

December 4, 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, December 11, 2001**, 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](#)—November 20, 2001—Attachment 1

D. Comments from the Public

E. Action Items

1. Policy Review

- a. [Policy A0107—Procedures for District Board Meetings—Attachment 2](#)

2. Program Discontinuance and Suspension—Attachment 3

Program Discontinuance

- a. [31-301-2 Alterations & Specialty Sewing](#)
b. [10-309-1 Environmental Services Management](#)
c. [30-580-1 Geriatric Assistant](#)
d. [10-605-2 Electronics—Communications](#)
e. [10-605-4 Instrumentation](#)
f. [10-609-1 Electronic Design Technician](#)
g. [10-620-1 Electro-Mechanical Technology](#)
h. [10-623-3 Manufacturing Engineering Technician](#)
i. [31-461-2 Motorcycle, Marine & Outboard Power](#)
j. [32-414-1 Electronic Servicing Technician](#)

Program Suspension

- a. [30-101-1 Accounting & Office Automation](#)

F. Discussion Items

1. Quality Program Review—Attachment 4
 - a. Hotel/Hospitality Management Associate Degree

G. Information Items

1. NCA Status Report
2. Committee Agenda Planning Process—Attachment 5
3. Monthly Advisory Committee Membership Report—Attachment 6

H. Miscellaneous Business

1. Communications and Petitions
2. Information Items

I. Old Business/New Business

1. Date of Next Meeting—Tuesday, January 15, 2001
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.**

ATTACHMENT ESIR 1

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

DATE: Tuesday, November 20, 2001

PLACE: Board Room (M210)

TIME: 12:30 p.m.

BOARD COMMITTEE
MEMBERS PRESENT: Jeannette Bell and Sheila Cochran

FACULTY/STAFF/
OTHERS: Tony Baez, Dave Belasco, Ellis Bromberg, Barbara Cannell, Kathleen Christensen, Darnell Cole, Mohammad Dakwar, Ed Eisberner, Pat Godin, Rob Hartung, Les Ingram, Vicki Martin, Maureen McClone, Dan Reszel, Kathleen Rinehart, Cheryl Sayers, John Stilp, Mark Trask, Mike Walsh

ITEM A: ROLL CALL

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

ITEM B: COMPLIANCE WITH OPEN MEETINGS LAW

DISCUSSION: The Education, Services, and Institutional Relations (ESIR) Committee meeting was called to order at 12:30 p.m., was properly noticed, and was in compliance with the open meetings law.

ITEM C: APPROVAL OF MINUTES—OCTOBER 16, 2001

ACTION: The minutes of October 16, 2001, were unanimously approved.

ITEM D: COMMENTS FROM THE PUBLIC

DISCUSSION: None.

ITEM E: ACTION ITEMS

ITEM E1: POLICY REVIEW

ITEM E1a: POLICY A0107—PROCEDURES FOR DISTRICT BOARD MEETINGS

DISCUSSION Kathleen Rinehart provided an overview of revisions to Policy A0107—Procedures for District Board Meetings. She noted that the revisions reflect concerns previously expressed by members of the board and clarifies the public comment section on the agenda and non-agenda items. The revised policy is in line with current practice.

ACTION: Policy A0107—Procedures for District Board Meetings was unanimously recommended to the full board for review.

ITEM E1b: POLICY F0512—STUDENTS CALLED FOR ACTIVE MILITARY SERVICE

DISCUSSION: Ms. Rinehart indicated that the Wisconsin Technical College System and many other colleges and universities have been addressing the issue of what occurs when students are called to active military duty or employees in the reserves are called for service. This is a new policy prompted by correspondence from Ed Chin, state director, to all district presidents. The policy provides 100 percent refund of all tuition and fees to students who are ordered or inducted into active service in the armed forces or who are requested to work for the federal government during a national emergency.

ACTION: Policy F0512—Students Called for Active Military Service was unanimously recommended to the full board for review.

ITEM F: DISCUSSION ITEMS

ITEM F1: POLICIES AND ADMINISTRATIVE REGULATIONS AND PROCEDURES

DISCUSSION: Mr. Ingram indicated that at a previous ESIR Committee meeting, Ms. Cochran requested that administration forward to this committee specific policies that relate to the safety and welfare of students, faculty, and staff.

Responding to Ms. Bell's inquiry regarding the inclusion of the district's Employee Code of Ethics policy, Ms. Cochran indicated that this policy was requested because this is an issue that should be discussed given the college has a new administration. However, she requested that this particular policy be tabled at this time.

