow Chart and provided an overview of the Internal Review of Program Viability. The following eight-step process was outlined:

Step 1	Sept-Oct	Initial data is collected on programs in need of possible review and monitoring
Step 2	Oct	Program Viability Monitoring list is reviewed and recommendations made on inclusion/exclusion from annual review
Step 3	Nov-Jan	Further analysis of data and pertinent documentation is generated on programs recommended for review
Step 4	Feb	Report on programs reviewed goes to Curriculum and Learning Committee
Step 4	Feb	Final Review of report by Deans Cabinet
Step 5	Mar	Review of Deans Cabinet recommendations by ESIR Committee
Step 6	Mar	Submission to MATC Board
Step 7	Apr	Divisional action plan to implement board action
Step 8	Aug-Sept	WTCS is notified of board action and action plan.

**DISCUSSION:** None required.



- The draft NCA report will undergo a critical review to ensure that it appropriately reflects MATC. Another formal review will occur prior to the document being presented to the ESIR Committee in August.
- The NCA Coordinating Committee has received reports from various groups around the college. The committee will prepare a final document to be completed no later than the end of August.
- MATC documents pertaining to the NCA visit will be accessible via a Web site—[www.matc.edu/nca](http://www.matc.edu/nca).
- Correspondence has been received from Dr. Lopez indicating that she is finalizing the review team. MATC's request to modify the composition of the team is being considered.

ACTION: None required.

**ITEM G2: PRESIDENTIAL TRANSITION**

DISCUSSION: Ms. Baker indicated that the board chairperson has communicated with board members via electronic mail regarding activities surrounding the roll out of the new president.

ACTON: None required.

**ITEM G3: MONTHLY ADVISORY COMMITTEE MEMBERSHIP REPORT**

DISCUSSION: The Advisory Committee Membership Report was briefly reviewed.

ACTION: None required.

**ITEM H: MISCELLANEOUS BUSINESS**

**ITEM H1: COMMUNICATIONS AND PETITIONS**

DISCUSSION: None.

**ITEM H2: INFORMATION ITEMS**

DISCUSSION: None.

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

**DISCUSSION:** On behalf of the ESIR Committee, Ms. Baker thanked Dr. Birkholz for his assistance over the years to the committee.

**ACTION:** None required.

**ITEM 11: DATE OF NEXT MEETING**

**DISCUSSION:** The next meeting date is to be determined.

**ACTION:** None required.

The meeting adjourned at 12:45 p.m.

Respectfully submitted,

Gail A. Peterson  
Executive Assistant

ATTACHMENT ESIR 2

**TENTATIVE EDUCATION, SERVICES, AND INSTITUTIONAL  
RELATIONS COMMITTEE MEETING SCHEDULE  
2001-2002**

Tuesday, September 18, 2001  
Tuesday, October 16, 2001  
Tuesday, November 20, 2001  
Tuesday, December 11, 2001\*  
Tuesday, January 15, 2002  
Tuesday, February 19, 2002  
Tuesday, March 19, 2002  
Tuesday, April 16, 2002  
Tuesday, May 14, 2002\*\*  
Tuesday, June 18, 2002

\*Meeting held the second Tuesday due to Christmas

\*\*Meeting held the second Tuesday due to Memorial Day

<p>Title: PROCEDURES FOR DISTRICT BOARD MEETINGS</p>	<p>Code: A0107</p> <p>Original Adoption: 10/23/84</p> <p>Revised/Reviewed: 9/28/99</p>
<p>Authority: Wis. Stats., Chapter 19, Subchapter V, § 38.08; Board Minutes, 10/23/84; 1/22/90; 2/20/96; 11/26/96; 9/28/99</p>	<p>Effective: 9/29/99</p>

District Board Meetings

Pursuant to Wisconsin Statute 38.08, the district board shall hold its annual organizational meeting on the second Monday in July at which it shall elect from among its members a chairperson, vice chairperson, secretary, and treasurer.

Regular district board meetings shall be held monthly, at a date, time, and place established at the organizational meeting. The regular meeting may, however, be set at another time or place, or be waived by resolution of the district board at a preceding meeting.

Special meetings may be called at any time by the chairperson and shall be called by the secretary upon written request of four or more members of the district board.

Board meetings shall be accessible to all citizens and be barrier free, and otherwise in compliance with the requirements of the Americans With Disabilities Act.

Open Meetings Compliance

The district board shall comply with the open meetings regulations as defined in Wisconsin Statutes, Chapter 19, Subchapter V.

Placement of Items on the Agenda

Except for those items enumerated in Policy A0111A, all agenda items for district board meetings shall be submitted through one of the standing or ad hoc committees of the district board. Supporting materials will be sent via courier, facsimile transmission, or US Mail at least 24 hours prior to the committee or board meetings. When necessary, however, items may be placed directly on the district board agenda subject to the approval of the chairperson.

A district board member wishing to introduce an agenda item shall make such intention known to the committee chairperson no later than three (3) working days prior to the day of the committee meeting. The committee chairperson will cause that item to be placed on the committee agenda.

