

**Attachment ESIR - 1**

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

<b>STAFF/FACULTY</b>	Tony Baez	Mike Rosen
<b>PRESENT:</b>	Theresa Barry	Frank Shansky
	Christy Brown	John Stilp
	Rob Hartung	Mark Trask
	Bob Heeman	

**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, September 16, 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 – August 19, 2003 – Attachment 1**

**Motion: The minutes were approved without objection.**

**Action: Motion approved.**

**ITEM D: COMMENTS FROM THE PUBLIC**

Dr. Michael Rosen spoke briefly on the evaluation process and the Adult High School Department. Based on the information given to the Union this week regarding the Adult High School Department the Union wanted to express the importance they put on following procedures for program evaluation. These reviews are conducted by faculty, staff and administrators to ensure that the evaluation is conducted in a collegial and professional manner. He expressed that he hopes that this evaluation will be conducted according to the proper procedures to avoid any premature decision being made about the Adult High School Department, and that a decision on the future of Adult High School Department must be based on educational criteria.

**ITEM E: ACTION ITEMS**

**None**

**ITEM F: DISCUSSION ITEMS**

**F-1 Program Quality Review**

**a. Electronic Technology – Industrial Controls and Automation – 10-605-1B – Attachment 2**

Discussion: Dr. Baez introduced Mr. John Stilp, dean, and the members of the Quality Review team involved with the two programs presented, Dr. Bill Hodgkinson, Mr. Mark Prupskie, and Mr. Tom Hurley.

Team members reported that after much discussion with the state to develop a common core throughout the district, the Electronic Technology Program was reduced from seven programs down to four. Mr. Hodgkinson distributed information on the programs. In addition, the following was provided:

**Demographics:**

69 Students Enrolled in FY 2002  
5 (01.4% were Full-time  
43 (89.6%) were Part-time  
19.8 FTEs were generated in FY 2002  
75% Males  
25% Females  
43.8% Minorities  
35.4% between the ages of 18-24  
27.1% between the ages of 25-34

Challenges, recommendations and current market needs were discussed briefly. Ms. Baker inquired about more awareness of potential jobs in the state, and current enrollment statistics.

### **F-1b. Biomedical Electronics Technology 10-605-6 – Attachment 3**

Discussion: Mr. John Stilp and Mr. Bill Hodgkinson summarized the issues on the quality review of the Biomedical Electronics program. Curricular issues were expressed along with possible internship changes.

Faculty present reported that a possible articulation with Marquette University will be explored. Strategies for retention were also reported. Tracking systems are being looked at for program leavers. Summer programs are also being contemplated to support students in pre-electronic programs with math courses, so that they can be better prepared for the fall when entering the program.

Dr. Baez discussed the state leavers program and mentioned that it may be implemented soon.

#### **Demographics:**

54 Students enrolled in FY 2002  
16.7% were Full-time  
83.3% were Part-time  
27.8 FTEs generated FY 202  
81.5% Males  
18.5% Females  
33.3% between the ages 18-24  
37% between the ages 25-34

### **F-2 Program Quality Review Presentation – Attachment 4**

Discussion: Dr. Baez gave an overview of the Program Quality Review process and presented Dr. Evonne Carter, Ms. Karen Krause and Ms. Liz Pancorbo who developed the data templates and system that will be used in the new program quality review process. A training session will be held on October 15, 2003 for all persons who will be involved with program quality reviews this year. Participants will undergo a facilitated exercise to make this process more useful and more inclusive for the different sectors of the college; WTCS representatives will also be present at this training session.

Dr. Carter and Ms. Krause compared the “old” PQR process with the new. They stated that this shift will make it easier for the college to document its commitment to quality principals during the next NCA visit.

The new process will make it possible to:

Identify viability factors

Facilitate CQI

Innovate programs consistent with future trends

Identify and prioritize resources

Ensure responsiveness and accountability to customers and stakeholders

Dr. Baez gave an in-depth overview of the scorecards and how the indicators have been identified. Comparison of the old process versus the new process was covered.

### **F-3 Recruitment Presentation**

Discussion: Ms. Theresa Barry introduced Mr. Carl Morency, Director of Recruitment who gave a brief presentation on the recruitment division and gave an overview of what the materials/literature distributed to each student interested in MATC.

Applications have increased 24% over last year; the college received 1,067 applications from MPS graduates; it has increased 33% with the 17-34 year old population. Mr. Morency touched upon the public schools that are yielding more applications.

The Board requested the application report with the number stating how many students come from each high school. Director Baker requested that data on recruitments/enrollments be brought to a future meeting. Mr. Morency reviewed the recruiter's new processes.

Among the challenges discussed were: the college admissions and recruitment processes have to become more student friendly; we need to improve the college image; we need to bridge age gaps. Director Bell requested quarterly updates on these issues.

## **ITEM G: INFORMATION ITEMS**

### **G-1 Community Relations Consultant Report – Bathena Webber**

Discussion: No Comment

### **G-2 NCA Status Report**

Discussion: No Comment

**G-3 Monthly Advisory Committee Report June, July/August – Attachments 5-6**

Discussion:

None

**ITEM H: MISCELLANEOUS ITEMS**

**H-1 COMMUNICATIONS AND PETITIONS**

None

**H-2 INFORMATION ITEMS**

Dr. Baez informed the committee that Dr. Cole has directed that a process be put into action to reorganize the Pre-College Division, focusing on making changes to the Adult High School Department. Staff and faculty will be involved in the research and planning of this issue. Meetings with the Pre-College division have been held. Chairperson Bell requested that the issues be brought to the committee as soon as they become available so that review could begin by the committee at future meetings of the ESIR.

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

Date of Next Meeting: Tuesday, October 21, **3:00** p.m.  
Milwaukee Campus, Board Room (M210)

**ADJOURNMENT**

The committee adjourned at 4:40 p.m.

Respectfully submitted,

Sandra C. Webster  
Administrative Specialist to the Provost