

DRAFT
Attachment ESIR - 1

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

STAFF/ADMINISTRATION PRESENT:	Theresa Barry	Mike Sargent
	Dan Burrell	Dave Turner
	Evonne Carter	Jim Walsh
	Darnell Cole	Mike Walsh
	Janice Falkenberg	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 Tuesday, January 16, 2007, 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, Lenard Wells and Anne Wilson

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 – December 12, 2006 – Attachment 1

Motion: The minutes were approved without objection. Ms. Baker noted that, under the Discussion Item F-1, Paragraph 4, she had requested that costs associated with action plan items be provided for future presentations.

Action: **Motion approved.**

ITEM D: COMMENTS FROM THE PUBLIC

None

ITEM E: ACTION ITEMS

E-1 Revisions to Policy A0109 – Public Records – Attachment 2

Discussion: Ms. Baker stated that Policy A0109 is presented for approval by the committee. Ms. Janice Falkenberg, Assistant General Counsel, provided information regarding minor language changes to pages 5 and 6 and remarked regarding the concerns of Director Earle and Director Colon needs at the November board meeting.

Motion: It was moved by Director Wells, seconded by Director Wilson to move the Revision to Policy A0109, Public Records to the full Board for approval.

Action: Motion Approved.

E-2 Resolution (E0003-01-07) to Approve Investigation Phase for Medical Coding Specialist Technical Diploma Program – Attachment 3

Discussion: Mr. James Walsh, Interim Provost stated this proposal is to expand the college's existing medical coding technical certificate to a diploma level program. Ms. Lucia Francis, Associate Dean of Health Occupations, provided information related to the actions needed to expand the medical coding technical certificate program and the benefits of this expansion.

Motion: It was moved by Director Wilson, seconded by Director Wells to Approve Resolution (E003-01-07) Investigation Phase for Medical Coding Specialist Technical Diploma Program and forward to the full Board for approval.

Action:
Motion Approved

ITEM F: DISCUSSION ITEMS

F-1 Program Quality Review – BARCOS Apprenticeship – Attachment 4

Discussion: Mr. James Walsh, Interim Provost, stated that this is a large apprenticeship program. Dr. Karen Zwissler, Dean of Business & Information Technology introduced Mr. Roger Plath, Associate Dean, Ms. Liza Larson, instructor and Ms. Mary Ann Denor, instructor.

Ms. Larson provided background information concerning the apprenticeship program. She also reviewed the action plan and addressed the findings for each of the action plan items.

Ms. Baker inquired about the average annual wages for program graduates and requested that all wage information be included in all future presentations.

Ms. Larson also identified facility needs for the program. Ms. Baker reiterated that facility requests should be included in the action plans. Mr. Walsh stated that Barber/Cosmetology programs' remodeling request is extensive and their proposal has been reviewed, but not selected, during the budget development process.

Ms. Baker requested information with respect to remodeling expenditures and requests be brought to the committee in the next few months.

Further program information was highlighted in Attachment 4.

F-2 Program Quality Review – Real Estate Brokerage - Attachment 5

Discussion: Mr. James Walsh stated that the program has experienced substantial growth over the past few years and, with an expansion to online instruction, the program should continue to grow.

Dr. Kit Collins, Associate Dean, Business & Information Technology introduced Mr. Tom Ortell, instructor and Mr. Richard Powers, instructor. Mr. Ortell distributed a document providing highlights of the program. Mr. Ortell and Mr. Powers also provided information related to new program developments, program student diversity and diversity of the advisory committee.

Ms. Baker inquired about the costs associated with the items listed on the action plan and stated that these costs should be included on all action plans in the future.

Further information can be found on Attachment 5.

F-3 Enrollment Update

Discussion: Ms. Theresa Barry, Vice President Student Services, provided information on enrollment as of January 16, 2007. Ms. Barry outline the impact of the deregistration process on the data and enrollment. Ms. Barry also provided data comparing the second semesters of academic years 2006 and 2007.

ITEM G: INFORMATION ITEMS

G-1 List of Active Programs – Attachment 6

Discussion: Mr. Walsh reviewed the program list and highlighted the new Desktop Publishing Diploma program. He added that two new programs, Computer Simulation and Gaming and Web Designer, are under development.

Mr. Walsh also mentioned that there are twelve programs that are currently suspended. There are 106 state-approved programs which does not include degree progression, certificate, transfer and apprenticeship programs.

Further information can be found on Attachment 6.

Mr. Walsh also stated that this would be the last meeting for Ms. Sandra Webster as committee secretary as she will be moving to North Campus and will be succeeded by Ms. Michelle Conroy.

ITEM H: Miscellaneous Items

1. Communications and Petitions
2. Information Items

ITEM I: OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: Tuesday, February 20, 2007

Milwaukee Campus, Board Room (M210)

ADJOURNMENT

The Committee adjourned 5:55 p.m.

Respectfully submitted,

Sandra C. Webster
Administrative Specialist to the Provost