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MEETINGS

Code: A0107

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Any citizen wishing to have an item placed on the agenda of the district board shall submit such request verbally or in writing to the chairperson of the district board. The chairperson shall refer the item to the appropriate committee chairperson for consideration by that committee. The committee may determine that the request is outside the jurisdiction of the district board.

Any citizen or member of the district may also submit petitions, resolutions, or motions for consideration during such time designated as Communications and Petitions in the Order of Business. Such items shall be referred without action to an appropriate committee for consideration.

#### Quorum

A majority of the members of the district board shall constitute a quorum for the transaction of business, but a smaller number may adjourn.

#### Order of Business

The chairperson shall call the meeting to order upon the appearance of a quorum. The order of business shall generally be as follows:

- A. Roll Call
- B. Compliance With the Open Meetings Law
- C. Approval of Minutes
- D. Comments from the Public
- E. Approval of Consent Agenda
  - 1. Bills
  - 2. Personnel Report/Affirmative Action Report
  - 3. Financial Report
  - 4. Operations Report
- F. Chairperson's Report
- G. President's Report
- H. Student Senate Report
- I. Legislative Matters
- J. Committee Reports and Recommendations
- K. Miscellaneous Business
  - 1. Communications and Petitions
  - 2. Information Items
- L. Old Business/New Business

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However, upon request by a district board member and determination of the chairperson, items may be considered out of order.

Order of Recognition

Generally, district board members shall be recognized to speak first on an agenda item, followed by recognition of the president or members of his or her administrative staff, followed by public comment.

Public Comment on Agenda Items

Public comment on any agenda item may be presented at the time the item is considered by the district board. No person may speak more than once to an issue or for a period longer than five minutes, except upon the consent of a majority of the district board. No more than three people may be heard to one side of an issue, except upon the consent of a majority of the district board.

Public Comment on Nonagenda Items

Public comment on nonagenda items may be presented at the time designated "Communications and Petitions" or "Comments From the Public" in the Order of Business. Citizens wishing to speak during this period should register with the General Counsel prior to the Approval of Consent Agenda.

No person may speak to a single issue for more than five minutes and no combination of people may speak to a single issue for more than a combined total of 15 minutes, except upon the consent of a majority of the district board.

Substantive Motions

Except for the approval of minutes, the district board shall proceed by motion. Anyone, including the chairperson, may make a motion. No motion shall be subject to debate until it has been seconded and stated by the chairperson. However, a subject may be discussed while no motion is pending.

Substantive motions shall be reduced to writing at the request of any member of the district board. Another substantive motion is out of order while one substantive motion is pending.

When a substantive motion has been made and seconded, the motion may be withdrawn by the maker of the motion at any time before a vote is taken on the issue.

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### Substantive Motions (contd.)

For the approval of minutes of a district board meeting, the chairperson shall ask if there are any corrections. If there are none, the chairperson can state, "The minutes are approved as printed." If a district board member offers a correction and there are no objections to the correction, the chairperson can state, "The minutes are approved as printed and corrected." Only if a correction is offered and there is an objection to the proposed correction shall a motion be made and a vote taken.

### Amendment to a Motion

An amendment to a motion must be pertinent to the subject matter of the motion, and it may not achieve the opposite of the motion's intent. The motion may be amended and an amendment may be amended, but no further amendments may be made.

Amendments must be seconded by another member of the district board. After debate, the chairperson will ask if there are any objections to the amendment. If not, the amendment shall be incorporated into the original substantive motion. Any objection to the amendment will require that a vote be taken on the amendment.

### Adoption by Majority Vote

A motion shall be adopted by a majority of the votes cast, a quorum being present, unless otherwise required by district board policy or the laws/regulations of the State of Wisconsin.

Typically, voting will be by voice vote. In cases where there seems to be no opposition, a vote can be taken by unanimous consent. At his or her discretion, the chairperson can request a roll call vote at any time. In addition, any board member may make a motion for a roll call vote.

District board members are expected to vote on all issues except on matters involving potential conflicts of interest. In such case, the vote shall be recorded as an abstention.

### Other Procedural Motions

In addition to substantive proposals, the following procedural motions shall be in order. Unless otherwise noted, each motion must be seconded, is debatable, may be amended, and requires a majority vote for adoption.

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Other Procedural Motions (contd.)

1. Motion to Suspend the Rules. This motion is in order when the district board wishes to do something that it may legally do, but cannot accomplish without violating its own rules.
2. Motion to Divide a Complex Motion. This motion allows a substantive motion to be divided into parts and voted on separately.
3. Motion to Call the Question. This motion is not in order until there has been at least 20 minutes of debate or every member has had an opportunity to speak once.
4. Motion to Postpone to a Certain Time. This motion allows the district board to defer consideration to a specified time or day.
5. Motion to Refer Back to Committee. This motion refers the matter back to a standing or ad hoc committee for review and consideration. All matters referred to committee must automatically return to the district board within two months unless specifically defined by this motion.
6. Motion to Move into Closed Session. Any motion to move into closed session must follow the regulations and procedures in Wisconsin Statutes, Chapter 19.

