

Wisconsin Technical College System
310 Price Place, P. O. Box 7874
Madison, WI 53707-7874

Dr. Richard Carpenter, President

MINUTES

State Certification Committee Meeting December 3, 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
Patricia Smoody, Gateway Technical College
Edelmiro Dominguez, Milwaukee Area Technical College
Larry Kind, Northcentral Technical College
Jill Gmeinder, Madison Area Technical College
Donna Freund, Moraine Park Technical College
Kitty Willkomm, Waukesha County Technical College

Absent: Terry Simmons, Gateway Technical College

Call to Order, Introductions

Chairperson Mary Peters called the meeting to order at 8:45 a.m.

Approval of Meeting Minutes from September 16, 2003, Meeting

The minutes will be corrected to remove the statement referencing Val's name under the proposed new structure of CIS section. A motion was made by Edelmiro, seconded by Larry, to approve the minutes as amended. Motion carried.

Review Evaluations from Certification SCM

The evaluations from the September 17, 2003, statewide meeting were reviewed. Overall, the comments were positive. One comment related to having union reps attending the workshop might indicate a need to better inform new (or existing) certification officers about the fact that representation from the unions is required on the State Committee, and we welcome their participation and help with the workshop. Sharon mentioned the reformation of a statewide "Professional Development Team" and the potential for future coordination with their meeting. Members liked this idea. A suggestion was made to possibly develop an electronic newsletter from the Committee as a training tool.

General Education Discussion

Barbara Schuler, Education Director for General Studies, joined the meeting. She reported that a workgroup has reviewed the core competencies of the General Studies Core courses and decided on common competencies. There is discussion of expanding the General Studies core and much discussion related to the transfer to UW issue. She reported that the General Studies Deans seem to feel that the one

year of occupational experience is a barrier to finding certified/qualified instructors. Barbara said she will go back and explain that the occupational experience can be just about anything, even if it needs to be self-verified because it occurred in the distant past. Perhaps some of the newer Deans are thinking it needs to be occupational experience related to their academic area. They did not mention any issue with NCA Master level requirement.

Jan mentioned the articles shared with the Committee on recent criticism of DPI that an academic minor is not enough for license criteria. Do we want to have a lesser criteria (12 credits in the subject being taught) than even DPI has? She supports requiring 20 in the subject area for Provisional certification across the academic areas. Jill asked if the certification staff have noticed any differences in ability to find instructors from academic areas that only now require the 12 credits versus those that require the 20 credits. Answer: No. Also, would grandfathering be applied if the rules were changed? Yes – because of NCA requirements and enticement of salary advancement, most instructors are motivated to get the additional credits. Val reported that WITC will receive a focus visit from NCA to re-examine their General Studies. There is recognition that smaller districts have limited applicant pools to draw from when hiring academic instructors. Kitty pointed out we need to be sensitive to the transfer issue with the UW.

The suggestion was made to increase the 12 credits to 20 within the 5 year criteria in all the areas. This would be consistent, yet allow for the flexibility at the hiring level. Donna stated that MPTC requires the 18 graduate credits in the discipline teaching. Members decided they want to provide consistency and mandatory improvement from the Provisional to 5 Year level. Val made a motion, seconded by Jill, to say that a 5 Year certificate within the academic areas of Communications, Natural Science, Speech or Mathematics would require a major or 30 credits with 20 credits in the discipline teaching.

Occupational Experience Documents

10-522-2 Instructional Assistant Program:

Barbara Schuler identified that changes to this program came about based on the “No Child Left Behind” Act. After discussions with K-12, it was decided to make the requirement be an Associate Degree. A workgroup looked at the occupational experience document that currently exists for the 31-522-2 program and made several revisions. Workgroup members want to ensure that instructors have direct experience with children either as a paraprofessional or supervising paraprofessionals, even though they might have a Supervisor title. Committee members asked about including technical college teaching assistants. Barb feels that the experience needs to be in a K-12 system. As a side note, Edelmiro mentioned that perhaps we need to have tougher standards for our system teaching assistants as well. Members wondered if holding a DPI license was truly a requirement from DPI or just a preference. It was also suggested to add a Section V (Other) to indicate that we would use the same standard for calculating occupational experience as applies to calculating teaching experience (1 part-time teaching semester = 1 quarter). Another concern was whether we were eliminating other types of experience such as working as a children’s social worker. Pat made a motion, seconded by Jan, to table this item until the next meeting so that Barb can take the suggestions and questions back to her workgroup. Motion carried.

