

**Attachment ESIR - 1**

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

**STAFF/ADMINISTRATION  
PRESENT:**

Theresa Barry	Rick Kettner
Christy Brown	Vicki Martin
Pablo Cardona	Mike Sargent
Evonne Carter	Dave Turner
Janice Falkenberg	Jim Walsh
Rob Hartung	Karen Zwissler
Dessie Levy	

**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 Monday, May 15, 2006, and called to order by Chairperson Baker at 5:03 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 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 – March 22, 2006 – Attachment 1**

Motion: The minutes were approved without objection.

Action: **Motion approved.**

**ITEM D: COMMENTS FROM THE PUBLIC**

Ms. Emily Carver, student in the Human Services program, provided personal comments and reasons for not closing the child care centers.

Ms. Stephanie Brown, student at the West campus in the Funeral Service program, provided personal comments and information for not closing West Campus Child Care.

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Ms. Amy Herbst, wife of an MATC student, provided personal comments and justifications for not closing the West Campus Child Care Center.

Ms. Julia Boyle, student at the North Campus, provided personal comments and reasons for not closing the North Campus Child Care Center.

Ms. Jamie Harmon, student in the LAS division, provided personal comments for keeping the North Campus Child Care Center.

Ms. Ellen Pichler, a graduate of the Child Care Program and currently a teacher at North Campus, provided comments from parents who were unable to attend regarding not closing the North Campus Child Care Center.

Ms. Nicole Pook, a student in the RN program at the North Campus, provided personal comments and reasons to not close the North Campus Center.

El-Amin Abdullah, a student in Business Mid-Management and a single parent, stated he represented the Student Senate and other students who could not attend and requested that the Child Care Centers not be closed.

Mr. Douglas Udell, Instructor in the Early Childhood Education Program, provided personal comments and justifications for not closing the Child Care Centers.

### **ITEM E: ACTION ITEMS**

#### **E-1 Resolution to Approve Bilingual Court Interpreter Two-Semester Diploma Program – Attachment 2**

Discussion: Mr. James Walsh, Interim Provost, introduced Ms. Marlyce Johnson who provided background and information on the resolution for the bilingual court interpreter program development proposal. The program is a two-semester diploma program with could include any two major languages including American Sign Language.

Ms. Johnson provided current statistics on interpreters and their demand in the court system.

Director Wells inquired about the difficulties of being included on the interpreter list within the court system, and he noted that statewide demand is great for these skills.

Further information can be found on Attachment 2

Motion: It was moved by Director Wells, seconded by Director Maierle, for approval to accept the Resolution to Approve Bilingual Court Interpreter Two-Semester Diploma Program for phase two development.

Action: Motion Approved.

**ITEM F: DISCUSSION ITEMS**

**F-1 Child Care Update – Attachment 3**

Discussion: Mr. Jim Walsh introduced Dr. Rick Kettner who provided a review of the report, "Recommended Options for MATC Child Care." Dr. Kettner provided statistics on each of the four child care centers and addressed some concerns from the Committee members.

Director Baker inquired if Administration had any comfort with Option #3 presented in the report. Dr. Kettner stated that at present the recommendation was for Option #1. However, he added that in discussions with Dr. Cole, Option #3 could also be supported because it allowed for additional investigation and discussion.

Director Baker requested clarification of Option #3 with respect to hiring a Limited Term Employee. Dr. Kettner responded this position would explore ways to viably operate the centers.

Director Wells, then requested that Dr. Kettner respond to questions about the response to the task force recommendations. Dr. Kettner indicated that all recommendations were researched as expected.

Dr. Kettner stated that further research was done on other recommendations and were suggested to the task force. Much research was necessary prior to potential implementation of the recommendations.

Director Wells requested that Dr. Kettner provide a bit more clarification for the public to understand assignment of child care costs to instruction. Director Baker clarified by stating that since these are learning labs, part of their costs should be assigned to the instructional programs and we would get state aid. Dr. Kettner stated that this is being investigated so that changes can be made in those areas if possible within WTCS rules.

