

Attachment ESIR - 1

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

STAFF/FACULTY PRESENT: Theresa Barry Mike Sargent
Christy Brown Nancy Vrabec
Janice Falkenberg Jim Walsh
Gloria Pitchford-Trice

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, June 21, 2005, and called to order by Chairperson Baker at 5:00 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 – May 18, 2005 – 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 Program Quality Review – Physical Therapy – Attachment 2

Discussion: Mr. Jim Walsh noted that significant changes were implemented in this program that resulted in great improvement in the licensing exam pass rates for MATC students. He also stated the employment outlook has improved because of the aging of the population. Mr. Walsh introduced Dr. Nancy Vrabec and her staff of Ms Colleen Wagner and faculty members Mr. Paul Mansfield and Ms. Kathy Tomczyk.

Ms. Colleen Wagner provided a history of the program and the changes it has gone through because of changes impacting the labor market. Currently, admissions are only allowed in January and graduation is December.

Mr. Paul Mansfield provided a brief explanation of program statistics and requirements. Mr. Mansfield provided information regarding the 100% employment rate for program graduates and the new mandated state licensure. Currently MATC is 14% higher than the national average with respect to the pass rate for the exam. He expressed concern for available clinical sites and how it is affecting the program. Finding sites is becoming more difficult which limits the capacity of the program.

Demographics:

52 Students Enrolled in FY 2004

32.7% were Full-time

67.3% was Part-time

32.4 FTEs were generated in FY 2004

23.1% Males

76.9% Females

21.4% Minorities

Director Baker noted the concern for the clinical sites as being key in program capacity. She inquired if there were any plans on how to acquire more sites. Mr. Mansfield then requested that the board meet or speak with some of the larger institutions like Aurora to help secure placement sites. Another body to meet with could be the Wisconsin Hospital Association (WHA).

Ms. Tomcczyk noted that communications with the Wisconsin Physical Therapy Association have been proceeding regarding the state wide curriculum and possible market saturation. The WHA has agreed to meet with the Physical Therapy Association which hadn't been done in the past.

Ms. Wagner also stated that with the new state licensure requirement,

continuing education credits will be needed for certification and MATC can support this.

Stated average beginning wages for these program graduates is between \$13.11 and \$15.00 with an average annual salary of \$29,369.60.

Director Wells stated that he would like to meet with a group of Physical Therapy faculty and administration to discuss the clinical site issues more in-depth.

F-2 Program Quality Review – Nursing Assistant – Attachment 3

Discussion: Mr. Jim Walsh provided background information regarding the conflicting posted program numbers with regards to headcount. Dr. Nancy Vrabec introduced her staff of Mr. Mario Rojas who provided an overview of the make up of the program and what each graduate can accomplish after graduation.

Tremendous growth has occurred in this program due to the state mandated curriculums in the LPN and RN programs. Bilingual sections are being offered and this year a summer bilingual course was also added. The Nursing Assistant program is being offered at North, West and Downtown, and will be offered at Oak Creek Campus in the Spring of 2006. This program is a waitlisted program and currently students have a one semester wait period.

Demographics:

398 Students Enrolled in FY 2004
66.3 FTEs were generated in FY 2004
16.1% Males (FY 2003)
83.9% Females (FY 2003)
57% Minorities FY 2004

Graduates have to take the licensing exam to gain entry into the nursing registry to attain jobs. Our students have a 97% passing rate for the written exam and 83% pass rate for the skills portion of the test.

Average beginning wages for the program graduates is between \$8.00 and \$15.63 with an average annual salary of \$21,195.20.

Director Baker inquired about the low percentage of graduates that are hired. Mr. Rojas stated that students have up to a year to apply for the licensing exam and then they are counted.

F-3 Program Quality Review – Radiography – Attachment 4

Discussion: Mr. Walsh stated that this program saw a dramatic increase in FTEs in 2003/2004, received a state grant to expand the program and now that the grant has ended, the faculty position has now been moved to hard monies to continue the program.

