

Attachment ESIR - 1

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

STAFF/FACULTY PRESENT:	Tony Baez Theresa Barry Christy Brown Darnell Cole	Rob Hartung Bob Heeman Gloria Pitchford-Trice Todd Poppe
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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 Monday, November 24, 2003, and called to order by Chairperson Bell at 2:00 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A: ROLL CALL

Present: Jeannette Bell, Lauren Baker and Keith Terry

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 – October 21, 2003 – Attachment 1

Motion: The minutes were approved without objection.

Action: Motion approved.

ITEM D: COMMENTS FROM THE PUBLIC

None

ITEM E: ACTION ITEMS

E-1 Resolution to Approve Investigation for Approval of the Medical

Interpreter Associate Degree Program – Attachment 2

Discussion: Dr. Baez introduced Bob Heeman, dean and Ms. Lucia Francis, associate dean of the Health Occupations Division. It was stated that there have been discussions with the state about the possible development of a new Medical Interpreters Program. Currently, MATC offers a Medical Interpreters Certificate program. There have also been discussions with state officials and Waukesha County Technical College about sharing an associate degree in this area. It was suggested by state officials that we develop a collaborative model with Waukesha. The action item recommends that the ESIR committee endorse the investigation phase of the proposed program to determine if it makes sense to do an associate degree.

After the investigation is complete, MATC will move to the program assessment phase. A report is developed looking at the viability of the employment markets and the need for the program. This report is sent to the state to substantiate the need for the program. The administration will then return to the ESIR for approval of the implementation phase.

Ms. Lucia Francis discussed the reasoning for pursuing the associate degree venue. The anticipated starting date would be August 05 rather than August 04. Next year, the staff will be submitting a proposal under the GPR grant under new and upcoming perspectives. The outlook for attaining these funds is very good.

Motion: It was moved by Ms. Baker, seconded by Mr. Terry to approve the Resolution to Approve the Investigation phase for the Medical Interpreter Associate Degree Program.

Action: Motion approved.

ITEM F: DISCUSSION ITEMS

F-1 Program Quality Review - Pharmacy Technician Diploma Program (31-536-10) – Attachment 3

Discussion: Dr. Baez introduced Mr. Bob Heeman, dean, Colleen Wagner, associate dean and Cindy Stephen, program coordinator and instructor. Mr. Heeman gave a brief review of the program its issues and upcoming initiatives. Ms. Wagner discussed the concern with program length, attrition, and the pressure to convert to create an associate degree program.

Ms. Stephen, spoke briefly about the main issues of the program, on attrition and prerequisites issues. Placement for the program has been 100%. The problem courses are being investigated and other issues

will be addressed by the proposed three-year action plan.

Demographics:

116 Students Enrolled in FY 2002
13 (11.2%) were Full-time
103 (88.8%) were Part-time
49.8% FTEs were generated in FY 2002
18.1% Males
81.9% Females
62% Minorities

This program is used as a stepping stone for many students who are on waiting lists for other programs. Laddering to other programs is also done by many of these students.

Ms. Bell requested that more information be added to the report to illustrate what measurable goals are trying to be achieved, where we are now and where to we want to go. Dr. Baez will include the requested information in summary form for future programs presented to the ESIR.

F-2 Program Quality Review – Renal Dialysis Technician Diploma Program (31-517-1) – Attachment 4

Discussion: Mr. Heeman, dean and Ms. Francis, associate dean, along with Judy Theune and Connie Jason presented the Renal Dialysis Technician Diploma program. Mr. Heeman noted that for next semester a West campus section has been added. It has experienced growth and provides student day, evening and weekend courses. He also stated that the state wide curriculum will be implemented next fall.

This program has a shared program agreement with Gateway in which Judy Theune is the instructor. This has increased the enrollment in this program also; however, most students are jobbing out to the dialysis sites. One of the greatest challenges of the program is that students are jobbing out in the second semester.

Another issue that continually stands out is that the students complete the program but don't apply for graduation and this affects our graduation numbers dramatically.

