

Attachment ESIR - 1

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

STAFF/FACULTY	Dan Burrell	Rick Kettner	John Stilp
PRESENT:	Darnell Cole	Vicki Martin	Nancy Vrabec
	Janice Falkenberg	Gloria Pitchford-Trice	Jim Walsh
	Rob Hartung	Mike Sargent	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 Wednesday, April 20, 2005, and called to order by Chairperson Baker at 5:07 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A: ROLL CALL

Present: Lauren Baker and Lenard Wells

Excused: William Hughes

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 – January 19, 2005 – Attachment 1 and February 16, 2005 – Attachment 2

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 Technical Management Methodologies
Advanced Technical Certificate – Attachment 3**

Discussion: Mr. James Walsh introduced Mr. Dave Turner who provided the overview of the resolution. Mr. Walsh stated that this certificate was a joint effort between the Business Division and the T&I Division.

Mr. Turner declared that this was a collaborative effort to meet the needs of individuals who are in the industrial engineering area and would like to enhance their skills for employment with service organizations. In conjunction with the Business Division, courses were identified to help these students achieve their goals. Courses from the Logistics program and the Industrial Engineering program were combined to create the Technical Certificate. These courses were developed and designed for individuals who are working or who have graduated from a technical program and require skills and knowledge beyond the scope of the program.

Various benefits and implementation costs were also discussed.

Chairperson Baker inquired if there were any other programs like this one. Mr. Turner stated he was aware of only this ATC. Chairperson Baker asked if any thought had been given to an associate degree program. Mr. Turner stated that the Advanced Technical Certificate is a good starting point and its success will be an important factor in future development an Associate Degree. Mr. Walsh stated that this certificate aligns with both the future direction of the industrial engineering program and the anticipated advanced technology center at South campus.

Motion: It was moved by Mr. Wells, seconded by Ms. Baker to approve the Resolution to Approve Technical Management Methodologies Advanced Technical Certificate

Action: Motion Approved

**E-2 Resolution to Approve Implementation Phase for Language
Interpretation for Health Services Short Term Technical Diploma
Program – Attachment 4**

Discussion: Mr. Jim Walsh introduced Ms. Nancy Vrabec and Ms. Lucia Francis. This diploma program has been already been funded by the WTCS and the board approval is now needed to continue.

Ms. Francis stated that this was a conversion of a certificate that had been running since 2003 into a technical diploma. Ms. Francis added that there has been great interest in the community related to promoting the utilization of better qualified medical interpreters.

The curriculum is shared with WCTC and will be the first technical diploma of this nature in the system. It will be offered to bilingually proficient individuals who will be assessed before they are admitted into the program.

Director Wells inquired as to where each of the health care providers in this area stands relative to the utilization of bilingual interpreters. Ms. Francis stated that a needs assessment was completed and the community was also assessed. Aurora has a well organized linguistic department and they hire about 18 interpreters and are planning on expanding, Childrens and Froedert are also well organized. Columbia Saint Mary's and Covenant are at the beginning stages of having a linguistic department.

Motion: It was moved by Mr. Wells, seconded by Ms. Baker to approve the Resolution to Approve Implementation Phase for Language Interpretation for Health Services Short Term Technical Diploma Program.

Action: Motion Approved

ITEM F: DISCUSSION ITEMS

F-1 AQIP Information Session – Attachment 5

Discussion: Mr. Walsh introduced Dr. Vicki Martin who provided an overview of The Higher Learning Commission accreditation process.

The College must proceed with a review process within the next two years but must first determine which of the processes we will follow. The more traditional process is referred to as PEAQ and the new process as AQIP. Similarities and differences between the two processes were reviewed.

Dr. Martin expressed that the AQIP criteria is focused on the future. Both processes require an evaluation of the existing state of the college but AQIP is more intensely focused on student assessment issues.

Dr. Martin continued to review the two options for the college. She provided details with respect to each choice and what is required of to fulfill the requirements of each.

Chairperson Baker inquired about the questionnaire and how it was distributed and the nature of the results. Ms. Marsha Clarke-Yapi stated that there was a positive response and approximately 95% of the feed back has been to move ahead with the new AQIP process.

Director Wells inquired whether MATC has spoken to any other institutions that already utilize the AQIP system. Dr. Martin stated that some of the presentations to the components of the college utilized representatives from those institutions. She also displayed a list of the colleges in Wisconsin that are using the AQIP process.

F-2 Program Quality Review – Management Development – Attachment 6

Discussion: Mr. James Walsh expressed his interest in this program because of the expanding job opportunities. Students are looking for the competitive edge to move up the career ladder and this program focuses on meeting their needs through its accelerated structure.

He introduced Mr. Mike Walsh, Dr. Karen Zwissler and Ms. Anne Heidkamp who provided an overview of the Management Development program along with its action plan. Mr. Mike Walsh stated that this was the first program in the Business Division to be offered on the WTCS E-Tech College, and it is also one of the few programs that are accelerated. This program is designed to train people who are currently employed in leadership and management positions.

The course completion rate for this programs face-to-face section was 89.3% for FY2004. This program is also offered via alternative delivery and which has a completion rate of 70.3%. There are a large number of articulation agreements for this program and many of the students continue on to 4-year degrees.

Average beginning wages for these program graduates is between \$10.00 and \$22.00 per hour.

Demographics:

193 Students Enrolled in FY 2004
13% were Full-time
87% was Part-time
85.2 FTEs were generated in FY 2004
33.7% Males
66.3% Females
26.4% Minorities

The programs action plan was covered along with its action steps for their two year improvement process.