Presiding Officer

The chairperson shall preside at district board meetings. In order to address the district board, a member must be recognized by the chairperson. The chairperson shall have the following powers:

1. To rule motions in or out of order, including the right to rule out of order any motions patently offered for obstructive or dilatory purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
3. To entertain and answer questions of procedure;
4. To call a brief recess at any time;
5. To adjourn in an emergency.

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Other Rules of Order

To the extent not provided for in these procedures, the chairperson shall rule on procedural matters, subject to appeal by any district board member. If an appeal is requested, the district board shall vote to uphold or not uphold the decision of the chairperson.

Meetings

1. A "meeting" occurs when members of a governmental body convene for the purpose of engaging in governmental business, and the number of members present is sufficient to determine the course of action of the governmental body.
  - a. When one-half or more of the members of a governmental body are present, a meeting is "rebuttably presumed." However, a social or chance gathering or conference does not constitute a meeting. To avoid a problem, board members are encouraged to limit attendance at the same function to 1-2 members.
  - b. The number of members present to determine a governmental body's course of action may be (a) a simple majority or (b) a negative quorum (a group of sufficient size to block a proposal).
  - c. Walking/talking quorums are prohibited. These are series of gatherings among separate groups of board members, each less than a quorum, who agree to act uniformly in sufficient number to create a quorum.
2. Burden of proof: if a sufficient number of members gather to determine the governmental body's course of action, it is the members' burden to prove that they did not discuss or enact any business.

*matc*

Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION  
AND PROCEDURE**Title: ~~INSTRUCTIONAL PROGRAM EVALUATION  
SUSPENSION, AND DISCONTINUANCE PROGRAM~~

Code: DD0500

Policy Reference: D0503, Quality Assessment of Instructional Program and Support Services; H0300-2, District Administration Research and Planning

~~In order to maintain high quality instructional programs, each program in the MATC District will be reviewed annually, with a complete formal evaluation conducted when the annual review identifies issues which merit closer scrutiny, so that effective instructional programs can be improved and ineffective or obsolete programs can be restructured or discontinued.~~

- ~~1. On the basis of an annual screening process, the director of Institutional Assessment, Research and Development will schedule the review of programs and notify the appropriate dean or deans.~~
- ~~2. Before the scheduled review, the department of Institutional Assessment, Research and Development will prepare material and consult with each dean regarding the information needed to evaluate the program.~~
- ~~3. Each review will be conducted by the Program Evaluation Committee. The committee will determine whether they think the program should continue as is, continue with some improvement(s) or restructuring, or be discontinued, and submit its recommendation to the executive vice-president. If the recommendation is to continue with some improvement(s) or restructuring or to discontinue, the recommendation should include the anticipated impact on such things as staff, facilities, equipment, budget, and other programs.~~
- ~~4. The executive vice-president will review the committee's recommendation. If rejected, the executive vice-president will return the recommendation to the committee and indicate the executive vice-president's recommended action to be taken. If accepted, the recommendation will be forwarded to the president along with the executive vice-president's recommendation.~~
- ~~5. The president will review the committee's and executive vice president's recommendations. If rejected, the president will return the recommendations to the executive vice president and indicate the president's recommended action to be~~

Approving Authority:

Tony Baéz  
Director, Institutional Assessment, Research and Development

Date: 3/28/00

*matc*

**Milwaukee Area Technical College**

**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

Title: ~~INSTRUCTIONAL PROGRAM-~~ SUSPENSION AND  
EVALUATION AND DISCONTINUANCE PROGRAM

Code: DD0500

Policy Reference: D0503, Quality Assessment of Instructional Program and Support Services; H0300-2, District Administration Research and Planning

~~taken. If accepted, the recommendation will be forwarded to the District Board along with the president's recommendation.~~

- ~~6. The District Board will review the recommendation to discontinue. If rejected, they will return it to the president and indicate action to be taken. If accepted, the recommendation will be forwarded to the state director.~~

~~Office of Responsibility: Institutional Assessment, Research and Planning~~  
**Program Suspension**

Background

The Wisconsin Technical College System's Educational Services Manual provides for program suspensions as follows:

Districts shall suspend an approved program when it decides to no longer accept students into the program. The district will maintain an approved program curriculum and course files and allow enrolled students to complete the program. The district shall notify the state office of its intent to suspend and shall also notify the state office when a suspended program is reactivated.

Districts need a program status whereby programs can be suspended for varying periods of time without going through the discontinuance process. This status will enable a district to reactivate a program without State Board action. A program may be "in suspension" for a maximum of three (3) years, after which, either the State board staff or district staff will submit a program discontinuance for State Board action. A suspended program will be removed from all promotional materials, district and state, during the period of suspension. [3.40.1.1 Program Procedures].