Demographics:

43 Students Enrolled in FY 2002
4 (9.3%)were Full-time

39 (90.7%) were Part-time
21.8% FTEs were generated in FY 2002
11.6% Males
88.4% Females
69.8% Minorities

Dr. Baez stated that the graduation problem is a state wide issue and it affects our state reporting.

F-3 Program Quality Review – Health Unit coordinator Diploma Program (30-510-2) - Attachment 5

Discussion: Ms. Francis reviewed the program and its action plan. It was noted that the Health Unit Coordinator has gone through the state wide curriculum and it is currently being fine tuned and repackaged. It will be added next fall. A part-time track has also been developed at the West campus, evenings and weekends only, and will begin next Spring.

Demographics:

56 Students Enrolled in FY 2002
All were Part-time students
15.1% FTEs were generated in FY 2002
5.4% Males
92.9% Females
62.5% Minorities

F-4 Milwaukee Enterprise Center Report – Attachment 6

Discussion: At the request of Ms. Baker, this item was included in the agenda, to discuss the possibilities that are open to MATC with the MEC. Mr. Dan Ryan and Mr. Brian O'Malley presented the MEC report and spoke about the economic development issues related to MATC linkages and business partners. Mr. O'Malley briefly touched upon the job creation aspects, business formations and subsequent employment impact. Mr. O'Malley reviewed other highlights and successes of the MEC Center occupants and graduates.

Ms. Baker stated that her request was to briefly the MECs and their impact on the community for new board members, especially after the Legislative Audit Bureau discussed them in their report on MATC. She was seeking discussion on how the mission of the MEC is tied to the mission of MATC.

Mr. Terry recalled the conversation that brought this report to the ESIR committee: a reference in a Board discussion on the impact of the MECs on the commercial strips adjacent to them. Statistics, he said, need to be compiled on what impact the MECs are having and how this affects

the MATC budget; also, what would have happen in those communities without the presence of the MECs.

G-2 Report Update on Plans to Reorganize Pre-College Division and Adult High School

Discussion: Dr. Baez provided more information regarding the reorganization and restructuring of the Pre-College Division. He indicated that administrators, faculty and students have met three times since the last meeting of the ESIR committee. Generally, it has been agreed by the committee that it is in the best interest of the community to retain an accredited High School in some, albeit in a smaller scale and that we continue to work towards attaining more fiscal and academic efficiencies by re-organizing the whole Pre-College division. Faculty and staff in the committee have prepared recommendations that have been discussed together with the data prepared for the discussions on re-organization. A document has been received from the faculty that previews different approaches to the reorganization process. The faculty were given the opportunity to provide a presentation on their recommendations on the academic issues related to reorganization. Once further presentations have been heard discussions will then resume preparing a recommendation that will be brought to the ESIR committee in December.

F-5 Update on College Transfer Issues at State Level

Discussion: Dr. Baez gave a brief explanation of the status of the new transfer initiatives that the WTCS is advancing as it negotiates with the UW-System. At the last WTCS Presidents meeting held on November 6-7 proposals that were on the table from Dr. Carpenter's office were discussed. Dr. Baez distributed a summary sheet of the six points being considered. These items present a movement forward for the state. With review of the six points, it was noted that MATC has already done most of them through articulation processes and assessment involvement issues. Dr. Cole indicated that UW has accepted the first four of the points, but the other two are still under discussion.

Explanations of the transfer issues with UW-Milwaukee CUTEP agreement were briefly discussed.

ITEM G: INFORMATION ITEMS

G-1 The Higher Education Commission (formerly NCA) Status Report

Discussion: None

G-3 Monthly Advisory Committee Report (October) – Attachment 7

Discussion: Dr. Baez stated that the summary equity report on the advisory committees will be presented at the December meeting.

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, December 9, **3:00** p.m.
Milwaukee Campus, Board Room (M210)

ADJOURNMENT

The committee adjourned at 3:20 p.m.

Respectfully submitted,

Sandra C. Webster
Administrative Specialist to the Provost