

May 14, 2010

**NOTICE TO RESIDENTS OF THE MILWAUKEE AREA  
TECHNICAL COLLEGE DISTRICT, WISCONSIN**

A regular open meeting\* of the **MILWAUKEE AREA TECHNICAL COLLEGE EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS COMMITTEE** of the Milwaukee Area Technical College District Board, Wisconsin, will be held in the **BOARD ROOM (ROOM M210)** of the **MILWAUKEE AREA TECHNICAL COLLEGE**, 700 West State Street, Milwaukee, Wisconsin on **WEDNESDAY, MAY 14, 2010**, beginning at **3:00 P.M.** The agenda\*\* for said meeting is presented as follows:

The agenda for said meeting is presented as follows:

**A. Roll Call**

**B. Compliance with the Open Meetings Law**

**C. [Approval of Minutes – April 21, 2010 - Attachment 1](#)**

**D. Comments from the Public**

**E. Action Items**

**F. Discussion Items**

1. Trimester Update
2. [CLA Summit Update – Attachment 2](#)

**G. Information Items**

1. Enrollment Update
2. [Child Care Update – Attachment 3](#)

**H. Miscellaneous Items**

1. Communications and Petitions
2. Information Items

## **I. Old Business/New Business**

1. Date of Next Meeting:

**Wednesday, May 19, 2010, Board Room (M210), Milwaukee Campus**

Committee Members: Holmes, Michalski, Webber

- \* **Other members of the MATC Board may be present, although they will not be participating as members of this committee. This meeting may be conducted in part by telephone. Telephone speakers will be available to allow the public to hear those parts of the proceedings that are open to the public.**
  
- \*\* **Action may be taken on any agenda item, whether designated as an action item or not. Agenda items may be moved into Closed Session for discussion when it becomes apparent that a Closed Session is appropriate under Section 19.85 of the Wisconsin Statutes. The Board may return into Open Session to take action on any item discussed in Closed Session.**

*Reasonable accommodations are available through the ADA Office for individuals who need assistance. Please call 414-297-6221 to schedule services at least 48 hours prior to the meeting.*



## Attachment ESIR - 1

### MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS April 21, 2010

#### 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, April 21, 2010, and called to order by Ms. Melanie Holmes at 3:00 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

#### ITEM A: ROLL CALL

**Present:** Ms. Melanie Holmes, Mr. Thomas Michalski  
**Excused:** Mr. Bobbie Webber

#### 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 17, 2010 – Attachment 1

Motion: The minutes were approved without objection.

#### ITEM D: COMMENTS FROM THE PUBLIC

#### ITEM E: ACTION ITEMS

None

#### ITEM F: DISCUSSION ITEMS

##### F-1 Quarterly Advisory Committee Report – Attachment 2

Discussion Dr. Vicki Martin, executive vice president and provost introduced Mr. Mike Jenkins, curriculum manager. Mr. Jenkins briefly outlined the Advisory Committee Report for the last quarter.

##### F-2 Direct Lending Update – Attachment 3

Discussion Dr. Martin introduced Mr. Al Pinckney, interim vice president, Student Services. Mr. Pinckney gave a brief history of the direct lending initiative and the connection to the stimulus package from the federal government. Mr. Pinckney introduced Ms. Camille Nicolai, interim manager of financial aid. Ms. Nicolai highlighted the Direct Loan process to be used beginning in SU2010. Students have been notified of this new

process via email and a future article in the MATC Times newspaper. Communication with the students will continue well into the future in order to have a seamless into this new process. There was a brief discussion of how the Financial Aid department will work with students aware of their debts and how to manage those debts.

**F-3 Policy Review – A0101 MATC Mission Statement – Attachment 4**

- Discussion Dr. Martin introduced Ms. Janice Falkenberg, vice president and general counsel. Ms. Falkenberg highlighted the changes included in this version of the policy.
- Motion It was moved by Ms. Holmes and seconded by Mr. Michalski to move Policy Review – A0101 MATC Mission Statement to the full board for approval.
- Action Motion Approved

**TEM G: INFORMATION ITEMS**

**G-1 Enrollment Update**

- Discussion: Mr. Pinckney noted that enrollments for this spring semester are up 11% over enrollments during this same period last year. Apprenticeship enrollments are down 24%. There was a discussion related to how this decline directly correlates with the downturn in the economy. Overall FTEs are up 5% for the fiscal year.

