

Attachment ESIR - 1

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

STAFF/FACULTY PRESENT:	Christy Brown Dan Burrell Darnell Cole Janice Falkenberg Rob Hartung Al Pinkney	Craig Piotrowski Gloria Pitchford-Trice Mike Sargent John Stilp Nancy Vrabec Mike Walsh Jim Walsh	Marcia Clarke-Yapi
-----------------------------------	--	---	--------------------

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, January 19, 2005, and called to order by Chairperson Baker at 6:07 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 – November 17, 2004 – 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-1 Resolution in Support of Minority Hiring – Attachment 2

Discussion: Dr. Cole provided comments regarding this resolution. Director Baker inquired why the resolution was presented to the ESIR committee since it was already presented at the FPO Committee and forwarded to the full board.

Attorney Christy Brown stated that the ESIR Committee needs to be aware of the proposal that Director Gobel brought forward because of the possible educational impact. The item was brought to the committee for possible comments before it is sent to the full board.

Mr. James Walsh suggested that the title be changed to Resolution in Support of Employee Diversity to clarify the resolution. Director Wells inquired about the possible cost implications regarding the studies and gathering of data as stated in the resolution.

Dr. Cole restated that there are two different proposals. The proposal forwarded from FPO Committee is to analyze the current diversity of the college and develop strategies for the Board to increase diversity. The other proposal has a broader focus.

The proposal that is in front of the ESIR Committee today is requesting approval to form a committee to gather the data and another sub-committee to look at the recruiting and hiring portion of the resolution.

It was suggested that the resolution title change be brought to the attention of the author before it is presented to the full board for adoption.

F-2 Program Quality Review – Preparatory Plumbing Technical Diploma – Attachment 3

Discussion: Mr. Walsh invited Mr. Dave Turner and Mr. Mike Geiger. Mr. Turner provided information regarding the evaluation that was conducted last spring, May 14, 2004. The evaluation committee was invited to MATC to interview students, faculty, and advisory committee members and many other contacts.

As a result of the assessment, the committee provided various suggestions and recommendations that both Mr. Turner and Mr. Geiger reviewed. The action plan and other goals of the department were also covered.

Demographics:

14 Students Enrolled in FY 2004

13 were Full-time
1 was Part-time
11 FTEs were generated in FY 2004
100% Males
21.4% Minorities

Director Wells commended Mr. Turner and Mr. Geiger on the goals that they have set out for the program and where they plan on getting the numbers necessary.

Director Baker, on the other hand, stated that she wanted more definite actions, not goals or statements. It is a unique program and we need to find new ways to recruit students in our non-traditional areas.

Director Baker added she would like to have another report on college's plans to diversify the students enrolling technical occupations. Mr. Walsh suggested that the requested report be broadened to include what the college as a whole is doing in the area of non-traditional occupations. Director Baker shared her expectations of what should be included in the report.

F-3 Program Quality Review – Welding Technology Associate Degree – Attachment 4

Discussion: Mr. Jim Walsh introduced Ms. Dorothy Walker and her staff of Mr. Richard Tupta and Mr. Larry Gross. Ms. Walker provided a brief overview of the 2-year program which is one of two in the state. The other is located at Fox Valley Technical College.

An internal team and the advisory committee were used for this program review. Ms. Walker covered the action plan and provided comments on the recommendations and suggestions.

Ms. Walker stated that the department is looking more closely into providing courses utilizing alternative delivery. Some courses have been identified and further investigation will be done to implement this.

Mr. Gross covered the robotics components of the welding programs. He provided the information on the progress of instituting a certified robotics credential. Mr. Gross mentioned that a national conference will be held at West Campus in May, 2005. It is a two day event and will promote both the welding program and the college.

Mr. Tupta provided welding program facilities information and space requests for remodeling the West Campus. Mr. Tupta also noted that the move to West campus has proven to be good for minority recruitment in this program.

Demographics:

27 Students Enrolled in FY 2004

29.6% were Full-time
70.4% were Part-time
15.8 FTEs were generated in FY 2004
88.9% Males
14.8% Minorities

Director Baker noted that the manufacturing industry is doing extremely well.

