

Attachment ESIR - 1

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

STAFF/FACULTY Tony Baez Gloria Pitchford Trice
PRESENT: Theresa Barry John Stilp
Dan Burrell Mark Trask
Darnell Cole
Rob Hartung

CALL TO ORDER

The regular monthly meeting of the Education, Services, and Institutional Relations Committee of the Milwaukee Area Technical College District Board was held in open session on Tuesday, December 9, 2003, and called to order by Chairperson Bell at 3:03 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A: ROLL CALL

Present: Jeannette Bell and Lauren Baker

ITEM B: COMPLIANCE WITH THE OPEN MEETINGS LAW

The Education, Services, and Institutional Relations Committee meeting was noticed in compliance with the Wisconsin Open Meetings Law.

ITEM C: APPROVAL OF MINUTES – November 24, 2003 – Attachment 1

Motion: The minutes were approved without objection.

Action: Motion approved.

ITEM D: COMMENTS FROM THE PUBLIC

None

ITEM E: ACTION ITEMS

None

ITEM F: DISCUSSION ITEMS

F-3 Preliminary Framework on Re-organization of the Pre-College division and the Adult High School – Attachment 4

Discussion: Dr. Baez gave a brief explanation of the processes that have been happening in relation to the Reorganization of the Pre-College division. Meeting dates and attendees were discussed. Out of these frequent meetings a preliminary framework document was developed with intent of moving forward with the reorganization. Implementation of this framework will be guided a number of considerations and assumptions included with the description of the framework as included in the ESIR posting as Attachment 4.

A primary consideration is movement towards greater efficiencies in the utilization of faculty and staff in the Pre-college area and in curriculum scheduling and a stronger focus on transitioning students into degree programs.

Ms. Gloria Pitchford Trice, Mr. Kevin Mulvenna and Mr. John Busateri joined Dr. Baez and added insightful comments. Ms. Pitchford-Trice gave comments regarding the attachments and stated that these are changing as we meet on matters of implementation. Clarification of the roles of the high school and its services were also discussed. Mr. Mulvenna stated that through this process, the faculty has learned a great deal about the Pre-college and High School division.

An assumption of the proposed framework is that there will be no loss of service to students with a downsized High School. The college will continue to give high school diplomas; it will also review the use of faculty positions and will re-direct some to teach at the college level. The 11 faculty that teach technical courses would now be transitioned into the college level divisions. These courses will still be accessible to students in the Adult High School and Pre-College areas, but they will be part of associate degree programs.

Timeframe currently is to maximize load for faculty; efforts to accomplish this will begin immediately this coming semester. If they don't have load they will teach in the college level courses. The process of curriculum alignment of the new configuration of courses to be offered under the proposed framework will begin in the spring semester with the goal to implement in the fall of 2004.

Dr. Bell requested a progress report that could show the savings that will be accumulated along with the shifting of positions and schedules. Dr. Baez stated that he will report on this matter in January's ESIR meeting.

F-4 Advisory Committee Equity Report Update

Discussion: Dr. Baez distributed documents and reviewed the status of the advisory committee's progress in increasing representation of minorities and women. There has been sound progress and the college is committed to continue on this path. The Technical & Applied Sciences division has the most difficulty with this issue, but has shown improvement. Turnover of membership is also an issue of concern in these committees. Divisions will continue to work to retain members and improve participation of women and minorities.

The ESIR committee requested that this report be provided quarterly.

F-1 Program Quality Review – Brick Laying (30-408-2) – Attachment 2

Discussion: Dr. Baez gave an overview of how the college and the state establish scorecards for the quality review process. He indicated that in the future, we will be presenting quality reviews that will incorporate in the Action Plans more measurable outcomes.

Dr. Baez introduced Mr. John Stilp, dean; Dr. Dave Turner, and Mr. Tom Pscheid. Dr. Turner gave an overview of the Bricklaying/Masonry program that was reviewed April 25 2003 using the traditional process. This is a technical one semester program

Dr. Turner reviewed the action plans, challenges and the recommendations suggested.

Demographics:

18 Students Enrolled in FY 2002

1 (5.6%) Full-time

17 (94.4%) Part-time

10.5 FTEs during FY 2002

15 (83.3%) Males

3 (16.7%) Females

7 (38.9%) Minorities

44.4% between the ages of 18-24

44.4% between the ages of 25-34

F-2 Program Quality Review – Logistics Management (10-182-2) – Attachment 3

Discussion: Mr. Mike Walsh introduced Ms. Karen Zwissler, Marsha Safford and Mr. Jim Ford. This is a 2-year associate degree program. Dr. Zwissler discussed the unique characteristics that are associated with the logistics program.

This review uses the new quality review process format, but also chose to include the use of an outside consultant team. It was stated that there is a request for a program title change with the state office. This might help with enrollments. Many students are jobbing out of this program, thus not choosing to actually graduate.

Ms Safford and Mr. Ford reviewed the issues and recommendations on the action plan.

Demographics:

26 Students enrolled in FY 2002

5 (19.2%) Full-time

21 (80.8%) Part-time

11.7 FTEs during FY 2002

18 (69.2%) Males

8 (30.8%) Females

19.2% between the ages 18-24

19.2% between the ages 25-34

Retention issues and implementation of alternate delivery was also discussed. The beginning processes of creating a short-term track of one year or less is being investigated. This program will also start to follow the laddering process.

ITEM G: INFORMATION ITEMS

G-1 The Higher Learning Commission Status Report

Discussion: Dr. Baez stated that a point has been reached in the implementation of our NCA obligations where faculty who have not completed their 18 credits hours of graduate courses will receive letters of layoff. Identification of noncompliant individuals was the first step and currently there are 7 full-time faculty who will be receiving these letters. These letters state that they will not be able to teach until they complete the requirements. There are 60-70 part-times who will also receive layoff letters. If someone had extenuating circumstances that prevented him or her from completing requirements, the college will

explore an accommodation. The expectations of what was required for faculty were made clear over the past three years. Reviews of individual cases will begin within the next few weeks.

The college will also begin the process of collecting credentialing data for the report that must be submitted to NCA in June of 2004. This data will be brought before the ESIR in February.

G-2 Monthly Advisory Committee Report - Attachment

Discussion: No Comment

ITEM H: MISCELLANEOUS ITEMS

H-1 COMMUNICATIONS AND PETITIONS

None

H-2 INFORMATION ITEMS

ITEM I: OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: Tuesday, January 20, 2004, 4:00 p.m.
Milwaukee Campus, Board Room (M210)

ADJOURNMENT

The committee adjourned at 4:36 p.m.

Respectfully submitted,

Sandra C. Webster
Administrative Specialist to the Provost