

Attachment ESIR - 1

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

STAFF/FACULTY PRESENT:	Theresa Barry	Craig Piotrowski
	Christy Brown	Gloria Pitchford-Trice
	Dan Burrell	John Stilp
	Pablo Cardona	Mark Trask
	Darnell Cole	Nancy Vrabec
	Janice Falkenberg	Mike Walsh
	Rob Hartung	Jim Walsh
	Nina Jo Look	Earl Wheatfall

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, November 17, 2004, 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 – October 20, 2004 – Attachment 1

Motion: The minutes were approved without objection.

Action: Motion approved.

ITEM D: COMMENTS FROM THE PUBLIC

Mr. Tom Geil, LAS Math Instructor provided comments regarding continued attempts to align MATC LA&S course work to coursework in the UW System.

Ms. Kathy Tomczyk, Health PTA Instructor provided comment in opposition to the state mandated core curriculum for the PTA program to be in effect in Fall of 2006.

Mr. Mike Rosen distributed a statement regarding the restructuring of the AAS degree.

Director Baker requested that this issue be readdressed by the ESIR Committee and be brought back for discussion and informational purposes.

Director Wells requested information on how MATC and the state are responding to this continuing concern and issues raised regarding the transferability problems.

ITEM E: ACTION ITEMS

E-1 Resolution to Approve Building and Home Inspection Diploma Program – Attachment 2

Discussion: Mr. Jim Walsh introduced Ms. Kit Metzger.

Director Baker took a few minutes to welcome Mr. Jim Walsh to the committee. Mr. Walsh will be replacing Dr. Tony Baez and she also requested that a letter of thanks or recognition be sent to Dr. Luis “Tony” Baez, who had served on the committee for many years.

Ms. Metzger distributed some background information regarding the curriculum for the Building and Home Inspection Diploma. The curriculum information for the Certificate and the Associate Degree was also included. The program is a high FTE generated and the demand is extremely high and overwhelming.

Direction Baker inquired about the starting salary for this diploma program. Ms. Metzger stated that the diploma program is more for the self-employed people who work with the mortgage companies and provide the inspection service. The diploma program is for more residential inspections. The average starting salary could not be identified at this time, however, it was noted that this is a very lucrative business.

Director Wells inquired if there were other training facilities to for the Home Inspection service. Ms. Metzger stated that there were a few private companies, however, nothing of substantial nature.

Motion: It was moved by Director Wells, seconded by Director Hughes, to forward the Resolution to Approve Building and Home Inspection Diploma Program to the Full Board.

Action: Motion approved.

E-2 Policy A0111 – District Board Committee Structure – Attachment 3

Discussion: Attorney Christy Brown, at the request of the Legislative Ad Hoc Committee, provided information and background regarding the modification of Policy A0111 to change the Ad Hoc Legislative committee to a standing committee. The policy was also modified to allow the committee to meet less than monthly or at levels of frequency that the chair deemed necessary.

Motion: It was moved by Ms. Baker, seconded by Mr. Wells. Mr. Hughes voiced opposition to this motion. Policy A0111 District Board Committee Structure will be forwarded to the Full Board.

Action: Motion approved.

E-4 Policy A0111-A – Areas of Responsibility of District Board Committees – Attachment 4

Discussion: Attorney Christy Brown also provided the information on and development of Policy A0111-A. The Legislative Ad Hoc Committee was inserted after the ESIR committee on the listing of standing committees, along with its responsibilities as a committee.

Motion: It was moved by Ms. Baker, seconded by Mr. Wells. Mr. Hughes voiced is opposition to this motion. Policy A0111-A Areas of Responsibility of District Board committee will be forwarded to the Full Board.

Action: Motion approved.

ITEM F: DISCUSSION ITEMS

F-1 Program Quality Review – Dental Hygiene – Attachment 5

Discussion: Mr. Jim Walsh introduced Ms. Nancy Vrabec, dean, and her faculty members, Ms. Colleen Wagner, Ms. Gail Bohlman and Ms. Katie

O'Meara.

Ms. Bohlman and Ms. Wagner provided the program needs, history and the SWOT analysis for the program. The action plan was also discussed briefly.

Demographics:

125 Students Enrolled in FY 2003

23.2% were Full-time

76.8% were Part-time

69.7 FTEs were generated in FY 2003

2.4% Males

97.6% Females

11.2% Minorities

23.8% between the ages of 18-24

19.5% between the ages of 25-34

Mr. Hughes inquired about the recruiting issues for non-traditional students. Ms. Bohlman stated that the waitlists still seem to present problems for the clinical classes. The current wait period is three years, however, not everyone on the list are true Dental Hygiene program members. Several are on many waiting lists and are just waiting for the first program to open. It is not uncommon for a student to wait 1-2 year to get into the program and then program is 4 semesters after that.