ITEM G: INFORMATION ITEMS

G-1 Class Section Report for Summer/Fall, 2004 – Attachment 5

Discussion: Mr. Walsh provided background information on how MATC was responding to student needs and how class and faculty scheduling is progressing.

Mr. Walsh noted that the report does not include the Pre-college division. The document was meant as an information piece for the Committee to review.

Mr. Walsh noted that while summer school enrollment decreased, the number of sections increased. This was primarily the result of an increase in online enrollment and sections, and a decrease of enrollment in traditional courses but without an equivalent decrease in sections.

Also included in the report is information on stacked sections. These are sections that put two or more classes in the same room. The increase in these types could be viewed in two ways. One, Associate Deans are trying to be more efficient and pay one teacher, or it may be a trend that shows potential weakness in enrollment, where before the classes were able to stand alone and now in order to keep them running they need to be stacked.

In the Fall term the increase in sections was 2.8% and the enrollment was up 3.3%. The average class size also increased. Most importantly, with respect to Fall was the scheduled capacity of courses that went from 34% of the sections being scheduled to a capacity of less than 18 students to 19% scheduled with this capacity. We are becoming more efficient in scheduling those classes.

We need to continue reviewing enrollment data improve enrollment planning our future.

Mr. Walsh also noted that Mr. John Stilp is continuing to develop tools to help us manage the enrollment. By Fall of next year we will be in a much better situation to manage our sections than is currently the case.

G-2 Academic Master Plan

Discussion: Mr. Walsh stated that the division deans and others met and discussed the Academic Master Plan during the semester break. The framework of a plan was developed that could be used over the next three to six months as the budget is being developed.

There had been a lot of work done to create the foundation of the plan, but it hadn't gotten to the point of being usable. The group built on this foundation to create a vision for the Academic Affairs group to identified challenges and strategies to work through those challenges. Mr. Walsh covered the categories of strategies.

Director Baker stated that the Academic Master Plan is moving in the right direction. It provides MATC with a map of where we need to be heading. However, it can also be a threatening process and we need to take that into consideration and ensure we are very inclusive on how discussions are held.

G-3 Higher Learning Commission Request for Institutional Change for Online Programs – Attachment 6

Discussion: Mr. Walsh provided information regarding a requirement by North Central that if MATC wants to offer entire programs online this change in educational offerings must to be submitted to NCA.

Mr. Walsh provided a draft copy of the request to NCA and stated that we are asking that eight programs be offered totally online. The proposal states that we have a history of providing alternative delivery, strong online course enrollments and in many areas we provide excellent instruction and student services, but we also understand that there is room for improvement in other areas. We are moving to the NCA goal of ensuring that the online student is receiving the same learning experience as the campus student.

Our intention is to send the document to North Central this week. A panel of evaluators has been appointed who will review the document and provide us with approval. We have asked for a very broad approval, not only for the 8 programs, but also for any future programs that we feel could go completely online without the necessity of bringing those programs back to NCA.

G-4 Monthly Advisory Committee Report- Attachment 7

Discussion: Mr. Walsh suggested that the Advisory Committee Report be done quarterly. Along with that modification, he suggested that the programs who do their presentation prepare a component on their advisory committee's activities. The next report will be in April.

G-5 Report on Child Care Task Force

Discussion: Director Baker provided an update on the progress of the childcare task force. It has been very productive and continues to meet. It has currently split into workgroups that will provide various pieces of information to the Task Force in March. It was stated that there are outside funding opportunities that MATC can pursue and research into these opportunities is being conducted.

ITEM H: MISCELLANEOUS ITEMS

H-1 COMMUNICATIONS AND PETITIONS

None

H-2 INFORMATION ITEMS

Dr. Cole congratulated Gloria Pitchford-Trice for being recognized and awarded the "Women Putting a Stamp on Metro Milwaukee 2005" Award.

Director Baker also took a moment to congratulate Dr. Dan Burrell's son who was highlighted in an article in the Business Journal last week.

ITEM I: OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: Wednesday, February 16, 2005, 5:00 p.m.
Milwaukee Campus, Board Room (M210)

ADJOURNMENT

The committee adjourned at 7:37 p.m.

Respectfully submitted,

Sandra C. Webster
Administrative Specialist to the Provost