

Attachment ESIR - 1

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

STAFF/FACULTY PRESENT:	Theresa Barry Christy Brown Barb Cannell Darnell Cole	Janice Falkenberg Rob Hartung Vicki Martin Gloria Pitchford-Trice	Nancy Vrabec Jim Walsh Mike Walsh
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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, May 18, 2005, and called to order by Chairperson Baker at 5:02 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A: ROLL CALL

Present: Lauren Baker, William Hughes and Lenard Wells

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 – April 20, 2005 – Attachment 1

Motion: The minutes were approved without objection

Action: **Motion approved.**

ITEM D: COMMENTS FROM THE PUBLIC

Mr. Mike Rosen, President Local 212, provided comments regarding the status and concerns of the AAS reconfiguration.

ITEM E: ACTION ITEMS

E-1 Resolution to Approve Investigation and Implementation for Approval of the Animation AAS Degree – Attachment 2

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Discussion: Mr. James Walsh introduced Mr. Jim MacDonald and Mr. Allen De Mars who provided the overview and background information regarding the request for the investigation and implementation of the Animation Degree.

Mr. De Mars shared that the Animation degree is modeled after the MATC-Madison degree program with some modifications suggested by our advisory committee. The degree will provide skilled workers for the growing demand in animation. This demand is supported by research and is also embodied in the partnerships that have been set in motion, such as Discovery World, Interactive TV Grant with Channel 10/36 and various other articulation discussions.

Mr. MacDonald stated that extensive research has been done on this area because of its uniqueness and the potential is great. This program fits very well into our curriculum and it is our next growth area.

Director Wells inquired with respect to the Associate Degree level of the program. Mr. De Mars, stated that as a result of conversations held with MATC-Madison a more comprehensive level of study was identified since it would be difficult to cover the skills in a diploma format. Also, the joint relationship with CIS in computer gaming and simulations supports the more comprehensive format.

Director Baker inquired as to the difference between the proposed program and what is currently offered in Vicom. Mr. De Mars stated that the Vicom program only had one animation course as a requirement and there was also the possibility for students to pursue an advanced certificate track, but there wasn't a sufficient skill set to accomplish what is needed for the field. The current demands for animators in Web, point of sales purchasing, gaming industry, interaction TV, resulted in a more comprehensive program. This was discussed with the state consultant and it was recommended that the program be modeled after the MATC-Madison program.

Director Baker inquired about the reallocation of faculty and was informed that these reallocations would be from the Vicom program.

Director Wells stated the predicted growth investigation information is from 2001-2005. He asked about the market after 2005, will our graduates be at the peak of the market or will it be saturated with MATC-Madison graduates. Mr. De Mars stated that current research shows that this area is continuing to grow. The gaming industry is an increasing area for employment and it shows the demand at a steady increase. Mr. De Mars believes that gaming will be used as an educational tool in the future, and will also create an increase in demand for animators.

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Motion: It was moved by Mr. Wells, seconded by Mr. Hughes to approve the Resolution to Approve Investigation and Implementation for Approval of the Animation AAS Degree

Action: Motion Approved

ITEM F: DISCUSSION ITEMS

Discussion: **F-1 Program Quality Review – Medical Assistant – Attachment 3**
Mr. James Walsh wanted to bring to the attention of the Board the improvement in the graduation rate for this program. Dr. Nancy Vrabec, Ms. Lucia Francis and Ms Gail Bradford.

Ms. Bradford provided an overview of the actual duties and requirements that a Medical Assistant has and does. She covered possible jobs and outlook of this position. Ms. Bradford noted that the Department of Workforce Development in Wisconsin has projected the Medical Assistant positions will increase by 58% during the period of 2002-2012. This is due to many of the treatments and procedures that were originally done in hospitals are now being done as outpatient procedures.

Average beginning wages for these program graduates is between \$11.00 and \$13.00 per hour or an average of \$25,064 annually.

The MATC program is extremely strong and although it is a strong program there are some improvements that the division wishes to tackle. The division would like to increase the number of students that take the national certification exam, AAMA. Medical Assistant do not have to be certified, however, those that are certified seem to have better opportunity for open jobs.

The program will go through its onsite inspection by CAAHEP in October.

Ms. Lucia Francis added that enrollment was increased this year by opening a second class in January and it is an evening/weekend track to respond to the demands of our students

Demographics:

84 Students Enrolled in FY 2004
34.5% were Full-time
65.6% was Part-time
55.4 FTEs were generated in FY 2004
3.6% Males
96.4% Females
57.1% Minorities

Mr. James Walsh added that this is the fastest growing occupation in

Wisconsin and expansion may be in our future. MATC has also been asked to offer a bilingual section.

F-2 Program Quality Review – Phlebotomy– Attachment 4

Discussion: Mr. Walsh noted that there are data reporting issues with this program that will be addressed. Dr. Vrabec and Mr. Dennis Schmitt provided the background information on the Phlebotomy program.

Mr. Schmidt restated that there were some data errors; however the FY 2004 scorecard that was provided well represents the program outcomes. Prior to 1996 the program was a certificate program and it was developed to a diploma program based on the needs of the community. Most students are currently employed and are furthering their education. This program ladders into the CLT program and other Health Occupations programs. Blended and online technology is used, and one section has been moved the west campus.

The program shares resources with the CLT program which provides costs savings. One goal is to tap into the Phlebotomy students to recruit them into the CLT program.

Mr. Schmidt covered retention issues and goals that the program wishes to achieve.

Demographics:

19 Students Enrolled in FY 2004

3.6 FTEs were generated in FY 2004

10.5% Males

89.5% Females

78.9% Minorities

Average beginning wages for these program graduates is between \$7.51 and \$15.63 per hour or an average wage of \$24,107 annually.