**Procedure for Program Suspension**

The program suspension process flows with the annual Monitoring and Screening of Program Viability conducted by the Office of Institutional Assessment, Research and Development. Programs recommended for "suspension" through this process will be submitted for Board review. The process leading to program suspension is as follows:

*matc*

Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

Title: ~~INSTRUCTIONAL PROGRAM- SUSPENSION AND  
EVALUATION AND DISCONTINUANCE PROGRAM~~

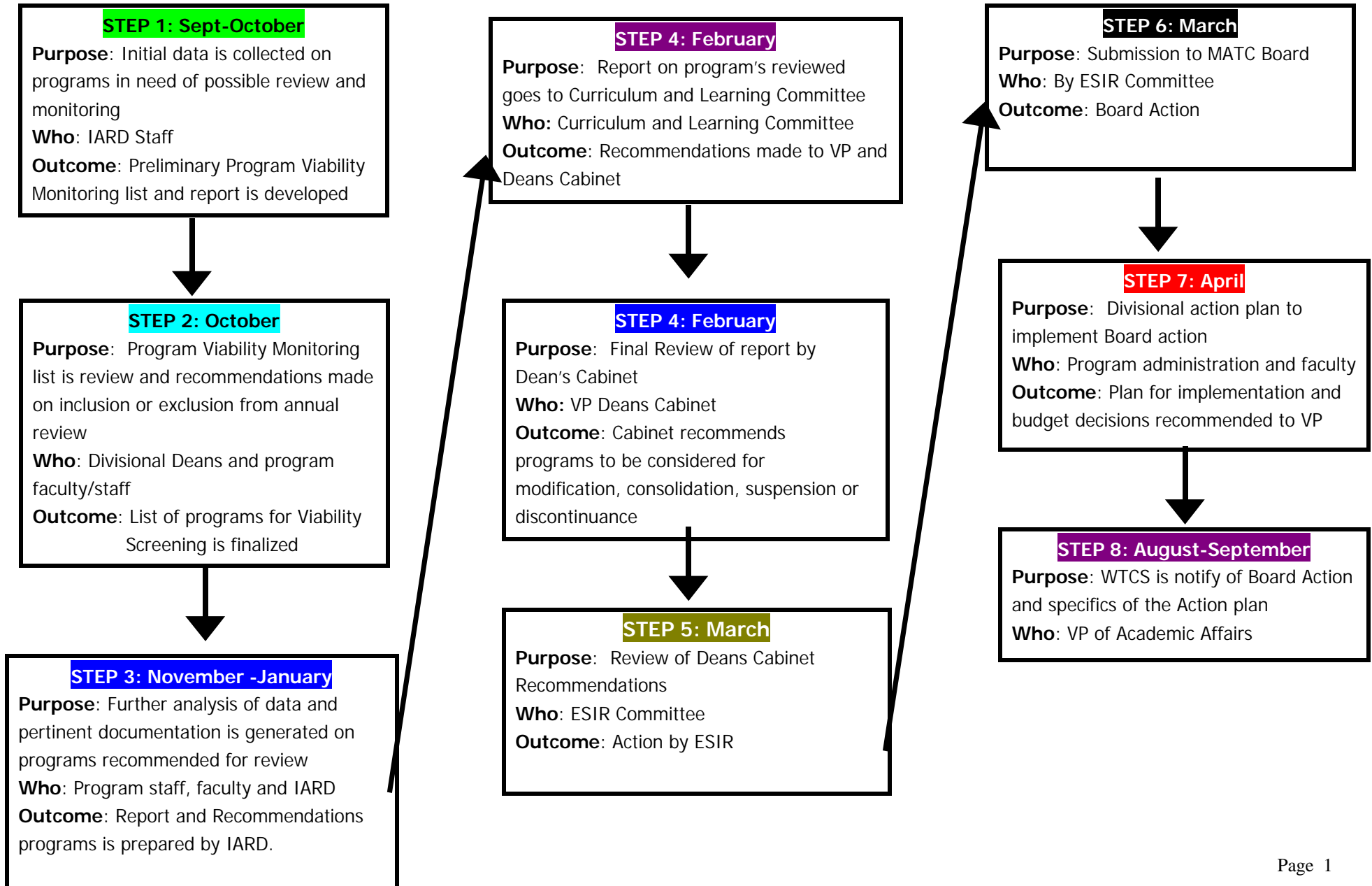
Code: DD0500

Policy Reference: D0503, Quality Assessment of Instructional Program and Support Services; H0300-2, District Administration Research and Planning