Ms. Cochran stated that after the anthrax scare at the college, there were some misunderstandings about her concern. She clarified that her only concern was that on the day of the anthrax scare, employees who had to work on the second and third shifts, as well as students, should have been notified immediately that the situation was either under control or being investigated. A presentation should be provided at the board level to ensure that everyone is clear as to how matters are handled during a crisis.

In response to Ms. Bell's question regarding which policy addresses emergency situations, Mr. Ingram indicated that a combination of several policies address emergency situations. Ms. Bell suggested an overriding statement pulling all of the policies together. Dr. Cole indicated that he plans to establish a committee, by January 2002, to review how emergency situations are handled at other institutions and the practicality of appointing an alert team to deal with crisis situations. This committee would provide input in terms of how the college should move forward. Mr. Ingram agreed with Dr. Cole's plan to establish a committee but cautioned not to move toward a situation in which to attempt to have a single policy address every circumstance that may arise.

Ms. Bell indicated that she would like to know who makes the decisions surrounding a crisis and how the institution responds. Mr. Ingram stated that the first line of contact is the public safety officer on duty in the Emergency Response Center (ERC). Once a call is received in the ERC, there is a series of occurrences that will take place and involves the vice president of administrative services, the director of operations, and the Marketing and Public Relations Division. He indicated that there is a team in existence that functions based upon the severity or the nature of the circumstance. This is something that has been done as a matter of course and will be reduced to writing.

ACTION: None required.

ITEM F4: COMMITTEE AGENDA PLANNING PROCESS

DISCUSSION: Dr. Baez referenced the listing of the meeting dates and timelines previously submitted to the committee. It was indicated that in the future, committee members and staff should contact the committee chair to add items to the agenda. A schedule will be provided at the December ESIR Committee meeting.

ACTION; None required.

ITEM F5: STATEWIDE MARKETING

DISCUSSION: Mr. Hartung stated that at the last board meeting it was requested that an accounting of the activities currently underway by the Statewide Marketing Consortium be presented. He referenced and provided a brief overview of the WTCS Statewide Marketing Consortium 2001-02 Projects and Outcomes which includes strategic initiatives, uses, status, process for measuring outcomes, outcomes, and comments. He noted that the statewide marketing group is reviewing the social economic impact of the entire system and is providing a breakdown of information into individual districts. This information will result in a brochure/news release on the economic impact of individual institutions relative to legislators and taxpayers, which will be very helpful in the future.

ACTION: None required.

ITEM F6: MARKETING PLAN UPDATE

DISCUSSION: Mr. Hartung provided an overview of MATC's current marketing plan. He distributed copies of the current advertising schedule and presented the television advertisement developed last fall.

Ms. Cochran inquired how the campaign would be monitored. Mr. Hartung indicated that monitoring will occur by the use of focused groups, both internal and external. The focused groups will be established based on the target audience agreed upon. This format will be used to evaluate all of MATC's messages, which include advertising, publications, media relations, and face-to-face special events that go on at the college.

ACTION: None required.

ITEM G: INFORMATION ITEMS

ITEM G1: NCA STATUS REPORT

DISCUSSION: Dr. Baez provided the following NCA summary:

- Staff is continuing to work towards the completion of the report that will be submitted to the visiting team
- The NCA report will be reviewed by an external consultant
- Mock NCA visits were conducted with exemplary results, especially in the area of assessment.

ACTION: None required.

ITEM H: MISCELLANEOUS BUSINESS

ITEM H1: COMMUNICATIONS AND PETITIONS

ACTION: None.

ITEM H2: INFORMATION 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, December 11, 2001, at 4 p.m., in the Board Room.

The meeting adjourned at 2:05 p.m.

Respectfully submitted,

Gail A. Peterson
Executive Assistant

matc
Milwaukee Area Technical College

POLICY

Title: PROCEDURES FOR DISTRICT BOARD MEETINGS/ <u>PUBLIC HEARINGS</u>	Code: A0107
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	Original Adoption: 10/23/84 Revised/Reviewed: 9/28/99 Effective: 9/29/99

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.

The board may, from time to time, conduct public hearings at which members of the general public, MATC employees or MATC board members may testify. Public hearings conducted by the board are for the purpose of the board receiving information only. The procedure to be followed by the board at public hearings shall be at the discretion of the board. Time limitations on presentations, the order of speaking, and other matters shall be set as the board determines appropriate for the public hearing in question. The Chairperson shall determine the procedure to be followed during the public hearing subject to modification by the full board.

Board meetings/hearings 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.