Dr. Nancy Vrabec, Ms. Lucia France and Ms. Jane Powell conducted the presentation. Ms. Francis introduced faculty members who were also present at the meeting.

Ms. Powell provided an overview of the program and its overview. Ms. Powell stated that the available jobs have declined slightly because there are several community based and hospital based programs which combined with our increased enrollment have saturated the market. This is why the enrollment numbers for this year were reduced.

Clinical site placements are also a problem area in this program. The community has been surveyed twice to see if new sites could be acquired. Unfortunately, none have been picked-up. Next Fall the statewide curriculum will begin, so the old curriculum is winding down and the new one will start.

Ms. Francis stated that faculty have built strong corporate community partnerships at the department level and it keeps us connected to the needs of the community.

Demographics:

155 Students Enrolled in FY 2004
30.3% were Full-time
69.7% were Part-time
90.7 FTEs were generated in FY 2004
17.1% Males
81.9% Females
12.3% Minorities

Average beginning wages for these program graduates is between \$10.15 and \$23.59 with an average annual salary of \$39,852.80.

Director Baker inquired about why the minority enrollment has dropped almost in half. Ms. Powell stated that the minority students are preparing for program entry or are on the wait list.

Director Baker also inquired if costs would be associated with the action plan items. Ms Francis stated that no additional costs would be incurred since resources were being re-allocated from other areas.

F4 - Program Priority – Attachment 5

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Discussion: Mr. Jim Walsh introduced Ms. Marcia Clark-Yapi and Ms. Liz Pancorbo. Mr. Walsh explained that this was an extension of the budget principles that were developed by the President's Budget Council at the direction of the MATC Board. These principles were used to develop the FY06 budget but it became clear that the principles needed refinement and review.

Ms. Clark-Yapi covered the overview of the priority index and its process and how it is connected to the values of the institution, the vision and mission. Budget Principle #1 (Quality Learning and Student Success) was the basis of the priority index which was expanded into the five priorities. Ms. Clark-Yapi provided in-depth explanation of the three of the process that was used to produce a working model.

Director Baker inquired about why specific labor market indicators weren't included in the report. Director Baker felt that the report was based on too much internally driven. Ms. Clark-Yapi stated that the data was reviewed; however, it was dated by the time the report was compiled. The projections provided weren't felt to be accurate and the information wasn't used. The development team felt the information wasn't an accurate source for the purposes of determining program priority.

Mr. Walsh interjected that the idea was to use the data that MATC already collects, like the score cards, and other data that is currently being collected for the programs. This information would then be supplemented with additional information. Mr. Walsh stated that the labor market data would be reviewed and tied it into what we have and make process more externally driven.

Ms. Liz Pancorbo covered the computation methods, targets and thresholds. The point values were reviewed and discussed. Ms. Pancorbo stated that his process should be considered the beginning or the stepping stone of what is to come, not the end.

Director Wells inquired how these concerns get address. Mr. Walsh stated that the next step would be for the Academic Plan and the Program Priority Model to be discussed with affected constituencies. The hope had been to conduct these discussions in tandem with those involving AQIP but this may no longer be an effective means for developing the plan and model. Director Baker stated that the Board will have to be involved in the development of both since the final product will embody policy decisions with respect to the priorities of the college.

Director Wells expressed his concern that the Master Plan will be driven by the Priority Model and felt that the Priority Model should be addressed first before it is incorporated into the Master Plan.

ITEM G: INFORMATION ITEMS

G-2 Academic Master Plan

Discussion: Mr. Jim Walsh provided a draft overview of the Academic Plan that would be used as a guide to decision making in the short term.

However, we are not in a position to wait for the full development of the plan. The plan presented was developed so that it could be used for the initial development of this year's budget, and as a discussion vehicle for continued development of the plan.

