

Attachment ESIR - 1

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

**STAFF/ADMINISTRATION
PRESENT :**

Theresa Barry	Gloria Pitchford-Trice
Dan Burrell	Mike Sargent
Barb Cannell	Dave Turner
Evonne Carter	Jim Walsh
Janice Falkenberg	Mike Walsh
Rick Kettner	Karen Zwissler

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, March 20, 2007, 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: Lenard Wells and Lauren Baker. Ann Wilson connected by telephone at 5:00 p.m.

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 – January 16, 2007 – Attachment 1

Motion: The minutes were approved without objection.

Action: **Motion approved.**

ITEM D: COMMENTS FROM THE PUBLIC

ITEM E: ACTION ITEMS

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

Discussion: Ms. Janice Falkenberg, assistant general counsel, noted the two attachments for this item, Attachment 2A being a variation of the revised policy previously approved by the committee, and Attachment 2B being a version submitted by Director Earle with his recommended revisions. Ms. Falkenberg reviewed the differences between the two

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versions and the statutory mandates of the public records law.

Motion: It was moved by Director Wells, seconded by Director Baker, for approval to accept the Revisions to Policy A0109 – Public Records – Attachment 2A.

Action: Motion Approved.

E-2 Resolution (E0003-02-07) to Approve Computer Simulation and Gaming Associate Degree – Attachment 3

Discussion: Mr. Jim Walsh, provost, explained that this resolution is required for the investigation phase of the program creation process. Much of this curriculum is being adapted from current courses. MATC has submitted to the WTCS a New and Emerging Occupations grant for this program.

Motion: It was moved by Director Wilson, seconded by Director Wells, for approval to accept the Resolution (E0003-02-07) to Approve Computer Simulation and Gaming Associate Degree.

Action: Motion Approved.

E-3 Resolution (E0004-03-07) to Approve Implementation Phase for Medical Coding Specialist Technical Diploma Program – Attachment 4

Discussion: Mr. Walsh explained that this resolution moves the Medical Coding Specialist Technical Diploma program ahead to implementation through the State board. This new diploma program is an expansion of an existing certificate program.

Motion: It was moved by Director Wilson, seconded by Director Wells, for approval to accept the Resolution (E0004-03-07) to Approve Implementation Phase for Medical Coding Specialist Technical Diploma Program.

Action: Motion Approved.

E-4 Resolution (E0005-03-07) to Approve Investigation Phase for Web Designer Diploma Program – Attachment 5

Discussion: Mr. Walsh explained that this Diploma Program is taking an associate degree program and modifying it to create a technical diploma to be used as a career ladder. This resolution is the first step in the program creation process within the WTCS.

Motion: It was moved by Director Wilson, seconded by Director Wells, for approval to accept the Resolution to Approve Investigation Phase for Web Designer Diploma Program.

Action: Motion Approved.

ITEM F: DISCUSSION ITEMS

F-1 Program Quality Review – Civil Engineering Technology – Attachment 6

Discussion: Mr. Walsh introduced Dave Turner, dean-Technology and Applied Sciences, Dr. Bill Hodgkinson, associate dean-Technology and Applied Sciences, and Terese Dressel, instructor - Civil Engineering. Dr. Hodgkinson explained that this program is designed for graduates to assist civil engineers in building projects. Students can also go on to take the Land Surveyor certification test at the end of the program. Ms. Dressel noted

that racial and ethnic minority student enrollment is up to 29% and the alternative delivery pass rate has increased to 73%. Ms. Dressel explained that the department is working with Marquette and UWM to develop transfer agreements for many program credits.

F-2 Program Quality Review – Emergency Medical Technician – Attachment 7

Discussion: Mr. Walsh introduced Vince Vitale, associate dean-Protective Services, Ron Owsianny, instructional chair-EMS/EMT department, Mike Bova, instructional chair, EMS/EMT department. Mr. Walsh explained that the lack of scorecard data for this program is primarily due to the recent creation of the program. Mr. Owsianny clarified that there are two major goals for students in this program; pass the national registry exam for licensing and prepare for employment with a fire department/ambulance service. The EMS/EMT department has recently added the Intermediate Technician Program at the Mequon Campus. Mr. Bova stated that most of the students are actively employed when they come into the program but those looking for employment have a starting salary of \$10-\$14 per hour.

F-3 Remodeling Expenditures – Attachment 8

Discussion: Mr. Walsh introduced Al Evinrude, director-Construction Services explained how remodeling dollars are allocated for academic remodeling. Mr. Evinrude noted that the attachment includes listings of the current year and previous 4 years approved remodeling projects. The total for the 5 years is nearly \$35,000,000; favoring academics only slightly by about \$1M. Total requests for FY2008 was approximately \$70,000,000. Director Baker requested that a plan be prepared that would show a schedule of upgrades and remodeling for the academic departments indicating where critical needs are and where they have been met. The Committee expressed support for students using equipment that is currently being used in industry.

F-4 Childcare Update – Attachment 9

Discussion: Mr. Walsh introduced Patricia Martinez, childcare liaison, who explained the status of each of the recommendations of the task force. MATC has applied for a grant that could reduce necessary funding by \$500,000.

F-5 Student Complaint Process Overview – Attachment 10

Discussion: Ms. Falkenberg noted that items F-5 and F-6 address public comments made by a student at two previous Board meeting. The Board requested that ESIR review the student complaint process and other related concerns. Theresa Barry, vice president-Student Services, distributed a copy of the Student Code of Conduct which students receive at all orientations and copies are available anytime through Student Services, on the website and in the student handbook.

F-6 Student Senate/Organizations Benchmarking Study

Discussion: Ms. Barry explained that she will be conducting a study of best practices at other technical colleges and universities related to communication/interaction with their student senates and organizations. Results of this study will be shared with ESIR at a later date. Students will be participating in this process.

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ITEM G: INFORMATION ITEMS

Discussion: **G-1 Academic Quality Improvement Process (AQIP) Project #2 Update – Attachment 11**

Mr. Walsh introduced Dr. Evonne Carter, associate provost. Dr. Carter reviewed the history of the QRP process at the college and the AQIP project related to revising this process. She also distributed a balanced scorecard and explained the proposals. Board members discussed how they would like to receive program performance information in the future. It was decided that the reporting to ESIR would remain the same highlighting the hiring trends, job market, minority enrollment, and uptrend/downtrend in enrolment and jobs. Division/college indicators should continue to be presented to the full board.

G-2 Enrollment Update

Discussion: Ms. Barry indicated that FTEs for the year are stable. Summer and fall registration begins April 2.

Ms. Wilson disconnected at 6:10 p.m.

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, April 17, 2007, 5:00 p.m.

Milwaukee Campus, Board Room (M210)

ADJOURNMENT

The Committee adjourned at 6:23 p.m.

Respectfully submitted,

Michele M. Conroy
Administrative Specialist to the Provost