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Title: PROCEDURES FOR DISTRICT BOARD MEETINGS/ <u>PUBLIC HEARINGS</u>	Code: A0107
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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.

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 **no later than three (3) working days prior to the day of the meeting**. 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.

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Title: PROCEDURES FOR DISTRICT BOARD MEETINGS/ <u>PUBLIC HEARINGS</u>	Code: A0107
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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

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.~~

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Title: PROCEDURES FOR DISTRICT BOARD MEETINGS/ <u>PUBLIC HEARINGS</u>	Code: A0107
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Public Comment on Agenda and Nonagenda Items

Public comment on agenda and nonagenda items may be presented at the time designated "~~Communications and Petitions~~" or "Comments From the Public" in the Order of Business. 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. Citizens wishing to speak during this period should register with the General Counsel prior to the ~~Approval of Consent Agenda~~ "Comments From the Public" in the Order of Business. The district board reserves the right to limit the total amount of time during which public comment will be heard at any given meeting.

~~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.

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

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Title: PROCEDURES FOR DISTRICT BOARD MEETINGS/ <u>PUBLIC HEARINGS</u>	Code: A0107
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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.

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.

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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 and at all board public hearings. In the absence of the board Chairperson, District meetings/board public hearings shall be chaired by the Vice-Chairperson of the board, likewise in the absence of the Vice-Chairperson, the Secretary shall serve as Chairperson and in the absence of other officers; the Treasurer shall serve as Chairperson-; In order to address the district board, a member must be recognized by the person serving as 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~~ an objection from a board member 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.

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.

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Title: PROCEDURES FOR DISTRICT BOARD
MEETINGS/PUBLIC HEARINGS

Code: A0107

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.

Committee Meeting Procedures

1. All Standing committees will provide for public comments on their agendas.
2. Board members may attend meetings of Committees to which they are not assigned. Board members attending meetings of Committees of which they are not members should provide notice to the chairperson of the committee at least three business days before the committee meeting. Board members attending meetings of Committees of which they are not a member may participate in the discussion of the committee but shall not take any formal action at the meeting (such as making of motions, seconding motions or voting).

ATTACHMENT ESIR 3

PROGRAM DISCONTINUANCE AND SUSPENSION

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

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

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

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

Program Discontinuance

- a. 31-301-2 Alterations & Specialty Sewing
- b. 10-309-1 Environmental Services Management
- c. 30-580-1 Geriatric Assistant
- d. 10-605-2 Electronics—Communications
- e. 10-605-4 Instrumentation
- f. 10-609-1 Electronic Design Technician
- g. 10-620-1 Electro-Mechanical Technology
- h. 10-623-3 Manufacturing Engineering Technician
- i. 31-461-2 Motorcycle, Marine & Outboard Power
- j. 32-414-1 Electronic Servicing Technician

Program Suspension

- a. 30-101-1 Accounting & Office Automation

PROGRAM TITLE: Alterations & Specialty Sewing

RATIONALE

Alterations & Specialty Sewing was discontinued after getting the Advisory Committee's feedback on the low enrollment issues for the program. Many efforts were made to offer the program in different academic packages and marketing strategies to a variety of population which failed to draw sufficient enrollment to provide program and/or class efficiency.

PROGRAM TITLE: Environmental Services Management

RATIONALE

Environmental Services Management was discontinued after getting the Advisory Committee's feedback on the low enrollment issues for the program. Many efforts were made to offer the program in different academic packages and marketing strategies to a variety of population which failed to draw sufficient enrollment to provide program and/or class efficiency.

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

Wisconsin Technical
College System Board

Program Number: 30-580-1

Program Title: Geriatric Assistant - Technical Diploma

District: Milwaukee Area Technical College

Date program was initially approved by State Board: _____

Number of students currently in program: 0

Number of staff members currently employed in program: 0

Rationale for requesting program discontinuance:

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

Documentation attached:

~~District Initiated~~

~~State Initiated~~

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

Program Consultant, WTCSB

District Director

Deputy Division Administrator, WTCSB

Date: _____

Date: _____

Assistant State Director, WTCSB

Date: _____

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

PROGRAM TITLE: Geriatric Assistant – Technical Diploma

RATIONALE CONT:

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

1/95

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

Wisconsin Technical
College System Board

Program Number: 10-605-2

Program Title: ELECTRONICS - COMMUNICATIONS

District: MATC (9)

Date program was initially approved by State Board: JANUARY 1, 1968

Number of students currently in program: 0

Number of staff members currently employed in program: 0

Rationale for requesting program discontinuance:
PROGRAM MODIFIED (October 22, 1997)

Projected date for effecting discontinuance: AUGUST 27, 2001

Documentation attached:

~~District Initiated~~

~~State Initiated~~

John Stulp

District _____

Program Consultant, WTCSB

District _____

Deputy Division Administrator, WTCSB

Date: _____

Date: _____

Assistant State Director, WTCSB

Date: _____

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

PROGRAM TITLE: Electronics - Communications

RATIONALE

This program has not been offered within the past 5 years. As it still exists on the WTCS listing, MATC is submitting the appropriate paperwork to discontinue this program.

