

Attachment ESIR - 1

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

STAFF/FACULTY PRESENT:	Tony Baez Theresa Barry Christy Brown Dan Burrell Darnell Cole Rob Hartung	Gloria Pitchford-Trice Mark Trask Jim Walsh Mike Walsh Nancy Vrabeck
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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, October 20, 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, Leonard 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 – September 22, 2004 – Attachment 1

Motion: The minutes were approved without objection.

Action: Motion approved.

ITEM D: COMMENTS FROM THE PUBLIC

Dr. Evonne Carter addressed the ESIR Committee. She briefed the committee on how important it is to continue the practice of reviewing the presentations of programs that have completed their quality reviews. She reminded the committee when faculty and staff feel obligated to appear before the ESIR, it makes them more accountable and committed to improving the quality of our programs. She urged the committee to continue hearing the presentations of these programs. Dr. Carter also stated that ESIR reviews will be viewed very favorably by NCA during their next accreditation review, because they represent another phase in our implementation of assessment principals.

ITEM E: ACTION ITEMS

E-1 Resolution to Approve Designation of Milwaukee Area Technical College State Public Officials – Attachment 2

Discussion: Atty. Christy Brown presented the document for approval and provided the informational background on this yearly resolution.

Motion: It was moved by Ms. Baker, seconded by Mr. Wells, to forward the Resolution to Approve Designation of Milwaukee Area Technical College State Public Officials to the full Board for approval.

Action: Motion approved.

ITEM F: DISCUSSION ITEMS

F-2 Program Quality Review – Dental Technician – Attachment 4

Discussion: Dr. Baez noted that at the last meeting of the ESIR there was discussion about the committee focusing on the review of programs that were having viability issues. However, the quality review process focuses on viable programs and is intended as part of the college's efforts to institute continuous quality improvements. Because there are programs that have completed their reviews and were scheduled to appear before the ESIR, he will continue to schedule them for presentations. The two programs on the agenda are part of the group originally scheduled.

Dr. Baez introduced Ms. Nancy Vrabeck and her team members: Ms. Chris Freese and Mr. Pat Godin. Ms. Freese provided a power point

presentation and reviewed background information on the Dental Technician program and its origin. There are only 30 programs nationwide in the Dental Technician field and MATC has the only program in the state. Program threats, improvements and the action plan were also covered.

Demographics:

14 Students Enrolled in FY 2003
0 were Full-time
14 (100%) were Part-time
8 FTEs were generated in FY 2003
42.9% Males
57.1% Females
42.8% Minorities
50.0% between the ages of 18-24
35.7% between the ages of 25-34

Dr. Baker inquired about the grant funding issues referenced in the Action Plan. Dr. Vrabeck stated that these are grants that have already been received.

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

Discussion: Dr. Vrabeck again introduced her Dental Assistant team: Ms. Debbie Smith and Ms. Mary Peters-Wojnowiak. Ms. Smith provided a power point presentation and covered the history of the revival of the dental assistant program. She also covered the history of its life at MATC and its re-organization in 1996. Program strengths, weaknesses and new program opportunities were also covered.

Demographics:

21 Students Enrolled in FY 2003
0 were Full-time
21 (100%) were Part-time
11.2 FTEs were generated in FY 2003
0% Males
100% Females
52.38% Minorities
27.8% between the ages of 18-24
13.9% between the ages of 25-34

Dr. Baez stated that a good feature of this program is that it is now laddered with the Dental Technician associate degree, allowing for more minorities to excel in the program. In the past, the associate degree had a poor record of minority participation and completion. Dr. Baker inquired about the stated lower enrollment. Ms. Smith stated that this information was due to fact that there were changes in the

state's client reporting data and some of the enrollments were not captured in the data.

F-3 Process to Accelerate Action on Programs with Low Viability

Discussion: Dr. Baez stated that the item was included at the request of Dr. Cole who wants to accelerate the evaluation of programs with viability issues. He reported that he has met with the deans and provided them with data to accelerate the identification of these programs. A preliminary list of 7 programs has been developed. However, he reminded the committee that there is an administrative procedure on program suspension and discontinuance (which he shared with the committee) and that we are on target with the timeframe, all MATC needs to do is accelerate the movement of the recommendations to discontinue through the internal MATC committee processes. He informed the committee that there were problems with the data generated by the Office of Research because of the way data had been collected on some programs and because the state files were not available until a few weeks ago. Now additional verification of the data is needed before the list of programs is presented to the ESIR Committee.

Dr. Cole stated that his understanding was that the current process should have been started in June so that savings were identified in time to include them in next year's budget process. He stated that the leadership team needed to review the process and make the decision to start the process earlier. Dr. Baez explained that while there was discussion about this in June, the process could not begin without the data from the Office of Research. He restated his concern that MATC has a procedure to handle these matters that was approved by the ESIR Committee and which follows the WTCS Education Manual. It would be inappropriate to accelerate without involvement by those that are going to be affected, especially if there are faculty positions that would need to be moved elsewhere. That is why Dr. Baez worked with the deans and waited for the data from Research.

Dr. Baez restated that the list of programs will come to the committee in November. Decision can then be made on the viability of each program and a final decision on suspension or discontinuance can happen by December, still in time for the budget process for next year.

Ms. Theresa Barry noted that the state has just purchased a new data warehousing system. However, MATC will not be a part of that because of an earlier purchase of Business Objects, which provides us the enrollment funnel data. Ms. Barry feels that once the new system is up and running, the information that MATC provides to the

state will be more accurate and on time. It was noted, however, that this will take approximately 2 years to be fully running.

F-4 Report on Plans and Procedures to Improve Distance Educational Delivery

Discussion: Dr. Baez introduced Mr. Mark Trask, Ms. Vivian Faye and Mr. Rich Busalacchi. Dr. Baez stated that several discussions have happened throughout the college with Local 212 and others about an improved process to give coherence to the way MATC approves, implements and evaluates distance learning education. This process has been in the works for two years. We started worrying when we noticed online courses had very low retention rates. Thus a task force was created that included management and faculty to review distance education practices.

This task force produced a report that was disseminated throughout the college for discussion and input. Many made recommendations for improved delivery which have improved our retention quite dramatically. Quality of programs was another issue that the task force also noted as well as the incorporation of technology throughout instruction.

Dr. Baez reported that he directed the creation of a management team which reviewed the recommendations of the Task Force and made additional recommendations on how to improve distance learning, with a focus on improving teaching, coaching, and support to those developing online and other distance learning courses. The management group has completed its work and we will be now discussing their recommendations with L212, Forward Technology and the Curriculum and Learning Committee. When this process is completed, Dr. Baez will bring an administrative procedure to the ESIR Committee for its review.

ITEM G: INFORMATION ITEMS

G-1 Monthly Advisory Committee Report – Attachment 5

Discussion: No comments at this time.

ITEM H: MISCELLANEOUS ITEMS

H-1 COMMUNICATIONS AND PETITIONS

None

H-2 INFORMATION ITEMS

None

ITEM I: OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: Wednesday, November 17, 2004, 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