

**Attachment ESIR - 1**

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

<b>STAFF/FACULTY PRESENT:</b>	Tony Baez Theresa Barry Christy Brown Dan Burrell Darnell Cole Rob Hartung Bob Heeman	Mark Maierle Gloria Pitchford-Trice Todd Poppe John Stilp Mark Trask Mike Walsh
-----------------------------------	---	--

**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, October 21, 2003, and called to order by Chairperson Bell at 3:00 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

**ITEM A: ROLL CALL**

**Present:** Jeannette Bell 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 – September 16, 2003 – Attachment 1**

**Motion:** The minutes were approved, with noted changes of appropriate date as the header, without objection.

**Action:** Motion approved.

Mr. Keith Terry arrived at 3:04 p.m.

**ITEM D: COMMENTS FROM THE PUBLIC**

The following constituents gave comments regarding the proposed reorganization of the Pre-College Division and High School Relations. Mr. Cory Odom, MATC; Mr. Wendell Harris, NAACP; Ms. Debbie Timko, SEIU, Local 150; Ms. Delores Jordan, former student; Ms. Stina Baker, former student and Mr. Phillip Holloway, current student.

Speakers commented on current Adult High School demographics; issues of High School Accreditation, and concerns that needy students would not be served if the AHS were eliminated. They stated that the high school was created in 1932 and continues to be needed because school districts such as MPS have high dropout rates. They requested a fair process and review of the AHS before decisions are made.

**ITEM E: ACTION ITEMS**

**E-1 Resolution to Approve Designation of Milwaukee Area Technical College State Public Officials – Attachment 2**

Motion: Motion approved unanimously and will move to the full board.

Action: Motion approved.

**ITEM F: DISCUSSION ITEMS**

**F-1 Program Quality Review**

**Graphic Communication Technologies (10-204-2) – Attachment 3**

Discussion: Dr. Baez introduced Mr. Mike Walsh, dean, Business and Information Technology division. In attendance were, Mr. Jim MacDonald, associate dean, and the following faculty members: Mr. Walter Royek, Ms. Ann Steinberg, Mr. Bob Hanson, Mr. Ted Joyce, Mr. Tom Kusch, and Ms. Olga Horton. It was noted that this review was done with the new QPR process.

Mr. Walsh gave a brief overview of the program and possible jobs attainable with the program.

Mr. MacDonald reviewed the action plans, recommendations and comments.

**Demographics:**

78 Students Enrolled in FY 2002  
19 (24.4%) were Full-time  
59 (75.6%) were Part-time  
44 FTEs were generated in FY 2002  
60% Males  
38% Females  
34.6% Minorities  
62.8% between the ages of 18 and 24  
23.1% between the ages of 25 and 34

Dr. Baez gave a brief explanation of how the graduate index is calculated. The index is not an actual completion rate, but a percent age drawn between the number of students enrolled during a given year and the number of students who graduated that year.

Ms. Baker inquired as to how many HSED/GED students enter the program. Ms. Steinberg stated that it was approximately 10%-15%. Ms. Baker also questioned the decrease in enrollment and the graduation numbers. Dr. Baez explained the collection of the data and how it is reported.

Dean Walsh stated that they were aware that this program was in trouble and began laddering it with other diplomas to help students toward degree completion.

Walter Royek gave comments about issues revealed during the quality review, thanks to the new process. For example, they found that dual credits may not have been recorded because grade reports were not submitted properly. This issue is currently under review and will be resolved. Ms. Theresa Barry, vice president, student services, will verify the reports and will get back to Mr. Walsh with her findings.

Dr. Baez requested more information about courses for which no grade rosters were submitted. Ms. Barry will check into this also. Mr. Walsh added that dual, transcribed, and transfer credits are different, and they are working on ways to record them. The department is also looking at different ways to generate FTEs.

Ms. Steinberg commented on new initiatives and issues that the printing department is trying to attain and resolve. She stated that there are no marketing materials available and they have to actually go out to the community to recruit new students.

**F-2 Plans to Reorganize Pre-College Division and Adult High School – Attachment 4**

Discussion: Dr. Baez stated that at the last ESIR meeting the administration announced that it would be restructuring the Pre-College Division with a focus on the Adult High School. The college can move toward a pre-college division that could operate as one instructional unit, offering a configuration of non-postsecondary courses. The challenge is to create a mechanism to attain that goal. He stated that MATC needed to discontinue the stand-alone units in the Pre-College Division, which have historically operated independent of each other. Previous attempts to align these units were not successful. The administration wants to maximize the utilization of faculty, staff, capital funds and space capacity, and better utilize faculty across the Pre-College Division and the college.