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

Wisconsin Technical
College System Board

Program Number: 10-605-4

Program Title: INSTRUMENTATION

District: MATC (9)

Date program was initially approved by State Board: JANUARY 1, 1968

Number of students currently in program: 0

Number of staff members currently employed in program: 0

Rationale for requesting program discontinuance:
INACTIVE PRIOR TO 1990

Projected date for effecting discontinuance: AUGUST 27, 2001

Documentation attached:

~~District Initiated~~

~~State Initiated~~

District C _____
John Stupp

Program Consultant, WTC SB

District D _____

Deputy Division Administrator, WTC SB

Date: _____

Date: _____

Assistant State Director, WTC SB

Date: _____

Send to: Deputy Division Administrator
Division of Program and Economic Development
WTC SB

PROGRAM TITLE: Instrumentation

RATIONALE

This program has not been offered within the past 5 years. As it still exists on the WTCS listing, MATC is submitting the appropriate paperwork to discontinue this program.

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

Wisconsin Technical
College System Board

Program Number: 10-609-1

Program Title: ELECTRONIC DESIGN TECHNICIAN

District: MATC (9)

Date program was initially approved by State Board: MARCH 1, 1986

Number of students currently in program: 0

Number of staff members currently employed in program: 0

Rationale for requesting program discontinuance:
PROGRAM MODIFIED (October 22, 1997)

Projected date for effecting discontinuance: AUGUST 27, 2001

Documentation attached:

~~District Initiated~~

~~State Initiated~~

District John Stulp _____
Program Consultant, WTCSB

District _____
Deputy Division Administrator, WTCSB

Date: _____ Date: _____

Assistant State Director, WTCSB

Date: _____

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

PROGRAM TITLE: Electronic Design Technician

RATIONALE

This program has not been offered within the past 5 years. As it still exists on the WTCS listing, MATC is submitting the appropriate paperwork to discontinue this program.

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

Wisconsin Technical
College System Board

Program Number: 10-620-1

Program Title: ELECTRO-MECHANICAL TECHNOLOGY

District: MATC (9)

Date program was initially approved by State Board: JANUARY 1, 1971

Number of students currently in program: 0

Number of staff members currently employed in program: 0

Rationale for requesting program discontinuance:
INACTIVE PRIOR TO 1990

Projected date for effecting discontinuance: AUGUST 27, 2001

Documentation attached:

~~District Initiated~~

~~State Initiated~~

District C

John Stulp

Program Consultant, WTCSB

District D

Deputy Division Administrator, WTCSB

Date: _____

Date: _____

Assistant State Director, WTCSB

Date: _____

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

PROGRAM TITLE: Electro-Mechanical Technology

RATIONALE

This program has not been offered within the past 5 years. As it still exists on the WTCS listing, MATC is submitting the appropriate paperwork to discontinue this program.

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

Wisconsin Technical
College System Board

Program Number: 10-623-3

Program Title: Manufacturing Engineering Technician

District Milwaukee

Date program was initially approved by State Board: May 1984

Number of students currently in program: -0-

Number of staff members currently employed in program: -0-

Rationale for requesting program discontinuance:

Program has not been offered during the past six years—students enroll in Industrial Engineering Program (10-623-1)

Projected date for effecting discontinuance: July 2002

Documentation attached:

District Request

State Initiated

J. Stilo / D. TURNER
District Contact Person

Program Consultant, WTCSB

District Director

Deputy Division Administrator, WTCSB

Date: _____

Date: _____

Assistant State Director, WTCSB

Date: _____

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

PROGRAM TITLE: Manufacturing Engineering Technician

RATIONALE

This program has not been offered within the past 5 years. As it still exists on the WTCS listing, MATC is submitting the appropriate paperwork to discontinue this program.