**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, May 19, 2010, 3:00 PM  
Milwaukee Campus, Board Room (M210)

**ADJOURNMENT**

The Committee adjourned at 3:26 p.m.

Respectfully submitted,

*Michele M. Conroy*

Michele M. Conroy  
Administrative Specialist, Academic Affairs

Attachment ESIR - 2

**First Annual**



**Curriculum, Learning and Assessment**

**Presentation to ESIR**

**May 19, 2010**

To provide leadership and support on the implementation of curriculum, instructional delivery, and assessment processes which sustain high quality teaching and learning at MATC

MISSION / PURPOSE

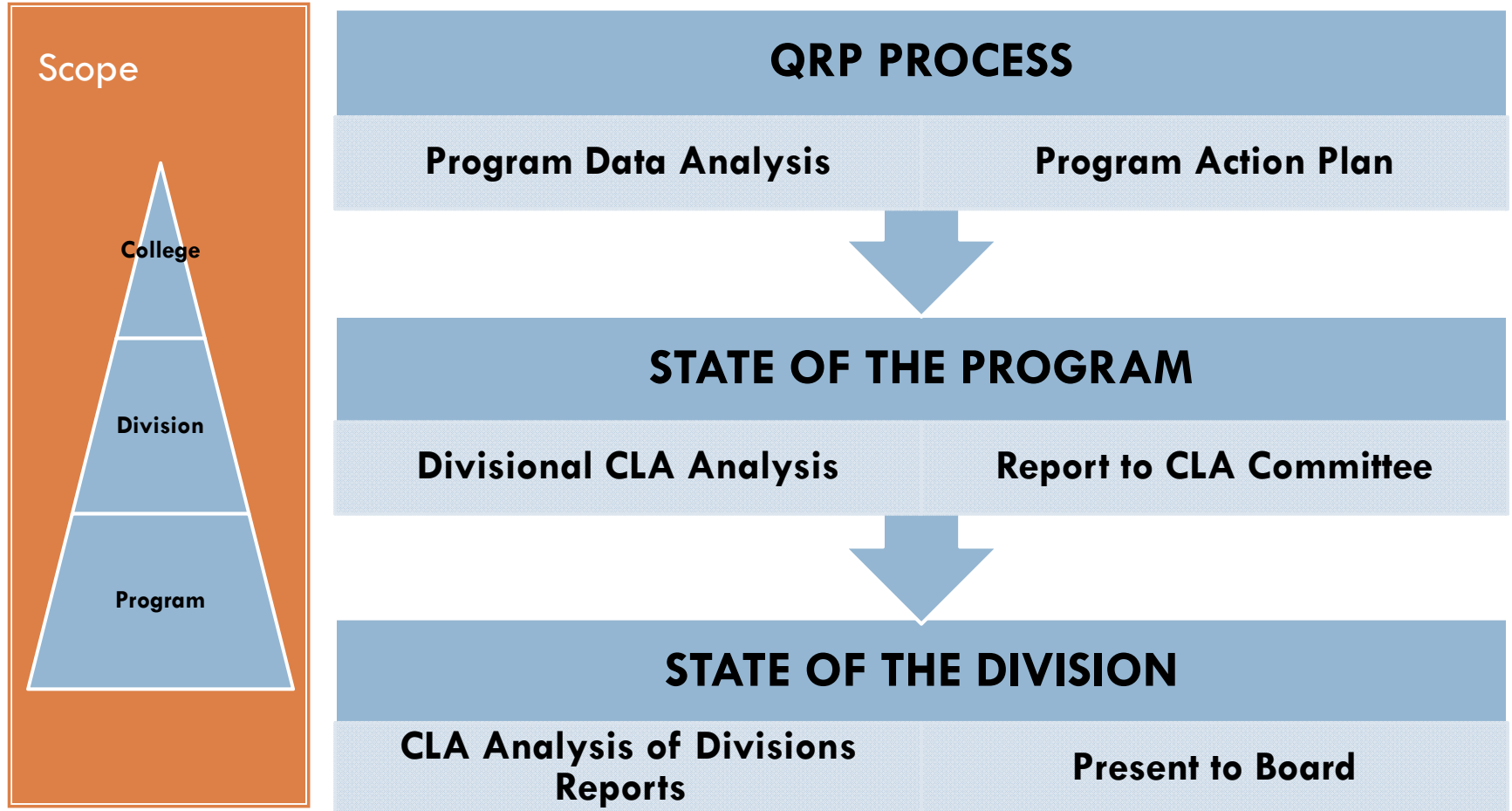
**CLA**

**Curriculum Learning and Assessment**

# Membership

Name	Division	Representing
Lucia Francis	BUS Co-chair	Dean
Karen Kraus	BUS Co-chair	Faculty
Juana Harrison	BUS	Associate Dean
Kelly Dries	HO	Associate Dean
Cynthia Steffen	HO	Faculty
Marcia Clarke-Yapi	LAS	Associate Dean
Lisa Conley	LAS	Faculty
Jacqueline Robinson	LAS	Faculty
Mike Brenner	TAS	Associate Dean
Terese Dressel	TAS	Faculty
Patrick Yunke	TAS	Faculty
Andrea Sullivan-Jurek	PC	Faculty
Michael Jenkins	Curriculum	Administrator, Ex-officio
Terry Firkins	AA	Administrator, Ex-officio

# The Connection



<b>Goal No. 1</b>	<b>Provide Quality Student Learning Improve processes to align instruction and curriculum to meet the changing needs of the workforce in high demand areas</b>
<b>Objective 1.1</b>	<b>Provide high performing courses, programs, instruction and services</b>
<b>Strategy 1.1A</b>	<b>Evaluate program performance</b>
<b>Measure</b>	<b>Hold a divisional CLA Summit. Obtain feedback to and from the Divisional CLA Committees, <u>annual report</u></b>
