

Attachment ESIR - 1

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

STAFF PRESENT:	Theresa Barry	Mike Walsh
	Darnell Cole	Janice Falkenberg
	Rob Hartung	Mike Sargent
	Rick Kettner	Jim Walsh
	Dan Burrell	Vicki Martin

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, August 17, 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, Mark Maierle, 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 – June 21, 2004 – Attachment 1

Motion: The minutes were approved without objection.

Action: Motion approved.

ITEM D: COMMENTS FROM THE PUBLIC

None

ITEM E: ACTION ITEMS

E-1 Tentative Meeting Schedule – Attachment 2

Discussion: No discussion needed.

Motion: It was moved by Director Maierle, seconded by Director Wells, to accept the ESIR schedule as it is presented.

Action: Motion approved.

E-2 Program Suspension – Retail Bakery Production Apprentice Program - Attachment 3

Discussion: Mr. James Walsh introduced Mr. Mike Walsh and Mr. Roger Plath. Mr. Walsh stated that industry had requested the program and that the division had responded to the stated need. However, when the program ran there was insufficient response. Mr. Walsh stated there are 5 apprenticeship students who are currently enrolled and they will graduate from the program.

Director Baker inquired about the labor market information regarding the request for the program. Mr. Plath provided further information regarding the request from the Wisconsin Bakers Association and that an agreement with Roundy's to send 8 apprentices did not materialize at the last minute, after the college had already begun the program.

Motion: It was moved by Director Maierle, seconded by Director Wells to forward the Retail Bakery Production Apprentice Program for Suspension

Action: Motion Approved

ITEM F: DISCUSSION ITEMS

F-1 Program Quality Review Process – Attachment 4

Discussion: Mr. James Walsh introduced Ms. Karen Kraus, faculty coordinator for the Program Quality Review Process. Ms. Kraus provided an in-depth view of how the process has changed and what can be expected by each division.

Ms. Krause also provided an explanation of the new Quality Review Workbook Guide that she has developed to help faculty and administration complete the documents that are necessary for the

process and the reports to the technical college system. Ms. Kraus highlighted the analysis discover page and other features of the handbook. This document will continually be upgraded due to the new reporting technology that the state is developing.

Director Baker provided information to Director Maierle on how the program quality review process works since he is a new member of the committee. Director Baker stated that the workbook guide is an excellent document.

F-2 Update on WTCS Curriculum Initiatives – Attachment 5

Discussion: Mr. Jim Walsh provided an update on the WTCS Curriculum Initiative and what the College can expect in the upcoming school year. Mr. Walsh stated that there were three areas of changes: the Associate in Applied Science Degree, the Associate of Arts and Associate of Science Degree, and the State wide Curriculum Initiatives in health occupations. Mr. Walsh reviewed the previous structure and the new requirements for the Associate in Applied Science degree which will be fully implemented in Fall, 2007. He covered the issues we have been facing and those that remain to be resolved.

Mr. Walsh introduced Dr. Dan Burrell and Dr. Kim Farley who have been dealing with these issues for the past two years. They provided more in-depth information on the challenges and concerns. Dr. Farley reviewed the process and results related to the development of the math component of both the A.A.S and A.A./A.S. degrees. Dr. Burrell then reviewed a few of the changes in the A.A. and A.S. degrees.

F-3 AQIP Presentation – Attachment 6

Discussion: Mr. James Walsh introduced Dr. Vicki Martin and Dr. Evonne Carter who provided the accreditation update. Mr. Walsh noted that Dr. Carter has officially been named Faculty Coordinator for accreditation process.

Dr. Martin provided a quick review of the two choices in the accreditation process for the college. She covered the new criterion that must now be addressed in the process and the questions associated with the criteria that must be answered. The application to apply for AQIP is due at the end of the August. A draft was submitted which feedback indicates will require a few additions. The response was very positive. The changes will be made and the application will be submitted next week.

Dr. Carter gave an overview of the requirements of the conversation

days that are required by AQIP and stated that the web page for accreditation is going live shortly. In March representatives of the college will attend the Higher Learning Commission Strategy Forum to defend our proposal. The President and several selected Board members will be required to attend.

Director Maierle inquired about the role for the Board and the President in the AQIP process. Dr. Carter stated that the President needs to fully support this process and be the spokesperson or champion of this process. This is an ongoing process, not a one time item.

Director Maierle asked what it means to be accredited. Dr. Carter stated that the college needs to be accredited because if an institution is not accredited then students won't receive financial aid and courses may not transfer to four year colleges.

Director Baker requested that a discussion with the Board would help the members delineate their role in this process. Specifically, the committee should identify its expectations for the Board.

F-4 Enrollment/Waitlisted Programs – Attachment 7

Discussion: Mr. James Walsh introduced Ms Theresa Barry who provided information on current enrollment numbers and the status of the current waitlisted programs. She provided information regarding the major requirement changes that have occurred with the Health Occupations Division in order to be placed on the waitlists in this division. It has dramatically lowered the waitlists for some programs and has provided a waitlist of students who are actually ready to enter clinicals to complete the program.

Dr. Cole stated that we need to get better relationships with the hospitals to improve the opportunities for students.

Ms. Barry stated that when the change was made letters were sent out to all students informing them that they have until Summer 2006 to complete all requirements for the wait list. If the requirements are not completed by that date, the students would be removed from the waitlist.

F-5 Advisory Committee Equity Report Update – Attachment 8 **Advisory Committee Report April 05-July 05 – Attachment 9**

Discussion: Mr. James Walsh gave background information about the advisory committee equity report for the benefit of the new Board members. The report is to provide board members updates on our progress on

continuing to monitor the advisory committee make up to ensure improved participation in the committees by minority, women and labor.

Mr. Walsh stated that there has been very little change in the composition of the committees, but noted the minority representation increased to 42% in Liberal Arts and Sciences advisory committees.

Director Baker requested that a cover sheet for the report be added to help provided easier reading with respect to changes.

ITEM G: INFORMATION ITEMS

G-1 Child Care Update

Discussion: Mr. James Walsh introduced Dr. Rick Kettner, who provided a brief update on the issues that were presented to the Child Care Committee. It was decided that each recommendation that was brought forward by each of the subcommittees will be taken individually. Currently, the administration is gathering information and then will review the recommendations. Some of the activities are being implemented, for example the C-Campis request was written and submitted. By December the committee should have a good idea of what issues will help MATC in the Child Care Centers and a report will be provided at that time.

ITEM H: MISCELLANEOUS ITEMS

H-1 COMMUNICATIONS AND PETITIONS

None

H-2 INFORMATION ITEMS

ITEM I: OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: Wednesday, September 21, 2005, 5:00 p.m.
Milwaukee Campus, Board Room (M210)

ITEM J:

Motion:

COMPLIANCE WITH THE OPEN MEETINGS LAW

Director Baker stated that the committee intended to convene into Closed Session.

Action:

It was moved by Director Maierle and seconded by Director Wells

that the Education, Services, and Institutional Relations Committee convene into Closed Session pursuant to Section 19.85(1)(e) to discuss Item J, Residential Student Housing, to deliberate or negotiate the purchasing of public properties, and/or the investing of public funds where competitive or bargaining reasons require a closed session. The Committee may reconvene into Open Session to take action on matters discussed in Closed Session under Item J.

Motion carried, the vote being as follows:

Ayes – Director Wells, Director Maierle, Director Baker

Noes – None

CLOSED SESSION

The committee convened into Closed Session at 6:10 p.m.

ADJOURNMENT

The committee adjourned at 6:25 p.m.

Respectfully submitted,
Sandra C. Webster
Administrative Specialist to the Provost