1. MATC's Office of Institutional Assessment and Research, and Development (IARD) will prepare by October of each year a report on programs that may need to be reviewed for possible modifications, consolidation, suspension or discontinuance. The report will identify programs that are having difficulty in attracting students (low demand), difficulty graduating them and placing graduates in training-related employment, and/or which generate too few FTE's in relationship to costs.
2. The list of programs will be submitted to the pertinent academic divisions for further review by deans and program faculty. Divisional staff will then recommend to the Office of the Vice-President of Academic Affairs which programs should be retained in the list for further review.
3. The IARD office will gather additional data on each program on the list and will generate a report for review by the college's Curriculum and Learning (C & L) Committee. The Committee will forward its recommendations for program modifications, consolidations, suspension or discontinuance to the Vice President of Academic Affairs and the Deans Cabinet.
4. The Vice President of Academic Affairs and the Dean's Cabinet will receive, and act on the recommendations of the C&L Committee. Programs approved for modifications and/or consolidations will be directed by the Vice President of Academic Affairs to develop appropriate documentation and an action plan. In the case of programs recommended for **suspension or discontinuance**, a recommendation will be forwarded to the Board's ESIR Committee for appropriate action. The Committee may be asked to act on one of the following:
  - a. Recommend that the college notify the state that the program be placed on suspended status.
  - b. Begin the process for program discontinuance as delineated in the WTCS Educational Services Manual.
5. The attached flowchart provides a graphical depiction of this procedure.

The annual process for program suspension or discontinuance shall be completed by April of every academic year.

# MONITORING AND SCREENING OF PROGRAM VIABILITY FLOW CHART



## ATTACHMENT ESIR 6

### **QUALITY PROGRAM REVIEW**

#### **PROGRAM PROFILE**

##### APPLIANCE TECHNICIAN DIPLOMA (**PROGRAM CODE: 31-445-1**)

###### **Demographics for FY 2000-01:**

1. During FY 2000-01, 20 students were enrolled in the program. This program is up in enrollment from 18 in FY 1999-2000. Of these, 4 (20%) were part-time and 16 (80%) 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 80% of the enrollment.
3. Females were 20% of the enrollment, an increase of 50% since the previous year.
4. Minorities were 65% of the enrollment, a percent comparable to the previous year.
5. Of those enrolled, 44.4% were between the ages of 18 and 24; the rest of the student enrollment was older than age 25.

###### **Annual Retention and Selected Outcomes for FY 2000-01:**

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 20 students enrolled, 17 (83%) completed at least one course in the program.
2. The graduates for FY 2000-01 were 5 or 25% of that year's enrollment.
3. The last time data was collected on the hourly wages reported by program graduates (via MATC's graduate survey – 1997-98) the entry-level wage was \$12.21 an hour. The WTCS estimates that there may be as many as 160 jobs available for graduates of this program.

**Milwaukee Area Technical College**

**ESIR #6**

**QUALITY PROGRAM IMPROVEMENT PLAN**

**Program: Appliance Technician (Appliance Servicing) 31-445-1**

**Review Date: 4 / 27 / 2001**

**Division: Technical and Industrial**

**Campus: Milwaukee**

**Review Team: Marcia Arndt: Dean, Moraine Park Technical College  
Ed Coleman: Service Manager, Sears Home Central  
Doug Fites: Area Training Manager, Maytag Appliances**

<b>Recommendation</b>	<b>Action</b>	<b>Responsible Person(s)</b>	<b>Timeline</b>	<b>Cost (\$)</b>	<b>Notes</b>
1. Follow through on the completion of the new classroom that was started June 1999.	Complete Electricity expansion and Appliance displacement project that has been sitting empty since Jan 2000	Construction Services T&I Dean	Aug - Dec 2001	unknown- will work with Const. Services	Will need to evaluate costs and other alternatives.
2. General Education courses should be geared to the particular needs of industry.	Consult with LAS instructors.	Tim Losey	Aug 2001-Dec 2001	No added cost	
3. Electricity course should be geared to the particular needs of industry.	Collaborate with non-department instructor to execute department course outcome summary/syllabi.	Tim Losey and Associate Dean	Aug 2001	No added cost	Continue to utilize Electricity Department faculty in the instruction of related courses
4. Complete competencies in WIDS format for all courses. Add to syllabi.	Complete/revise WIDS competencies format for courses on: - Electricity for Appliance Servicing - Laundry Equip - Kitchen Equip 1 - Kitchen Equip 2 - Refrigeration 1 - Refrigeration 2	Tim Losey	Aug - Dec 2001	No added cost	
5. Add computer literacy skills.	Incorporate industry software and computer applications in lab classes.	Tim Losey	Jan - June 2002	No added cost	Software donations from industry
6. Add co-op or internship or job shadowing.	Incorporate job-shadowing activities in lab classes.	Tim Losey	Aug 2001	No added cost	Industry very excited to help out
7. As available from industry add alternative delivery systems to the curriculum. Keep service information subscriptions up to date and accurate.	Obtain training materials from appliance manufactures as they update or add new product such as CD-ROM service manuals or training videos.	Tim Losey	On going	No added cost	
8. Expose students to VICA. Subscribe to trade journals.	1. Develop and implement plans to expose students to VICA.	Tim Losey	Aug 2001 - Jan 2002	No added cost	
	2. Continue subscriptions with trade magazines.	Tim Losey	On going	No added cost	
9. Students and Industry need to supply feedback.	1. Develop and Implement student feedback survey.	Tim Losey and IARD staff	Aug - Dec 2001	1. No added cost	Both 1 & 2 are parts of PTA3. (See activity to recommendation 14 below.) Survey mailing cost
	2. Develop and implement alumni follow-up survey.			2. \$200	
10. Develop Professional Growth Plan. (34,36)	Professional Growth Plan exists. Continue update annually.	Tim Losey and Associate Dean	On going	No added cost	
11. Initiate scholarships from industry to fund graduation fee.	Continue industry contacts for scholarship support.	Tim Losey and MATC Foundation	On going	No added cost	Outlook of Industry support looks positive.