<b>Strategy 1.1B</b>	<b>Update curricula to provide high-performing programs</b>
<b>Measure</b>	<b>Review and approve changes to curriculum manual Facilitate the implementation of the Core Abilities</b>
<b>Strategy 1.1C</b>	<b>Modify courses, programs and services based on data</b>
<b>Measure</b>	<b>Review and approve: new programs, programs undergoing major modifications, programs being considered for suspension, programs being recommended to be offered at other campuses, programs working with statewide curriculum</b>
<b>Strategy 1.1.D</b>	<b>Enhance Instructional Delivery</b>
<b>Measure</b>	<b>Reviewed and recommend: <u>priority</u> programs to be available online, courses/programs being proposed for <u>alternative</u> delivery, new <u>technology</u> or <u>methodology</u></b>

# Outcomes

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- Summit held
- Divisional CLAs evolving
- Annual Reports Completed
- Curriculum Manual Revised
- Core Abilities Revised
- Program approvals and modification

# Outcomes

## Program Modifications

- ❑ Food and Beverage Certificate
- ❑ Meeting and Convention Planning Certificate
- ❑ Restaurant Management Certificate
- ❑ Baking Production Diploma
- ❑ Special Events Management TD
- ❑ Meeting and Events Management AAS
- ❑ Customer Information Specialist Diploma
- ❑ Food Service Diploma
- ❑ eCommerce/Web Administration

## New Certificates

- ❑ Six Sigma Belt Certification
- ❑ Information Security Fundamentals
- ❑ System Administration and Security Certificate
- ❑ IT-Security Auditing
- ❑ Infrastructure Security
- ❑ Dietary Manager