The Provost Cabinet determined the basic strategies of the Academic Affairs division and these were used to develop an initial plan for these two purposes. Then the budget development process was used to put detail into the plan and to analyze how everything fit into these strategies. With all the components compiled this became the basic framework of the draft Academic Plan. This draft was further refined by a small committee.

The continued discussions with departments, business community, labor and various other groups will revise the plan during the next academic year. The plan is designed for two purposes, one is to help make some immediate decisions and second a starting point for discussions related to the academic future of the college.

Director Baker inquired who is compiling this report. Mr. Walsh stated that the Provost Cabinet and the input from the budget planning process was used to compile this information, then a smaller group was used to review and refine the document.

G-1 AAS Reconfiguration

Discussion: Mr. Jim Walsh provided the summary of the changes on the AAS reconfiguration as of June 2005. A summary of the basic changes is establishment of the credit limit of 70 credits, recognition of math and science as general education rather than as occupational support, and the elimination of the occupational support category. The WTCS AAS degree has gone from a four category degree to a three category degree.

Some problems have occurred with this change and need to be dealt with. Mr. Walsh stated among these were the 70 credit limit, determining appropriate math courses and determining the courses to be included in General Education. As a result, a WTCS policy was created to exceed the 70 credit limit, a process has developed to determine the math courses for Business programs and a list of General Education courses is under construction.

Ms. Baker inquired when Mr. Walsh will be completed. Mr. Walsh stated that the State projects that by the fall of 2006/2007 it will be completed. However, Mr. Walsh stated that he doesn't find this feasible because there are many questions that haven't been answered.

Mr. Walsh did state that the inclusion of "in lieu of" course language in General Education and the Occupational categories have created more flexibility than originally projected.

Director Baker requested that the next time this item comes to the committee that a report could be compiled to show the progress that has been made. In essence where we were and where we are now.

G-3 Child Care Task Force Update

Discussion: Mr. Mike Sargent provided the update. Four projects are ongoing at this time. The administration has completed rate schedule for next year which was the first project. The second project was the FSET Program. We are still waiting on the memorandum of understanding in order to begin enrolling students.

There are many questions that need to be answered before we can move forward. After a meeting at the state it was found their priority was being changing from the FSET program to the rewriting of W2. The meeting provided a clearer understanding of the status of FSET. Three questions were posed two of which have been answered. However, the one that was not was the calculation of match funds and the interpretation appropriate match.

Currently there are approximately 1500 that qualify for the program. However, there are insufficient funds and it is now necessary to recalculate the numbers again. Mr. Russ Prust has contacted two additional sources for funding to see if additional funding can be secured.

The C-Campus grant is nearing completion and should be ready prior to the submission date of July 20, 2005.

The last issue is to meet with selected members of the taskforce to continue the process. Availability is the issue and continued contact with members will proceed to find an appropriate date for a meeting.

Director Baker expressed her concern regarding a communication that was distributed and the recommendations that were submitted from the task force. A request that the administration meet with the task force to help implement the task force recommendations was posed two months ago. To date no meeting has been scheduled.

Director Baker stated that there seems to be two issues, one is the

administration taking initiative around child care and the other is the Task Force that produced a document of recommendations that were to be implemented.

Director Baker stated that this issue was an extremely large responsibility and is aware that Mr. Sargent's office has an extremely full plate and suggested this issue could be a shared responsibility to help lighten the load placed on the VP of Finance. Her concern was that the Board directive was not being followed.

Director Baker asked Mr. Sargent to find a way to accomplish moving the recommendations forward.

ITEM H: MISCELLANEOUS ITEMS

H-1 COMMUNICATIONS AND PETITIONS

None

H-2 INFORMATION ITEMS

Jim thanked the committee for agreeing to rearrange the committee meeting to accommodate his schedule.

ITEM I: OLD BUSINESS/NEW BUSINESS

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

ADJOURNMENT

The committee adjourned at 6:42 p.m.

Respectfully submitted,

Sandra C. Webster
Administrative Specialist to the Provost