Mr. Walsh stated that the Hispanic Chamber of Commerce was a key partner in developing the bilingual cohort for the program. Further discussion about how the accelerated program is run and its components was held amongst the attendees.

Mr. Rob Hartung discussed the marketing of accelerated programs in response to the inclusion of a greater marketing effort in the action plan for the program.

F-3 Program Quality Review – Aviation/Powerplant – Attachment 7

Discussion: Mr. Walsh noted that the Automotive diploma programs had received NATEF certification after a long process of development. Mr. James Eden provided a brief overview of what was entailed with the NATEF process.

Mr. Walsh introduced Mr. John Stilp and Mr. James Eden who provided the overview of the Aviation/Powerplant programs. The aviation programs are governed by the Federal Aviation Administration (FAA), and students are required to attend a minimum of 400 hours of general aviation prior to enrolling in the MATC technical diploma program. Mr. Eden stated that much has changed in the program since 9/11 and it can be seen in the scorecards.

Currently the program is in a holding pattern at MATC as well at Fox Valley and Gateway. The course offerings have been reduced and an instructor voluntarily transferred to the Adult High School where he has recruited 3 students into the Aviation program.

Demographics:

40 Students Enrolled in Airframe FY 2004
15 Students Enrolled in Power plant FY2004
78.2% Total were Full-time
21.8% Total were Part-time
48.7 FTEs were generated in FY 2004
83.6% Males
16.4% Females
10.9% Minorities

Mr. Walsh inquired about the costs associated with a student missing a class. Mr. Eden provided the information. Each student needs to attend 400 hours of class time to graduate, if that student doesn't achieve those hours it is necessary for them to make up these hours or the student will not receive certification.

F-4 Program Suspension/Discontinuance/Modifications – Attachment 8

Discussion: Mr. James Walsh provided a brief explanation of the updated list of the programs that are proposed for modification and discontinuance. This list has been reviewed by the Provost Cabinet and the Curriculum, Learning and Assessment Committee.

As are result of these reviews the following recommendations were being made.

1. The Opticianry Science Associate Degree program be discontinued and be replaced by a diploma program. The diploma program approval has already been received and is ready to move forward.
2. Industrial Engineering be suspended and redesigned along the lines of the technical certificate approved under action items. It would be given more of a service industry orientation.
3. The Fluid Power program would be discontinued, but the courses would be continued because they are included in other programs.
4. The three diploma programs that were noted are going to continue as is and will not be changed. Issues with these three programs were found to be in the state reporting procedures, and adjustments have been made. The college will continue discussions with the state on the impact of these procedures on the Perkins Data.

It was noted that none of the discontinuances will have any affect on full time staff. There are some minor savings in part-time dollars.

F-5 Policy A0111, District Board Committees Structure – Attachment 9

Discussion: Attorney Janice Falkenberg briefly spoke on the policy. The change was requested as a result of a situation that arose at the February ESIR committee meeting. Attorney Falkenberg stated that a paragraph was added addressing the issues of the absence of the committee chair and the lack of a quorum. This is a first read of the policy and can be forwarded to the full Board if the committee so chooses.

Director Wells inquired if this policy would cover the issue that happened at the February meeting. He stated that the policy is not specific concerning what should be done if the Chair is not present.

Attorney Falkenberg stated that if the Chair is not present, the committee members can decide amongst themselves who should act as chair for that meeting. It would be a situation by situation decision.

It was decided that she will add a sentence to the policy that notes that the committee members present are to decide who will act as chair if the Chair is not present, as long as there is a quorum. After the revision is made it will be sent to the full Board for its first read.

F-6 Child Care Task Force Final Report – Attachment 10

Discussion: **Moved to the Full Board**

ITEM G: INFORMATION ITEMS

G-1 List of Active Program – Attachment 11

Discussion: Mr. James Walsh provided a brief summary of the active programs list. Currently there are 218 programs, 5 new shared programs, 4 new diploma programs, reduced one advanced certificate, and 3 new technical certificates. Mr. Walsh also provided the FTE counts for some of the larger programs.

G-2 Advisory Committee Report – 1st Quarter (Jan-March 2005)– Attachment 12

Discussion: This report was provided for informational purposes and Mr. Walsh provided a few highlights on the vacancies in some advisory committees. He assured the committee that work is in progress on filling those spots before the fall semester.

ITEM H: MISCELLANEOUS ITEMS

H-1 COMMUNICATIONS AND PETITIONS

None

H-2 INFORMATION ITEMS

Dr. Cole asked Dr. Dan Burrell to comment on the recent activity of the newly developed Faculty Diversity Committee. Dr. Burrell provided a brief description of the Faculty Diversity Committee, its conception and charge. The first Faculty Recruitment Fair was a result of an initiative of this committee and was attended by 540 individuals. It was a very positive and productive event.

Dr. Cole asked Mr. Jim Gribble to comment on the new partnership with Bennett College for Women of North Carolina. They became the fifth historically black college to sign a comprehensive transfer agreement with the college.

For Bennett College it is the first transfer agreement outside of North Carolina.

ITEM I: OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: Wednesday, May 18, 2005, 5:00 p.m.
Milwaukee Campus, Board Room (M210)

ADJOURNMENT

The committee adjourned at 6:38 p.m.

Respectfully submitted,

Sandra C. Webster
Administrative Specialist to the Provost