



## Attachment ESIR - 1

### MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS November 20, 2008

#### 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 Thursday, November 20, 2008, and called to order by Chairperson Royal at 5:05 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

#### ITEM A: ROLL CALL

**Present:** Mr. Fred Royal, Mr. Thomas Michalski, Ms. Melanie Holmes  
**Excused:**

#### 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 – October 16, 2008 – Attachment 1

**Motion:** The minutes were approved without objection.

**Action:** **Motion approved.**

#### ITEM D: COMMENTS FROM THE PUBLIC

#### ITEM E: ACTION ITEMS

**None**

#### ITEM F: DISCUSSION ITEMS

##### F-1 ER&D/Professional Development Update – Attachment 2

**Discussion** Dr. Evonne Carter, associate provost, introduced Ms. Patricia McFarland, local site coordinator, Mr. Paul Mansfield, curriculum director, and Ms. Phyllis Holder, from Educational Research and Dissemination (ER&D) who gave a brief update related to the mission of ER&D and what the members have been working on this year. Dr. Carter explained that ER&D is one part of the faculty professional development program. In addition to ER&D, faculty are required to take seven certification courses through the Professional Development Office.

**F-2 Enrollment Management Retreat Update – Attachment 3**

Discussion Dr. Carter explained that there has been a strong effort to make sure students are enrolled in a way so that classes are filled. This retreat was the beginning step to develop a process to have a system in place to manage our enrollment. This retreat was used to look at the bigger picture of enrollment and to begin to develop a systematic process to determine what the college needs to do in the future to have a system in place to manage our enrollment. Data from the Department of Labor was used to begin determining what will be the high performing/ high demand programs in the next five years, and what changes MATC will need to make and how to get ready for these changes.

**ITEM G: INFORMATION ITEMS**

**G-1 Innovation Grant Update – Student Mentorship Program**

Discussion: Dr. Carter introduced Dr. Laurie Materna, faculty, Nursing. Dr. Materna highlighted the Student Mentorship Program that was brought to the college as part of an Innovation Grant. This program is used to allow seasoned faculty to mentor new faculty as well as graduating students to mentor new students. Dr. Materna briefly demonstrated the program and noted that 24 people are currently enrolled in this program.

**ITEM H: MISCELLANEOUS ITEMS**

**H-1 COMMUNICATIONS AND PETITIONS**

None

**H-2 INFORMATION ITEMS**

**ITEM I: OLD BUSINESS/NEW BUSINESS**

Date of Next Meeting: December 11, 2008

Milwaukee Campus, Board Room (M210)

**ADJOURNMENT**

The Committee adjourned at 5:45 p.m.

Respectfully submitted,

Michele M. Conroy

Michele M. Conroy  
Administrative Specialist to the Provost