# **QUALITY PROGRAM REVIEW**

## **PROGRAM PROFILE**

### **Occupational Therapy Assistant Program (*Program Code: 10-514-1*)**

#### ***Demographics for FY 2000-01:***

1. During FY 2000-01, 69 students were enrolled in the program. This program is down in enrollment from a high of 214 in FY 1996-97, a 68% drop. Of the 69 enrolled this past year, 46 (67%) were part-time and 23 (33%) 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 7.3% of the enrollment.
3. Females were 92% of the enrollment.
4. Minorities were 26% of the enrollment, a percent comparable to the previous year.
5. Of those enrolled, 54% were between the ages of 18 and 24; the rest of the student enrollment was older than age 25.

#### ***Annual Retention and Selected Outcomes for FY 2000-01:***

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. The most recent retention data on this program is for FY 1999-2000, when the program enrolled 134 students. Of these, 82% completed at least one course in the program.
2. The most recent graduation data was also for FY 1999-2000. That year, 27 (20%) of 134 enrolled graduated from the program.
3. The last time data was collected on the hourly wages reported by program graduates (via MATC's graduate survey – 1999-2000) the entry-level wage was \$13.95 an hour. The WTCS estimates that there may be as many as 160 jobs available for graduates of this program.



ATTACHMENT ESIR 7

**MONTHLY ADVISORY COMMITTEE MEMBERSHIP REPORT**

**REPORT ON ADVISORY COMMITTEE MEMBERSHIP  
JUNE, 2001**

<b>COMMITTEE</b>	<b>VAC</b>	<b>MEMBERS RECENTLY LEFT</b>	<b>MEMBERS NEWLY ADDED</b>
<b><u>ACADEMIC AFFAIRS DIVISION</u></b>			
<i>No committee activity during this period.</i>			
<b><u>BUSINESS &amp; GRAPHIC ARTS DIVISION</u></b>			
ACCOUNTING 8 members; 1 grad(s)	1		
BUSINESS ADMINISTRATION 8 members; 3 grad(s)	1		
HORTICULTURE 11 members; 6 grad(s)	0		Jeffrey L Edgar Silver Creek Nurseries VP/Owner Self-Employed (Supervisor/Mgr/Nonminority)
			Amy Heidemann David J Frank Landscape Contracting, Inc Specialty Crew Leader (Labor/Nonminority)
MARKETING 13 members; 3 grad(s)	0	Steve Betzler Empire Level Manufacturing International Division Manager (Supervisor/Mgr/Nonminority)	
		Joanne Bischmann Harley Davidson, Inc Marketing VP (Supervisor/Mgr/Nonminority)	
		James McDonald WTMJ, Inc Marketing Services Director (Supervisor/Mgr/Nonminority)	

<b>COMMITTEE</b>	<b>VAC</b>	<b>MEMBERS RECENTLY LEFT</b>	<b>MEMBERS NEWLY ADDED</b>
OFFICE TECHNOLOGY 8 members; 1 grad(s)	1		
REAL ESTATE 6 members; 2 grad(s)	3		
TRAVEL INDUSTRY TRAINING 8 members; 1 grad(s)	1		

**CONSUMER & HOSPITALITY SERVICES DIVISION**

INTERIOR DESIGN 0  
13 members; 6 grad(s)

Paul Groth  
Herman Miller, Inc  
Manufacturing Rep  
(Consult/Nonminority)

Suzanne Hager Koch  
Creative Business Interiors  
Design Dir  
(Supervisor/Mgr/Nonminority)

Steve Jende  
Ferrer Business Interiors  
Sales Manger  
(Supervisor/Mgr/Nonminority)

Kristen Kringel  
Building Services Inc  
Interior Design Commercial Sales  
(Supervisor/Mgr/Nonminority)

Nancy Miller  
Form & Function, Inc  
Interior Designer  
Self-Employed  
(Consult/Nonminority)

Erica Norton  
Water's Edge  
Interior Designer  
(Supervisor/Mgr/Nonminority)

<b>COMMITTEE</b>	<b>VAC</b>	<b>MEMBERS RECENTLY LEFT</b>	<b>MEMBERS NEWLY ADDED</b>
			Julie Staatz Light Unlimited Lighting Dir (Labor/Nonminority)

**CONTINUING ED. & BUSINESS OUTREACH DIVISION**

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

**HEALTH OCCUPATIONS DIVISION**

ANESTHESIA TECHNOLOGY 1  
8 members; 2 grad(s)

ASSOCIATE DEGREE NURSING 1  
8 members; 1 grad(s)