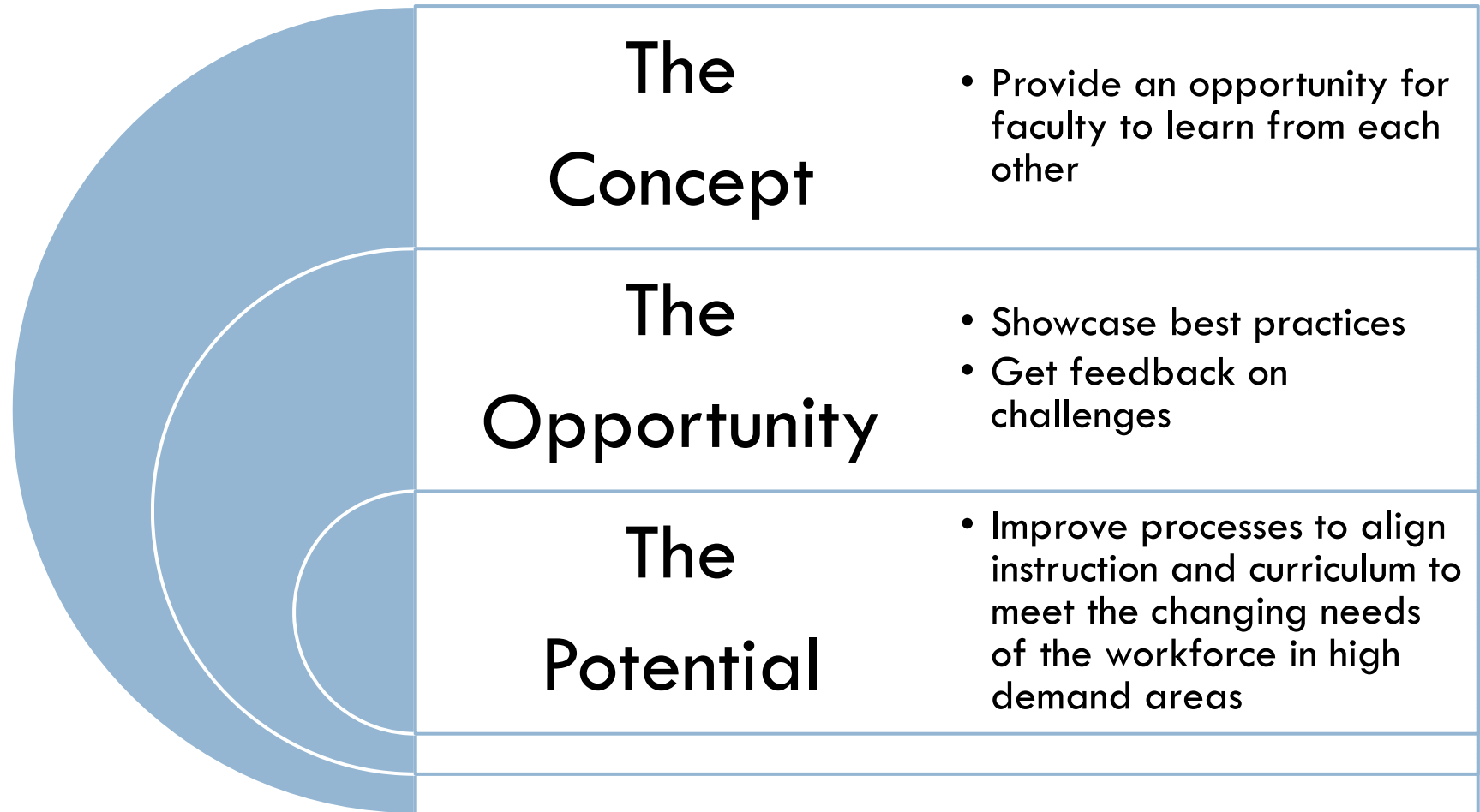


Curriculum, Learning and Assessment

**First Annual Summit**

**April 22, 2010**

# Provide Quality Student Learning



# Provide Quality Learning



# The Structure



# Best Practices and Challenges

- ~ **Team Teaching** ~ **Google applications** ~ **Service Learning** ~
- ~ **TV production** ~ **Employer Satisfaction Survey** ~
- ~ **Petitioning** ~ **COS Completion Process** ~
- ~ **Childcare Bilingual Education** ~
- ~ **Physical Education and a Faith community partnership** ~
- ~ **Talented Musicians** ~ **Art and Community** ~ **Cyber Security** ~
- ~ **Exploring Nature** ~

# Learning from Each Other

“Good means of sharing ideas (best practices) cross divisional. Good job!”

“Very interesting topics”

“Walk around the best part.”

“Excellent use of time!”

“A great experience!”

- ❑ **Participation – from all six divisions**
- ❑ **Approximately 75 individuals attended**
- ❑ **Evaluations - 95% indicated a rating of good to excellent**

***“I was made aware of assessment techniques that haven’t heard of before. Some that I will take back to my program.”***

# Committee's Self Assessment

**Preserve**

**Achieve**

<ul style="list-style-type: none"><li><input type="checkbox"/> Format</li><li><input type="checkbox"/> Sense of celebration</li><li><input type="checkbox"/> Faculty Involvement</li><li><input type="checkbox"/> Enthusiastic Student Involvement</li><li><input type="checkbox"/> "Reflective" Practices</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Fall Divisional CLA Strategy Forum</li><li><input type="checkbox"/> Spring Best practices day (2<sup>nd</sup> Annual Summit)</li></ul>
<ul style="list-style-type: none"><li><input type="checkbox"/> Schedule Conflicts</li><li><input type="checkbox"/> Misunderstanding of time</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Technology issues</li><li><input type="checkbox"/> Unclear expectations</li></ul>