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

Wisconsin Technical
College System Board

Program Number: 31-461-2

Program Title: Motorcycle, Marine and Outboard Power

District Milwaukee

Date program was initially approved by State Board: _____

Number of students currently in program: -0-

Number of staff members currently employed in program: -0-

Rationale for requesting program discontinuance:

Program was discontinued in April 1991 and has not been offered since that date.

Projected date for effecting discontinuance: July 2001

Documentation attached:

District Request

State Initiated

J. Stimp / D. Turner
District Contact Person

Program Consultant, WTCSB

District Director

Deputy Division Administrator, WTCSB

Date: _____

Date: _____

Assistant State Director, WTCSB

Date: _____

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

PROGRAM TITLE: Motorcycle, Marine and Outboard Power

RATIONALE

This program has not been offered within the past 5 years. As it still exists on the WTCS listing, MATC is submitting the appropriate paperwork to discontinue this program.

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

Wisconsin Technical
College System Board

Program Number: 32-414-1

Program Title: ELECTRONIC SERVICING TECHNICIAN (ERTV)

District: MATC (9)

Date program was initially approved by State Board: JANUARY 1, 1998

Number of students currently in program: 0

Number of staff members currently employed in program: 0

Rationale for requesting program discontinuance:
INACTIVE PRIOR TO 1990

Projected date for effecting discontinuance: AUGUST 27, 2001

Documentation attached:

~~District Initiated~~

~~State Initiated~~

District John Stily

Program Consultant, WTCSB

District

Deputy Division Administrator, WTCSB

Date:

Date:

Assistant State Director, WTCSB

Date:

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

PROGRAM TITLE: Electronic Servicing Technician (ERTV)

RATIONALE

This program has not been offered within the past 5 years. As it still exists on the WTCS listing, MATC is submitting the appropriate paperwork to discontinue this program.

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

Wisconsin Technical
College System Board

Program Title and No: 30-101-1 Accounting & Office Automation

District: Milwaukee Area Technical College

Date program was initially approved by State Board: May 25, 1994

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

Major reasons and rationale for requesting program suspension: **program currently under revision**

Projected date for effecting suspension: **ASAP**

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

District Initiated

State Initiated

District Director/President

Program Consultant, WTCSB

Date: _____

Deputy Division Administrator, WTCSB

Assistant State Director, WTCSB

Date: _____

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

PROGRAM TITLE: Accounting & Office Automation

RATIONALE:

This program has not been offered within the past 5 years. As it still exists on the WTCS listing, MATC is submitting the appropriate paperwork to suspend this program.

Attachment 4

QUALITY PROGRAM REVIEW

Hotel/Hospitality Management Associate Degree (10-109-1)

Recommendations of the Program Review Team

In preparation for a program accreditation visit, faculty and staff developed a Quality Program Self-Study/Portfolio. An accreditation team visited the college on April 26-27, 2001 and submitted a report. Mr. Timothy Graham, Associate Dean, Waukesha County Technical College, and Mr. Scott T. Ohzourk served as the external review team.

The team made suggestions for program improvement and various recommendations for changes, which are address in the Action Plan attached.

PROGRAM PROFILE

Demographics for FY 1999-2000:

1. During FY 1999-2000, 54 students were enrolled in the program. This program is down in enrollment from the previous year when there were 59 enrolled, a decrease of 9%. Of the 54, 74% were part-time and 26% were full-time. A student is determined to be full-time when s/he enrolls in 24 or more credits during the program year. Many students coded in this program may only be taking courses in the program. This program generated 41.4 FTEs during 1999-2000.
2. Males were 46% and females 54% of the enrollment.
3. Minorities were 22.2% of the enrollment, a decrease of 3.6% since the previous year.
4. Of those enrolled, 50% were between the ages of 18 and 24; approximately 80% of the student population was below the age of 34.

Annual Retention and Selected Outcomes:

1. Fall 2000 to Spring 2001 retention and completion rates for this program was not available. IARD found problems with the data that made it unreliable.
2. The graduates for FY 1999-2000 were 4 or 7.4% of that year's enrollment.
3. The average entry wage per hour for FY 1999-2000 was \$10.31.
4. In FY 1999-2000 MATC's Employment Center received 91 requests for jobs and the state projected 1,340 job openings.