OPTICIANRY SCIENCE 0  
12 members; 0 grad(s)

PHYSICAL THERAPIST ASSISTANT 0  
10 members; 4 grad(s)

PRACTICAL NURSING 3  
6 members; 3 grad(s)

Robert Lewis  
Lens Crafters  
General Mgr  
(Supervisor/Mgr/Nonminority)

Nancy Brandon  
Community memorial Hospital  
PTA  
(Labor/Nonminority)

Carol Kosobucki  
Curative Care Network  
Senior PTA  
(Consult/Nonminority)

<b>COMMITTEE</b>	<b>VAC</b>	<b>MEMBERS RECENTLY LEFT</b>	<b>MEMBERS NEWLY ADDED</b>
<b><u>LIBERAL ARTS &amp; SCIENCES DIVISION</u></b>			
CHEMICAL TECHNICIAN 15 members; 4 grad(s)	0		Paul Patted PPG Industries Resin Quality Services Mgr (Supervisor/Mgr/Nonminority)
MUSIC OCCUPATIONS 8 members; 2 grad(s)	1		

**TECHNICAL & INDUSTRIAL DIVISION**

APPLIANCE TECHNICIAN 8 members; 1 grad(s)	1		
ARCHITECTURAL TECHNOLOGY 8 members; 3 grad(s)	1		
AUTOMOBILE/AUTO BODY SERVICING 8 members; 3 grad(s)	1		
BRICKLAYER APPRENTICE 8 members; 4 grad(s)	1		Peter Steib BAC Field Staff Rep (Labor/Nonminority)
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	1		
INSULATORS APPRENTICE 8 members; 4 grad(s)			
LINE MECHANIC 8 members; 0 grad(s)	1		

<b>COMMITTEE</b>	<b>VAC</b>	<b>MEMBERS RECENTLY LEFT</b>	<b>MEMBERS NEWLY ADDED</b>
MATERIALS TECHNOLOGY 7 members; 3 grad(s)	2		
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; 2 grad(s)	2		

### **TELEVISION & VIDEO PROD. DIVISION**

*No committee activity during this period.*

**REPORT ON ADVISORY COMMITTEE MEMBERSHIP  
JULY, 2001**

<b>COMMITTEE</b>	<b>VAC</b>	<b>MEMBERS RECENTLY LEFT</b>	<b>MEMBERS NEWLY ADDED</b>
<b><u>ACADEMIC AFFAIRS DIVISION</u></b>			
<i>No committee activity during this period.</i>			
<b><u>BUSINESS &amp; GRAPHIC ARTS DIVISION</u></b>			
ACCOUNTING	1		
8 members; 1 grad(s)			
BUSINESS ADMINISTRATION	1		
8 members; 3 grad(s)			
COMPUTER INFORMATION SYSTEMS & DATA ENTRY	0		
15 members; 2 grad(s)			
		Marti Cargile City of Milwaukee Computer Training (Supervisor/Mgr/Nonminority)	Bob Bett (Nonminority) Coordinator
		Eugene Charette Charette & Company President (Supervisor/Mgr/Nonminority)	Leonard Davis Allen Bradley-Rockwell (Nonminority)
		Ron Hartig Oven Systems, Inc (Supervisor/Mgr/Nonminority)	Wilfred Fong UWM (Nonminority)
		Linda Kacher Technology Consulting Corp Technical Consultant (Consult/Nonminority)	Ann Marie Gorbarek ARC Slinic Staffing Mgr (Nonminority)
		Gerald Kirchhan A T & T Technical Support Specialist (Supervisor/Mgr/Nonminority)	Georgina Gormley Greenbrier & Russell (Nonminority)
		Bill O'Brien IBM (Labor/Nonminority)	Jeff Henke Quad Graphics (Nonminority)

<b>COMMITTEE</b>	<b>VAC</b>	<b>MEMBERS RECENTLY LEFT</b>	<b>MEMBERS NEWLY ADDED</b>
COMPUTER INFORMATION SYSTEMS & DATA ENTRY (cont.)	0	Marti Cargile Margaret Todd Washington High School Implementor (Consult/Minority)	Bob Bett Joe Knoch Wahsington High School Implementor (Nonminority)
		Neil Trilling UW - Milwaukee OMNIFEST Director (Consult/Nonminority)	Eileen Nickels  (Nonminority)
HORTICULTURE 11 members; 6 grad(s)	0		Carol Bangs Carol K Bangs & Assoc Owner/Operator Self-Employed (Supervisor/Mgr/Nonminority)
MARKETING 13 members; 3 grad(s)	0		Jeffrey Kasch dek Enterprises LLE Consultant Self-Employed (Consult/Nonminority)
OFFICE TECHNOLOGY 8 members; 1 grad(s)	1		
REAL ESTATE 6 members; 2 grad(s)	3		
TRAVEL INDUSTRY TRAINING 8 members; 1 grad(s)	1	Andra Shumate-Biebl United Airlines General Manager (Supervisor/Mgr/Nonminority)	