Dr. Baez pointed out that the AHS has a separate accreditation process, and MATC may be able to speak to NCA about retaining our ability to grant diplomas. It may all depend on how MATC restructures the high school. Other colleges in the state have been providing opportunities to students to attain high school diplomas through collaborations with local school districts. This is also a common practice at the national level.

Dr. Cole stated that the college is looking at the Gateway model and that MPS Superintendent Andrekpoulos, is aware of this situation and is interested in it.

Dr. Baez indicated that the recommendation is to engage the process of reorganization. First, we will take a closer look at how we are providing services to our population, including how we attain better instructional and fiscal efficiencies from the point of student entry through appropriately advising students who come to us to find the best possible way to meet their educational goals.

Ms. Baker requested the costs associated in maintaining MATC's accreditation for the Adult High School. Mr. Poppe and Dr. Baez agreed to follow up on her request.

Mr. Terry stated that his understanding is that MATC wants to continue to offer high school diplomas and the unique services now offered, but restructuring is also necessary. He asked if there are, in fact, duplications that need to be corrected and what has been implemented thus far to address the duplication of services that were noted at the NCA visit. He also asked if current faculty credentials allow them to teach in more areas.

Dr. Baez stated that course capacity issues have been reviewed, as well as the utilization of Adult High School faculty per the number of students enrolled. The number of sections released last year was 610, serving 2,206 students. Of those, 1,965 (85%) students took courses that are reported to the state as adult basic education courses. If this data were noted by an external evaluator, the ratio of students to section would 4:1. Course capacity was severely underutilized. Responding to Mr. Terry, he indicated that there would be efforts to attain efficiencies and keep the ability to deliver diplomas - either through MATC or in collaboration with school districts.

A committee will be formed to review the process, and it was suggested that the topic be brought back to ESIR for review in December. Ms. Baker requested that the time frame be extended. After further discussion, it was advised that a proposal for reorganization will be submitted to the president in December, and that the ESIR committee will be updated on progress at the November and December meetings. An agenda information item and update will be placed on the next two agendas. It was requested that ESIR Committee members be informed weekly on when and how often meetings will take place.

**F-3 WTCS and President Association Goals 2003-04 – Attachment 5**

Discussion: Dr. Baez explained the inclusion of WTCS goals on the agenda. WTCS goals were included to make the committee aware of WTCS, and Presidents' Association efforts to advance strategies for improved effectiveness and economic development throughout the state via collaboration with other entities. The Presidents' Association identified the goals that each district should be familiar with because those goals need to be addressed at the district levels as well.

He also informed the committee that on Monday, October 21, WTCS staff requested MATC's participation in a conference call regarding credit transfer proposals and proposed changes in the Associate of Arts and Science degree. Dr. Carpenter and the UW system are negotiating these changes. Dr. Baez reported that the three transfer colleges resisted the ideas of a standardized degree across the system colleges, opting for maintenance of the current degree.

**ITEM G: INFORMATION ITEMS**

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

Discussion: None

**G-2 WTCS/UW Transfer Status Report - Attachment 6**

Discussion: None

**G-3 Monthly Advisory Committee Report – Attachment 7**

Discussion: Dr. Baez stated that Ms. Baker's request for a more comprehensive Advisory Summary will be ready for the November ESIR committee.

**ITEM H: MISCELLANEOUS ITEMS**

**H-1 COMMUNICATIONS AND PETITIONS**

Ms. Baker read a statement from Mr. Peter Blewett, which will be entered into the record.

**H-2 INFORMATION ITEMS**

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

Date of Next Meeting: Tuesday, November 18, **3:00** p.m.  
Milwaukee Campus, Board Room (M210)

**ITEM J: DISCUSSION REGARDING AFFECTS OF REORGANIZATION OF PRE-COLLEGE AND ADULT HIGH SCHOOL \*\*\***

**ITEM K: COMMITTEE MAY RECONVENE INTO OPEN SESSION TO TAKE ACTION ON MATTERS DISCUSSED IN CLOSED SESSION UNDER ITEM J.**

**ADJOURNMENT**

The committee adjourned at 5:00 p.m.

Respectfully submitted,  
Sandra C. Webster  
Administrative Specialist to the Provost