**Avoid**

**Eliminate**

# To Do

**2  
0  
1  
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1**

- Action Plans
- Analysis of Divisions
- CLA State of the College Presentation to ESIR
- 2<sup>nd</sup> Annual Summit and Strategic Forum
- Program Mix Model

# LAS Student Outcomes Assessment



## OVERVIEW

The Liberal Arts & Sciences Division (LAS) has committed to using student outcomes assessment as a means to evaluate the effectiveness of its programs and to ensure that its graduates are prepared for the workforce and for further education. This commitment is reflected in the LAS Student Outcomes Assessment (SOA) program, which is a comprehensive, ongoing process of assessing student learning and performance. The SOA program is designed to provide a clear picture of student learning and to inform program improvement efforts. The SOA program is a key component of the LAS's commitment to excellence in education and to the success of its students.

### Progress versus Traditional Assessments: Comparison of Learning Assessment Coursework

Assessment	Traditional Assessment	Learning Assessment Coursework
Assessment Type	Standardized tests	Coursework assignments
Assessment Focus	General knowledge	Specific skills and knowledge
Assessment Frequency	One-time	Ongoing
Assessment Location	External	Internal
Assessment Cost	High	Low
Assessment Validity	Questionable	High
Assessment Reliability	Questionable	High
Assessment Fairness	Questionable	High
Assessment Transparency	Low	High
Assessment Impact	Low	High

## TAKING INVENTORY

### What the Data Suggests

The LAS has collected and analyzed data related to student outcomes in order to track a variety of student learning and performance outcomes. This data is used to inform program improvement efforts and to ensure that the LAS is providing a high-quality education for its students. The data suggests that the LAS is making progress in several key areas, including student learning and performance, and that the LAS is committed to ongoing improvement efforts.

### What is Important to Us?

SOA Results of Student Outcomes	Key Planning for Faculty Student Results	SOA Assessment Results
SOA Results of Student Outcomes	Key Planning for Faculty Student Results	SOA Assessment Results
Key Planning for Faculty Student Results	SOA Assessment Results	SOA Assessment Results
SOA Assessment Results	SOA Assessment Results	SOA Assessment Results

### How Are Our Students Doing?

Key Planning for Faculty Student Results	SOA Assessment Results
Key Planning for Faculty Student Results	SOA Assessment Results
SOA Assessment Results	SOA Assessment Results

### Factors Affecting SOA Data Results & Interpretation

- Faculty Buy-in
- Student Motivation
- Assessment Design
- Assessment Administration
- Assessment Analysis
- Assessment Reporting

# Two Best Practices and One Challenge

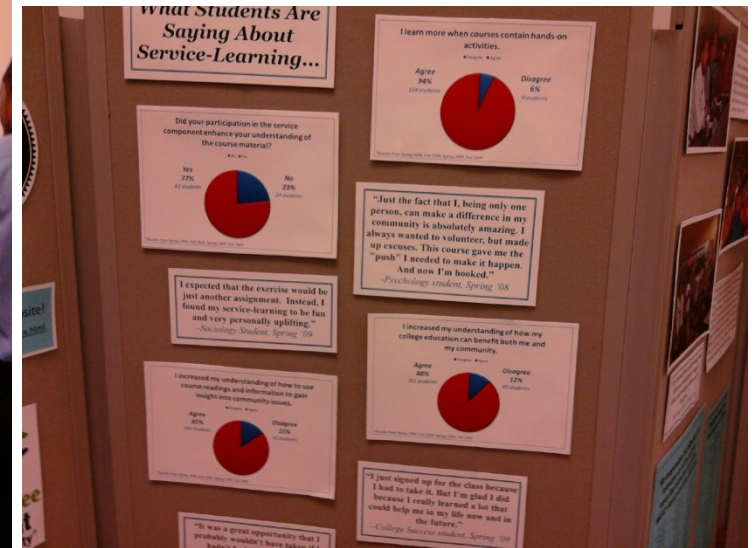
## Google Documents & Sites Experts



## Health Occupations Petition Process & Employer Satisfaction Survey



# What Students are Saying About Service Learning



# Students – Hackers in Training?

Cyber  
Security  
Competition

Faculty  
Networking



# Two Examples of Best Practices



**Questions**

## Attachment ESIR - 3

Child Care Update  
Fall 2009 and Spring 2010  
Carol Seaman, Director, MATC Child Care Services