Milwaukee Area Technical College

ESIR Attachment 4

QUALITY PROGRAM IMPROVEMENT PLAN

Program: Hotel/Hospitality

Review Date: April 26-27, 2001

Division: CHS

Campus: Milwaukee

Review Team: Timothy Graham, Associate Dean, Hospitality Mgt & Culinary Arts Program WCTC and Scott Ohzourk, Rooms Manager, Midway Hotel

Recommendation	Action	Responsible Person(s)	Timeline	Cost (\$)	Notes
1. Need to develop mission statement and program goals. (#1 Program mission statement)	1.1 Mission statement and program goals have been developed. "The Hotel/Hospitality Associate Degree Program will provide a diverse and skilled workforce with the knowledge and experience to function as entry-level manager and be offering comprehensive courses and programs through traditional and alternative delivery of instruction."	B. Johnson M. Dess	Done	None	1.1 Mission statement reflects a clear understanding of the program purpose, clearly identifies the entry-level jobs for graduates, and supports the mission of the college.
2. Need to develop mission statement and program goals. (#2 Program administrators work with faculty to support the program goals)	2.1 Mission statement and program goals have been developed.	R. Plath	Ongoing	None	2.1 Administrators support program goals.
3. Need to develop mission statement and program goals. (#3 Program administrators work with student services staff to support the program goals)	3.1 Mission statement and program goals have been developed.	R. Plath	Ongoing	None	3.1 Administrators work with student services staff to support the program goals.
4. Need to develop mission statement and program goals. (#4 Program mission statement developed with input from program stakeholders)	4.1 Mission statement and program goals have been developed.	B. Johnson M. Dess	Done	None	4.1 Program mission developed with input from all stakeholders.
5. Need to develop mission statement and program goals. (#7 Program goals and outcomes consistent with the program mission)	5.1 Mission statement and program goals have been developed.	B. Johnson M. Dess	Done	None	5.1 Program goals and outcomes were developed consistent with program mission.
6. Effort should be made to complete curriculum	6.1 Curriculum has been completed (including course competencies). Course Outcome Summaries will be written for each course.	B. Johnson M. Dess	Done	None	
7. Reevaluate relevance of NATSCI-119 in program	7.1 Investigate general education requirements appropriate to the program with input from General Education (LAS) faculty	R. Plath	Dec. 2002	None	

Milwaukee Area Technical College

ESIR Attachment 4

QUALITY PROGRAM IMPROVEMENT PLAN

Program: Hotel/Hospitality

Review Date: April 26-27, 2001

Division: CHS

Campus: Milwaukee

Review Team: Timothy Graham, Associate Dean, Hospitality Mgt & Culinary Arts Program WCTC and Scott Ohzourk, Rooms Manager, Midway Hotel

Recommendation	Action	Responsible Person(s)	Timeline	Cost (\$)	Notes
8. Utilize dining room lab	8.1 Collaborate with the Food Service Advisory Committee Curriculum Committee (ACCC) to include needs of the Hotel/Hospitality Management students for practical experiences –especially dining room services.	B. Johnson M. Dess P. Whalen R. Plath Food Service ACCC	Dec. 2003	None	
9. Due to time constraints, difficult to cultivate relationships with business and industry (Communication and/or cooperation between program instructors and instructors/colleagues in local high schools, colleges/universities, and business and industry)	9.1 Recruitment Breakfast in the Fall semester will be expanded to include more instructors and colleagues from colleges, universities, high schools, and business and industry. 9.2 Collaborate with Student Services and Marketing Divisions in their recruitment activities.	B. Johnson M. Dess	Ongoing	None	
10. Marketing in high schools is done adequately; work to increase marketing to groups	10.1 Create an Advisory Committee Marketing subcommittee	B. Johnson M. Dess R. Plath	May 2002	\$5000	Ideas to include: 10.1 Create insert for existing brochures 10.2 Purchase mailing list from national organizations
11. Involve general education faculty in Advisory Committee meetings	11.1 General Education faculty will be invited to participate in Advisory Committee meetings.	R. Plath	As	None	
12. A program marketing plan that identifies its market segments should be formalized.	12.1 Faculty will develop an action plan for marketing to: a. High schools b. Returning adults c. Employees and d. Special needs 12.2 Coordinate and collaborate with Marketing Divisions on their recruitment, activities and initiatives.	B. Johnson M. Dess R. Plath	May 2003	None	12.1 Division has retention plan; faculty considers retention an ongoing concern.