Director Baker reviewed the demographic section and also noted the change in enrollments, but stated she was aware that this issue was most likely due to the changes in reporting. Director Baker requested reports be adjusted to reflect the change in reporting processes.

Director Wells inquired if there was anything else could be done about the waitlist issues. Ms. Vrabec stated that the waitlists are reviewed every year and that the students on those waitlist express their desire to remain on the waitlist.

F-2 Program Quality Review – Surgical Technology – Attachment 6

Discussion: Ms. Nancy Vrabec introduced Ms. Lucia Francis, and Ms. Janet Miller. Other faculty members of Ms. Pat Stapleton, Ms. Sue MacNeily, and Mr. Al Herbst were also present.

Ms. Miller provided the program needs, history and the SWOT analysis for the program. The action plan was also discussed briefly. It was also noted that transferability has never been a problem for this program.

Demographics:

79 Students Enrolled in FY 2003
35.44% were Full-time
64.56% were Part-time
53.4 FTEs were generated in FY 2003
20.3% Males
79.7% Females
25.32% Minorities
30.4% between the ages of 18-24
17.4% between the ages of 25-34

Ms. Baker inquired about the Autoclave replacement need. The current Autoclave machine is now obsolete. No replacement parts are available and thus if the machine breaks it will be useless. A new machine will need to be purchased and it has been placed in the budget requests.

F-3 Programs to be Reviewed for Possible Suspension or Discontinuance – Attachment 7

Discussion: Dr. Cole requested that this item be postponed until the December ESIR committee meeting.

F- 4 Educational Impact of Staff Changes

Discussion: Ms. Theresa Barry provided the background information and the educational impact on the Perkins changes. Ms. Barry provided the statistics of how many employees were involved and what the effects were for each group of Perkins employees.

It was noted that the Outreach Specialist group felt a 12-month period could be used here and that the education impacts should be reviewed at future date.

Mr. Walsh stated that as a result of the changes made to the Educational Assistants positions more scheduling efficiencies were achieved.

F- 5 Cooley Auditorium

Discussion: Ms. Janice Falkenberg and Synovia Youngblood provided the background and update on the Cooley additional revenue proposal. A Revenue Generating Committee was formed last summer.

The creation of an Office of College Events is being proposed to further the vision and mission of the college to put together series of

events that will reflect the academic community at MATC as well as outreach to the general public. This office will be able to utilize college intern students from the Marketing and Business Areas of the college.

The committee has proposed changes in the way rentals fees are being charged. The committee is also trying to combine the rentals with other promotional events. Additional promotional ideas are also being investigated with our media partners who underwrite these events.

F- 6 Nursing Waitlist

Discussion: Dr. Cole introduced Ms. Barb Cannell and Ms. Nancy Vrabec who provided the information analysis on the current waitlist students. Ms. Vrabec distributed the analysis that stated that there were a total of 930 students on the Registered Nursing waitlist. Out of those 930, there were 242 students have completed all of their General Education and Science requirements. The rest or 688 students were still working on other degree requirements. Each year the program admits 260 students.

The issues that face us now are how to get the students who are prepared into the clinical courses more quickly. Meetings have been underway to deal with these issues. A new waitlist category will be adopted called pending completion. This category is currently being used in other instances.

Mr. Wells inquired on how nursing expansion could be done and if it could be done. Discussions continued on the waiting list and expansion issues.

ITEM G: INFORMATION ITEMS

G-1 Monthly Advisory Committee Report – Attachment 8

Discussion: No comments at this time.

G-2 Update on Child Care Task Force

Discussion: Director Baked stated that she has asked that this information item be placed on the agenda as a recurring monthly item. This item will be an entry point for the ESIR Committee to review the Task Force activities. Director Baker is the chair and will be reporting on this issue.

Director Wells inquired regarding issues of conflict of interest

concerns because his sister in law works in childcare and is also on the committee. Attorney Christy Brown stated that she would apprise Director Wells of any actions from which he would need to remove himself. This will have to be decided on a case-by-case situation.

Director Baker anticipates possible reports or proposals beginning to appear at the ESIR committee some time in March.

ITEM H: MISCELLANEOUS ITEMS

H-1 COMMUNICATIONS AND PETITIONS

None

H-2 INFORMATION ITEMS

Director Baker wants to send a formal letter to Dr. Baez for his commitment to the ESIR Committee and to the college. The administration will draft the letter.

ITEM I: OLD BUSINESS/NEW BUSINESS

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

ADJOURNMENT

The committee adjourned at 6:50 p.m.

Respectfully submitted,

Sandra C. Webster
Administrative Specialist to the Provost