Director Maierle commented on the great job that Dr. Kettner has done with this assignment and with such professionalism. He thanked him for a job well done.

Further program information was highlighted in Attachment 3.

### **F-2 Program Quality Review – Paralegal - Attachment 4**

Discussion: Mr. Walsh introduced Ms. Karen Zwissler, Interim Dean Business, Information & Technology, and her team of Dr. Mohammad Dakwar, Associate Dean and Ms. Carol Brady, Instructor who provided the background information on the Paralegal program.

Dr. Dakwar provided statistical and background information regarding the program. He stated that the program has American Bar Association approval, which was received last year and has been extended to a 7 year certification.

Dr. Dakwar provided detailed information related to the paralegal job market. He added that the program does in-house marketing and is represented at many open houses.

Director Baker requested that the information provided on the salaries be investigated further due to the low starting pay of \$3.00 that was quoted in the documents provided. Dr. Dakwar agreed to investigate it further.

Further information can be found on Attachment 4.

### **F-3 Certification Audit Results – Attachment 5**

Discussion: Mr. Walsh introduced Ms. Jan Jablonski, Certification Officer, who presented the results of the most recent WTCS audit and background information on the importance of the audit. Ms. Jablonski provided audit results from 1985-86 to the present and the current \$0 balance for 2004-2005,

Mr. Walsh noted that Ms. Jablonski will be retiring in the very near future and he thanked her for her 34 years of service.

Further information can be found on Attachment 5.

### **F-4 Alternative Delivery/Online Instruction Update – Attachment 6**

Discussion: Mr. James Walsh asked the team of Mr. Rich Busalacchi, Interim Associate Dean, Ms. Betsy Rezel, Coordinator Online Support, and Ms. Pam Curtin, Coordinator Distance Education Student Services to present the update.

Mr. Walsh called the Committee's attention to the first component of Attachment 6, "Process for Converting Courses to an Online Format".

He stated that, during the early years of the online explosion, the process and procedures for converting courses had been inconsistent and not focused on quality of instruction. However, over the last year or two, this

process has been enhanced to insure quality and control in the development of online courses.

Mr. Walsh also stated that the process was jointly developed by faculty and staff. Faculty support is provided throughout this new process and the same process can be used for all curriculum development projects.

Mr. Busalacchi provided a brief background on developments in online/distance education. His presentation provided statistics and in-depth information relating to distance education and online course. Demographics, student markets and educational offerings were among the topics covered.

Ms. Betsy Rezel provided information on the online technology. Ms. Rezel discussed the Blackboard system and the integration of the Blackboard and Cosmo systems. Several other software programs have been added to help faculty detect plagiarism and produce tests for online delivery. An upgrade to Blackboard 7 is planned for the Fall of 2007.

Ms. Pam Curtin discussed the online student resources available for students who are interested in learning online.

Director Maierle inquired about a specific course in the T&I divisions that is offered online. Mr. Busalacchi stated that it was an auto maintenance course.

Further information can be found on Attachment 6.

**ITEM G: INFORMATION ITEMS**

**G-1 List of Active Programs – Attachment 7**

Discussion: Mr. Walsh provided a brief explanation of the 2006 list of degree, diploma and apprentice programs provided to the committee.

Further information can be found on Attachment 7.

**G-2 Program Advisory Committee Quarterly Report – Attachment 8**

Discussion: Mr. James Walsh provided a brief explanation of the quarterly report and its findings. Mr. Walsh did note that the Pre-College Division now has an advisory committee.

Further information can be found in Attachment 8

**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, June 21, 2006 at 5:00 p.m.  
Milwaukee Campus, Board Room (M210)

**ADJOURNMENT**

The Committee adjourned at 6:40 p.m.

Respectfully submitted,

Sandra C. Webster  
Administrative Specialist to the Provost