Milwaukee Area Technical College

ESIR Attachment 4

QUALITY PROGRAM IMPROVEMENT PLAN

Program: Hotel/Hospitality

Review Date: April 26-27, 2001

Division: CHS

Campus: Milwaukee

Review Team: Timothy Graham, Associate Dean, Hospitality Mgt & Culinary Arts Program WCTC and Scott Ohzourk, Rooms Manager, Midway Hotel

Recommendation	Action	Responsible Person(s)	Timeline	Cost (\$)	Notes
13. Follow-up studies of non-completing students should be expanded.	13.1 Faculty will develop an action plan regarding follow-up studies of non-completers to be used for: a. Student retention b. Program planning, and c. Service improvement 13.2 An exit interview will be developed	B. Johnson M. Dess	Dec. 2001	None	

NOTES:

N1. Internship program should allow students to work in one area, which meets their needs.	N1.1 Create an Advisory Subcommittee to provide recommendations	B. Johnson R. Plath	Dec. 2001	None	
N2 Increase Advisory Committee meetings to quarterly.	N2.1 The Advisory Subcommittees will increase their involvement	R. Plath	May 2002	\$500	N2.1 No cost for research, but 2 additional Adv. Comm. cost \$500/year.
N3 Increase emphasis on problem solving and creative thinking skills	N3.1 Faculty will develop Learning Activities in the Course Outcome Summaries that will reflect activities that will develop problem solving and critical thinking skills.	B. Johnson M. Dess	Dec. 2002	None	
N4 More integration of courses between Hotel/Hospitality and Culinary	N4.1 Appropriate courses will be modified to eliminate redundancy N4.2 Collaborate with Food Service ACCC	B. Johnson P. Whalen R. Plath	Dec. 2003	None	N4.1 see note above #8.1 Are being considered for combination under 318 codes: CULMGT-141 Food & Bev. Procurement / CULMGT-102 Food & Bev. Procurement CULMGT-171 Hospitality Sanitation / CULMGT-112 Sanitation for Culinarians HOTEL-105 Hospitality Marketing & Sales / CULMGT-110 Hospitality Marketing HOTEL-115 Legal Aspects of Hosp. Ind. / CULMGT-106 Hosp. Law & Supervision HOTEL-133 Supervision Hosp. Ind. / CULMGT-120 Supervision Food Service Ind. HOTEL-127 Catering, Wedding, Conv. & Cont. / CULART 106 Catering & Garde Mgr Discussion has started to open the following courses to the Hospitality students: CULART-103 Quantity Institutional Foods and CULART-105 Dining Room Service

ATTACHMENT ESIR 5

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

MEETING DATES	AGENDA ITEMS DUE DATES	POSTING DATES
November 13, 2001	November 1, 2001	November 9, 2001
December 11, 2001	November 22, 2001	November 30, 2001
January 15, 2002	December 27, 2001	January 4, 2002
February 19, 2002	January 31, 2002	February 8, 2002
March 19, 2002	February 28, 2002	March 8, 2002
April 16, 2002	March 28, 2002	April 5, 2002
May 14, 2002	April 25, 2002	May 3, 2002
June 18, 2002	May 30, 2002	June 7, 2002

**ATTACHMENT ESIR 6
REPORT ON ADVISORY COMMITTEE MEMBERSHIP
NOVEMBER, 2001**

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
<u>BUSINESS & GRAPHIC ARTS DIVISION</u>			
ACCOUNTING 8 members; 1 grad(s)	1		
BUSINESS ADMINISTRATION 8 members; 3 grad(s)	1		
GRAPHIC COMMUNICATION TECHNOLOGIES 18 members; 1 grad(s)	0	(Consult/Nonminority) Eric Eberhardy Printing Industries of Wisconsin Rollie Anderson Manager, Technical Support (Supervisor/Mgr/Nonminority)	
REAL ESTATE 6 members; 2 grad(s)	3		
RETAIL MANAGEMENT/FASHION MARKETING 9 members; 2 grad(s)	0	Constance Clark-Riemer African American Children's Theatre Executive Director (Supervisor/Mgr/Minority)	
TRAVEL INDUSTRY TRAINING 8 members; 1 grad(s)	1		

CONSUMER & HOSPITALITY SERVICES DIVISION

BAKING PRODUCTION 7 members; 3 grad(s)	2		
INTERPRETER TECHNICIAN 8 members; 1 grad(s)	1		