Mr. Walsh again noted that the data reporting issues with programs provides challenges for each division.

F-3 Program Quality Review – Clinical Lab Technician – Attachment 5

Discussion: Mr. Dennis Schmidt provided the background and program information on the Clinical Lab Technician. There were data collection errors in this program as well, because it was the first program in health occupations to go to a state wide curriculum and because of the name change from Medical Laboratory Technology to its current name CLT.

A strong point is that with the curriculum revision, there is now uniform curriculum through out the state. And MATC shares it's program with

Waukesha County Technical College, Gateway Technical College, and with Lakeshore Technical College beginning in the fall.

Mr. Schmidt stated the make up of the program is a 1+1 program, which states that the first year of the program are the general education and technical support courses and electives which can be done at the host campus, the second year the student are required to attend on campus at MATC to complete their degree.

Currently, for the first time there is a waitlist for the second year of the program. Job outlook is excellent and there is a prediction that there will be a crisis in about 2010 because of the number of people leaving the field, and not having enough people to replace them.

Demographics:

62 Students Enrolled in FY 2004

37.1% Total were Full-time

62.9% Total were Part-time

40.7 FTEs were generated in FY 2004

25.8% Males

74.2% Females

21% Minorities

Average beginning wages for these program graduates is between \$13.24 and \$17.39 per hour or an average wage of \$31,855 annually.

Ms. Francis stated that the phlebotomy students ladder into the CLT program and recently an articulation agreement has been signed with UWM to allow transfer of credits.

F-4 COBE and UWM Update – Attachment 6

Discussion: Mr. James Walsh introduced Ms. Barb Cannell who provided a brief explanation of COBE and the UWM agreements. Ms. Cannell reiterated the new agreement with UWM and that it has evolved to a more comprehensive agreement than was the original one. She stated that the climate and the relationship with UWM has opened greatly on a variety of levels.

The issue of dual enrollment was discussed and a task force formed with Ms. Gloria Pitchford-Trice and Ms. Ramona Sosa as MATC representatives.

UW-Madison Connections program is also moving ahead and will have its first students coming through this Fall.

Ms. Cannell discussed pre-tracks, which looks at formalizing advising for our students who are in Liberal Arts & Sciences to be able to move smoothly into Engineering, Business, and Science or the higher skill level positions where previous articulation has been slow.

WISCAMP is an initiative that is providing funding behind moving students into engineering areas. The first request for funds was filed to help with advising support for those students.

Ms. Cannell also covered the issues related to advising. It was mentioned that there has been some investigation to have a UWM representative physically located at MATC to help these transitioning students and build the connection.

ITEM G: INFORMATION ITEMS

G-1 Update on AS Degree and Associate of Arts General Education Alignment

Discussion: Mr. Walsh introduced Dr. Dan Burrell who provided information about the alignment between Madison Area Technical College, Nicolet Technical College and Milwaukee Area Technical College that are legislatively authorized to offer the AS and AA degree.

Dr. Burrell stated that the committee has been moving along quite quickly and jointly in the alignment issues between the colleges. It was noted that MATC needs to add a diversity course as a requirement for graduation; however, all other areas are not significantly changed.

At the next meeting course titles and numbering will be addressed, along with the number of credit in the degree

Dr. Cole stated that at the Presidents Association meeting it was suggested that some of Nicolet's courses be provided online. Dr. Burrell stated that this issue was currently being discussed.

G-2 Status Report on the Reorganization of the Pre-College division and Adult High School – Attachment 7

Discussion: Mr. Walsh provided a brief overview of the changes and curriculum change that have occurred. He introduced Ms. Gloria Pitchford-Trice, Ms. Carmen Vasquez-Baxter, Ms. Noreen Nolan and Ms. Maureen Garry.

Ms. Pitchford-Trice began by providing an overview of what has been done in the division by the Leadership Team Plus and also the charges and recommendations of Group I.

Ms. Maureen Gary who was a member of both Group II and III provided the background, overview and progress of Group II, and Ms. Noreen Nolan provided further information on the charges and background and progress of Group III. Ms. Gary stated that the curriculum revisions were completed, however compensation has not occurred for the revisions completed.

Director Baker requested clarification of the issues regarding curriculum change compensation. Ms. Gary stated that the changes were made as presented to the ESIR committee in June 2004; however the changes have not been paid to faculty as of today.

Director Hughes inquired about data that supports the number of Adult High School students that transfer into MATC programs. Mr. James Campbell provided the statistics that 47% transferred into the college and were accepted.

G-3 The Higher Learning Commission Status Report

Discussion: Mr. Walsh introduced Ms. Vicki Martin who distributed a timeline for the decision process of AQIP vs. PEAQ and provided a brief update on the choice of AQIP. To date there have been 588 Constellation Surveys that have been completed and hope that more are completed by the closing of the survey on Friday. Once the results are in, the training will take place which is followed by conversation days with the college.

If the results of the conversation days are positive MATC will move forward with the new process of AQIP, and MATC would need to apply to participate.

ITEM H: MISCELLANEOUS ITEMS

H-1 COMMUNICATIONS AND PETITIONS

None

H-2 INFORMATION ITEMS

Mr. Walsh stated that the Administrative Specialist Sandra Webster, who provides support for the committee, recently received her Bachelors degree.

ITEM I: OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: Wednesday, June 15, 2005, 5:00 p.m.
Milwaukee Campus, Board Room (M210)

ADJOURNMENT

The committee adjourned at 6:15 p.m.

Respectfully submitted,

Sandra C. Webster
Administrative Specialist to the Provost