### **CONSUMER & HOSPITALITY SERVICES DIVISION**

*No committee activity during this period.*

### **CONTINUING ED. & BUSINESS OUTREACH DIVISION**

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

<b>COMMITTEE</b>	<b>VAC</b>	<b>MEMBERS RECENTLY LEFT</b>	<b>MEMBERS NEWLY ADDED</b>
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**HEALTH OCCUPATIONS DIVISION**

ANESTHESIA TECHNOLOGY 1  
8 members; 2 grad(s)

ASSOCIATE DEGREE 1  
NURSING  
8 members; 1 grad(s)

PRACTICAL NURSING 3  
6 members; 3 grad(s)

**LIBERAL ARTS & SCIENCES DIVISION**

CHEMICAL TECHNICIAN 0  
15 members; 4 grad(s)

Julius Adimola  
PPG Industries  
Chemical Technician  
(Labor/Minority)

Mark Maller  
Lawter International  
Supervisory  
(Supervisor/Mgr/Nonminority)

MUSIC OCCUPATIONS 1  
8 members; 2 grad(s)

**TECHNICAL & INDUSTRIAL DIVISION**

APPLIANCE TECHNICIAN 1  
8 members; 1 grad(s)

ARCHITECTURAL 1  
TECHNOLOGY  
8 members; 3 grad(s)

<b>COMMITTEE</b>	<b>VAC</b>	<b>MEMBERS RECENTLY LEFT</b>	<b>MEMBERS NEWLY ADDED</b>
ASSET - AUTOMOTIVE STUDENT SERVICING ED TRAINING 14 members; 0 grad(s)	0	<p>Craig Aeschbacher Ford Motor Company Manager (Supervisor/Mgr/Nonminority)</p> <p>Robert Fendt Ford Motor Company Field Service Engineer (Labor/Nonminority)</p> <p>Don Meyer Heiser Service Director (Supervisor/Mgr/Nonminority)</p> <p>Dan Snyder Ford Motor Company Technical Training Area Manager (Supervisor/Mgr/Nonminority)</p> <p>Margie Zamorski Gordie Boucher LM Service Technician (Labor/Nonminority)</p>	<p>Joanne Allen Ford Motor Co ASSET Program mgr (Supervisor/Mgr/Nonminority)</p> <p>Rick Bonifas Ford Motor Co Technical Service Op Mgr (Supervisor/Mgr/Nonminority)</p> <p>Brian Ewald Ewald Chevrolet Buick Self-Employed (Supervisor/Mgr/Nonminority)</p> <p>John Hirschmann Daimler Chrysler Technical Instructor (Supervisor/Mgr/Nonminority)</p> <p>Charles Irwin Daimler Chrysler Corp (Supervisor/Mgr/Minority)</p> <p>Jim Knipfer Bergstrom Automotive Dir, fixed Operations (Labor/Nonminority)</p> <p>Mike Maney Havill Spoerl FLM Service Mgr (Supervisor/Mgr/Nonminority)</p> <p>Ray Pedersen Foundation of the Wisconsin Auto &amp; Truck Dealers Executive Dir (Supervisor/Mgr/Nonminority)</p> <p>Julie Sherwood Daimler Chrysler Corp Training Center Super (Consult/Minority)</p>

<b>COMMITTEE</b>	<b>VAC</b>	<b>MEMBERS RECENTLY LEFT</b>	<b>MEMBERS NEWLY ADDED</b>
AUTOMOBILE/AUTO BODY SERVICING 8 members; 3 grad(s)	1		
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		
MAINTENANCE & INDUSTRIAL ELECTRICIAN APPRENTICE 15 members; 7 grad(s)	0		Brian McLoughlin Bucyrus-Erie Maintenance Supervisory (Supervisor/Mgr/Nonminority)
MATERIALS TECHNOLOGY 7 members; 3 grad(s)	2		
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		

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
TOOL & DIE MAKING 7 members; 2 grad(s)	2		

**TELEVISION & VIDEO PROD. DIVISION**

*No committee activity during this period.*

**REPORT ON ADVISORY COMMITTEE MEETINGS  
JUNE and JULY, 2001**

**COMMITTEES THAT MET IN JUNE AND JULY:**

*None.*

**COMMITTEES SCHEDULED TO MEET IN AUGUST:**

<b><u>DATE and TIME</u></b>	<b><u>ROOM and CAMPUS</u></b>	<b><u>ADVISORY COMMITTEE</u></b>
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<i>8/14/01</i>	<i>8:30 AM B158 - South Campus</i>	<i>Automobile/Auto Body Servicing</i>
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**COMMITTEES SCHEDULED TO MEET IN SEPTEMBER:**

<b><u>DATE and TIME</u></b>	<b><u>ROOM and CAMPUS</u></b>	<b><u>ADVISORY COMMITTEE</u></b>
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9/12/01	11:30 AM M614 -- Milwaukee Campus	BAKING PRODUCTION
9/21/01	8:00 AM M614 -- Milwaukee Campus	DENTAL LABORATORY TECHNOLOGY