

Wisconsin Technical College System  
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Dr. Richard Carpenter, President

## **MINUTES**

### **State Certification Committee WisLine Meeting August 6, 2003**

Present: Janice Jablonski, Milwaukee Area Technical College  
Mary Peters, Chippewa Valley Technical College  
Sharon Spangberg, Wisconsin Technical College System  
Tom Grinde, Wisconsin Technical College System  
Val Smith, Wisconsin Indianhead Technical College  
Mary Halberstadt, Gateway Technical College  
Patricia Smoody, Gateway Technical College  
Terry Simmons, Gateway Technical College  
Edelmiro Dominguez, Milwaukee Area Technical College

Absent: Larry Kind, Northcentral Technical College  
Jill Gmeinder, Madison Area Technical College  
Kitty Willkomm, Waukesha County Technical College

### **Call to Order, Introductions and Nomination of Chair for 2003-2004**

Sharon Spangberg, State Certification Consultant, called the meeting to order at 10:00 a.m. Committee members introduced themselves, as we have two new members: Mr. Edelmiro Dominguez, MATC-Milwaukee (representing WFT), and Ms. Patricia Smoody, GTC (representing WEAC). Welcome to our new members. The first order of business was to elect the Chairperson for the coming year. Sharon indicated that at the last meeting, Mary Peters was nominated. Val Smith had also indicated she would be willing to serve as co-chair. Sharon indicated her preference is to have only one chair, but acknowledged that Val would be willing to step in if Mary is unavailable. Sharon called for any other nominations; hearing none, a motion was made by Val Smith to appoint Mary Peters as Chair for 2003-2004. The motion was seconded by Jan Jablonski. Motion carried.

### **Approval of Meeting Minutes from May 7, 2003 Meeting**

The minutes will be corrected to reflect that Val offered to co-chair the Committee. Jan offered a motion to approve the minutes as corrected, seconded by Pat Smoody. Motion carried.

### **Guideline Development**

Sharon indicated that due to some staffing issues at the System Office, the draft Guidelines 4, D, E and F developed by the sub-committee have not been posted on the website for wider review and comment. New members were told about the purpose of the certification website, and encouraged to look at it. Sharon will also do an overview of the site at our September 16th meeting. She also gave a brief history of why these were developed. One of the reasons was in response to the Human Resource Managers' concerns related to what they view as the irrelevance of renewal activity required for certification. Sharon suggested postponing a vote until after the documents can be posted on the website. Jan suggested that we post them on the website, and also use the state workshop on September 17, 2003, to

obtain further input from certification staff around the state. Patricia indicated she would not feel comfortable voting on them today. Edelmiro indicated that he would not support anything that would eliminate certification for supervisors and administrators. It was decided to move the discussion for these Guidelines to the agenda for the workshop. We will hold a WisLine after the workshop to vote on the Guidelines.

### **Workshop Planning**

Patricia asked for basic information regarding the purpose of the workshop and the target audience. Mary responded that it is a format to get new information out to all the certification staff at the districts and has been held once a year. The State Committee sponsors the event, and all members are invited to attend it. Jan asked Sharon if local people had responded they would not be able to attend due to travel restraints. Sharon replied that no one had indicated that they could not travel.

Mary explained that the theme of the workshop this year is flexibility; the morning all-group session will be used to roll-out the four draft guidelines which were developed with that in mind. We also need to discuss the appropriate use of Instructional-Related Administrative category. Edelmiro stated that for the record WFT is opposed to any move to eliminate certification for any supervisors or administrators, and he hopes that any attempt to be more flexible is not opening the door for that. Sharon assured him that management at the System Office fully supports TCS 3 and the current rules requiring supervisors and administrators to be certified. Dr. Carpenter would like the Committee to examine continued ways to expand flexible interpretation of the Code.

It was decided to bring Mike Carney back to discuss the audit results and impact on state aid. We also need to present any new occupational experience documents recently passed. Some minor topics can be covered by Sharon and Tom as updates including: System Office reorganization, certification database redesign, using edit reports, teacher assistant coding and the Educational Requirement competency work to date. Then the afternoon session will be four or five breakout small group discussions which participants can choose and rotate through. We have several new staff, and they need to go over some basics. Smaller sessions should be more helpful to them. Topics identified: 103 Computer Software, 850 Adult Basic Education, ACE Guideline, Local Certification Committees and Local Training Tool Best Practices, and the draft guidelines. We will need to assign facilitators for each of these small group discussions. Jan suggested developing another set of quiz questions, but probably fewer than last time. Sharon volunteered to help Jan work on a draft quiz.

The draft agenda for the September 16, 2003, Committee meeting was reviewed. Items to be covered include: review of use of unique criteria for ACE, clarification / potential modifications to 850 from ABE Deans, update on the DOJ coursework, new CIS 107 proposal, occupational experience docs, update on competency workgroup, 501 Med Terminology. Mary Peters asked include the topic of adding clarification within the docs for 850 and 808 that the reading course list (Guideline 62) can be applied to both areas.

A motion was made by Edelmiro, seconded by Jan, to adjourn the WisLine meeting. Motion carried; meeting adjourned at 11:00 a.m.