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
<u>CONTINUING ED. & BUSINESS OUTREACH DIVISION</u>			
INSURANCE CONTINUING EDUCATION 6 members; 0 grad(s)	3		
<u>HEALTH OCCUPATIONS DIVISION</u>			
ASSOCIATE DEGREE NURSING 8 members; 2 grad(s)	1	Mary Beth Holloway Aurora Health Care Employment/Physician Recruitment VP (Supervisor/Mgr/Nonminority)	Nancy Grisdale Aurora Health Care Dir, Human Resources (Supervisor/Mgr/Nonminority) Connie A Miazga (Labor/Nonminority)
CARDIOVASCULAR TECHNOLOGY 11 members; 5 grad(s)	0		Amy Gates St Luke's Medical Center Cardiovascular Tech (Labor/Nonminority) Jenny Krueger St Michael's Hospital Cardiac Cath Lab Coord (Supervisor/Mgr/Nonminority)
OPTICIANRY SCIENCE 10 members; 0 grad(s)	0	Scott Ihlenfeld Lenscrafters (Supervisor/Mgr/Nonminority) Jim Knapp AirGas Protective Optics Branch Manager (Supervisor/Mgr/Nonminority)	
PHARMACY TECHNICIAN 11 members; 2 grad(s)	0		Susan Hanosh Walgreens Pharmacy Supervisor (Supervisor/Mgr/Nonminority)

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
			Roslyn Salgado Home Care Medical Inc I V Pharmacy Tech (Labor/Minority)
PRACTICAL NURSING 4 members; 3 grad(s)	5		
RADIOGRAPHY 15 members; 4 grad(s)	0		Angie Fraser Elmbrook Memorial Hospital Radiologic Tech (Labor/Nonminority)

LIBERAL ARTS & SCIENCES DIVISION

CHEMICAL TECHNICIAN 16 members; 4 grad(s)	0	Robert D Lewis Findley Adhesives, Inc Director, Research & Development (Supervisor/Mgr/Nonminority)	Dan G Marginean Cooper Power Systems Sr Manut Eng (Labor/Nonminority)
			Michael Vitrano Bostik-Findley Inc Technical Mgr (Supervisor/Mgr/Nonminority)
MUSIC OCCUPATIONS 8 members; 2 grad(s)	1		

PRE-COLLEGE EDUCATION DIVISION

No committee activity during this period.

TECHNICAL & INDUSTRIAL DIVISION

ARCHITECTURAL TECHNOLOGY 8 members; 3 grad(s)	1		
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COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
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		
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		

VAC: Number of vacancies on the committee, based on a minimum of nine members.
Prepared by the Office of Instructional Design, 11/30/01.

TELEVISION & VIDEO PROD. DIVISION

No committee activity during this period.

REPORT ON ADVISORY COMMITTEE MEETINGS NOVEMBER, 2001

COMMITTEES THAT MET IN NOVEMBER:

ASSOCIATE DEGREE NURSING	NURSING ASSISTANT
BARBER/COSMETOLOGIST	OCCUPATIONAL THERAPY ASSISTANT
BUSINESS ADMINISTRATION	PARALEGAL
CHEMICAL TECHNICIAN	POLICE SCIENCE
FIRE SCIENCE	PRACTICAL NURSING
HOTEL/HOSPITALITY MANAGEMENT	RESPIRATORY CARE
INSURANCE CONTINUING EDUCATION	STEAMFITTER & REFRIGERATION
INTERIOR DESIGN	APPRENTICE
LOGISTICS	SURGICAL TECHNOLOGY
MACHINE TRADES APPRENTICE	TELEVISION & VIDEO PRODUCTION
MARKETING	TRAVEL INDUSTRY TRAINING
MATERIALS TECHNOLOGY	VI-COM/COMPUTER GRAPHICS
MEDICAL ASSISTANT	

COMMITTEES SCHEDULED TO MEET IN DECEMBER:

<u>DATE and TIME</u>	<u>ROOM and CAMPUS</u>	<u>ADVISORY COMMITTEE</u>
12/3/01 11:00 AM	M614 -- Milwaukee Campus	HEALTH UNIT COORDINATOR
12/4/01 11:30 AM	M614 -- Milwaukee Campus	CIVIL ENGINEERING TECHNOLOGY
12/4/01 9:00 AM	M612 -- Milwaukee Campus	PHOTOGRAPHY
12/5/01 3:30 PM	H112 -- Milwaukee Campus	MEDICAL LABORATORY TECHNOLOGY & PHLEBOTOMY
12/6/01 3:00 PM	A119 -- West Campus	FUNERAL SERVICE
12/10/01 4:30 PM	B101 -- South Campus	SPRINKLER FITTER APPRENTICE

COMMITTEES SCHEDULED TO MEET IN JANUARY:

<u>DATE and TIME</u>	<u>ROOM and CAMPUS</u>	<u>ADVISORY COMMITTEE</u>
1/15/02 1:30 PM	A200-E -- South Campus	DIESEL & POWERTRAIN SERVICING
1/15/02 8:30 AM	A200-E -- South Campus	AUTOMOBILE/AUTO BODY SERVICING