### Fall 2009

Criteria	Site				Total
	Mequon	Milw.	Oak Creek	West Allis	
FT Teaching Staff	4	10	4	4	22
PT Teaching Staff	2	9	3	3	17
No. of classrooms	4	6	4	4	18
No. of student children regularly enrolled	24	65	51	37	177
No. of staff/faculty children regularly enrolled	2	6	0	0	8
No. of community children regularly enrolled	0	5	0	0	5
Total children regularly enrolled Fall 2009	26	76	51	37	190
Percent of student children regularly enrolled per site	92.31%	85.53%	100.00%	100.00%	
No. of Occasional Use student children enrolled	6	12	13	10	41
No. of Occasional Use staff/faculty children enrolled	1	0	0	0	1
No. of Occasional Use community children enrolled	0	4	0	0	4
No. of student teachers assigned	6	22	11	11	50

### Spring 2010

Criteria	Site				Total
	Mequon	Milw.	Oak Creek	West Allis	
FT Teaching Staff	4	10	4	4	22
PT Teaching Staff	2	9	3	3	17
No. of classrooms	4	6	4	4	18
No. of student children regularly enrolled	23	71	60	35	189
No. of staff/faculty children regularly enrolled	2	7	0	0	9
No. of community children regularly enrolled	1	5	0	0	6
Total children regularly enrolled Fall 2009	26	83	60	35	204
Percent of student children regularly enrolled per site	88.46%	85.54%	100.00%	100.00%	
No. of Occasional Use student children enrolled	5	9	12	11	37
No. of Occasional Use staff/faculty children enrolled	0	0	0	3	3
No. of Occasional Use community children enrolled	0	3	0	0	3
No. of student teachers assigned	3	26	7	10	46

NOTE: Occasional Use applies to school-age children who are enrolled for school "off" days. Time is sold on a "space available" basis and only to families who are pre-registered.

Student Teacher (Practicum) Hours	FY09	FY10	Difference	Percentage
Summer--Milwaukee Center (Hours)	744	1008	264	35.48%↑
Fall--All Campus Centers (Hours)	2862	2768	-94	3.28%↓
Spring--All Campus Centers (Hours)	3768	2400	-1368	36.20%↓

### Grant Activities

CCAMPIS: MATC Child Care Services was awarded another CCAMPIS grant for 2010 - 2014. Services include 1:1 conferencing with student parents, additional hours for tutoring or study time, and parent education opportunities. A total of 159 MATC students were served from 8/2009 - 5/2010.

Collaboration/partnership with MPTV and Children's Health Education Center: MPTV recently announced the "I Am the Fit Generation" campaign which focuses on childhood obesity and healthy eating. A major focus of the campaign is parent and child education so children develop lifelong habits of healthy eating and physical exercise.

Milwaukee Public Television (MPTV) has approached MATC Child Care Services in regard to

a collaboration and partnership regarding health education for area families. In partnership with the Children's Health Education Center, MPTV will sponsor and provide a parent workshop during Summer 2010 for parents and children at the MATC Milwaukee Children's Center. Following the same model, the Children's Health Education Center will provide a second workshop for families at the MATC West Allis Children's Center in Fall 2010.

MATC Child Care Services is very excited to participate and offer our centers as host sites to further these important messages to our student parents and their children.

#### Enrollment (Fall and Spring)

Student enrollment has continued to grow at all four (4) locations. Oak Creek has realized the highest percentage of increase, most likely due to the large number of programs at that location and the continued effect of the current economy on families of displaced workers. The Milwaukee center has seen a higher percentage of student families enrolled, replacing community families.

The number of Wisconsin Shares-funded families has increased. More student parents have received direction and assistance from the PACE program at MATC. More students, based on economic circumstances, are qualifying for child care funding.

#### Youngstar/Quality Rating System

We continue to await final plans for the proposed Youngstar (quality rating system) program. The program would rate group child care providers and reinforce quality programming and service delivery by providing higher rates of Wisconsin Shares reimbursement to encourage families on Wisconsin Shares funding to seek out high-quality educational programs for their children.

The MATC Children's Centers, based on the NAEYC accreditation and standards, should be designated by the State of Wisconsin at the highest possible rank.