10-109-2 Hotel and Restaurant Management:

David Hague, Education Director for Hospitality, presented the revised document for this program. One suggestion for change was made: under the Section II, to add: *Within the required 4,000 hours, there must be a minimum of 1200 hours in one and a minimum of 800 hours in a second area.* A motion was made by Edelmiro, seconded by Kitty, to accept the document with the change. Motion carried.

501 Medical Terminology:

Kathy Loppnow, Education Director for Health Occupations, was available by telephone. Additional language was added to incorporate other individuals who may be eligible to teach medical terminology, as suggested at the last meeting. Also, the title of 501 has changed to be “Health Services.” Additional

courses may be added within this number to possibly include “Pharmacology for Allied Health.” Each course would potentially have different criteria, thus certification will only be by course. A motion was made by Jan, seconded by Jill, to pass the 501 document with the changes made. Motion carried.

Updates on Adult Basic Education

Mark Johnson and Mary Ann Jackson, Education Directors for this area, gave an update on several issues. The issue with the Health for HSED revolves around the unavailability of certifiable instructors for Health in remote ABE sites. There are several hundred sites in the state that could benefit from added flexibility. Audit penalties for these infractions have occurred at several districts during the last year. Mark mentioned that this course is 30 hours and typically a person teaching the health course at the K-12 level would have a Family and Consumer Education license. The WTCS office is waiting for a written statement from DPI which may allow us to be more flexible with delivery of this course. A verbal agreement has been received. Mary Ann is willing to develop a statewide curriculum training session that would be required in order for instructors to teach the Health course. This would be a one-day training session, which could be incorporated as a pre-conference training session at the literacy conference. Jill suggested that Mary Ann check with Kathy Loppnow and other health occupations people for input into developing the course and training.

The ESL concern is over the unavailability of Foreign Language Instruction degrees as required in our 861 document. Numerous programs do exist in the state including UW Whitewater, Madison, Milwaukee, and Stevens Point where individuals can obtain a minor in Foreign Language Instruction or courses in methods of instructing. Again, the workplace education sites seem to struggle finding appropriate instructors. A suggestion was made to specify a number of credits (such as 9) required in methods of instruction. Removal of Elementary Ed, English, Speech persons from being certifiable for ESL was discussed during the last revision but did not come to fruition.

Another idea being explored is the formation of “Intensive English as a Second Language”. Other two-year colleges are offering this, and our system would also like to offer it. It would require us to move this out of ESL, as we would like to charge tuition for these courses. Mary Ann is leading a workgroup to put some recommendation forward to the System Office on this. Mary Peters asked if it would be possible to share expertise among some of the ESL instructors such as is currently done with other “circuit instructors” in some of the trade areas. Mary Ann didn’t think so.

Mary Ann and Mark will come to the next meeting with more information and possible action items.

Guideline Development

A motion was made by Larry, seconded by Jan, to accept revised Guideline 4 and new Guidelines 66, 67 and 68. Motion carried.

Proposed New Structure for Computer Information Systems

Mike Tokheim, WTCS Education Director for Business; Lori Fisher, Business Associate Dean, NWTC; and Ron Fischer, Business Associate Dean, WWTC, handed out the final version of the proposed new CIS structure. Comments from our last meeting with this group were incorporated. The major concern of the union folks with the use of local qualification documents was addressed by removing any and all reference to it. All district CIS program staff is now in agreement on the idea. They have met with the Certification Officers locally, and feel that while some minor concerns may still exist, much of the opposition has been addressed. Donna asked who is responsible for assigning instructors. Answer: Deans and Associate Deans. Jan reported that the certification officers in the Southern Consortium are still not in favor of the concept. (That would be MATC-Madison, MATC-Milwaukee, Gateway, Blackhawk, and Waukesha County.)

Additional changes made: Section II of the Occupational Experience Document Job Duties: “In order to be certified, an individual will have performed one or more of the following duties.” ADD: “*directly related to the assignment.*” Also, it was suggested to eliminate the language in the 2nd bullet on Page 3. Jill made a motion, seconded by Pat, to accept the proposal as modified. Motion carried.

The Committee recommended that an evaluation be conducted after implementation. This would consist of teams from the System Office and district people visiting several districts to evaluate whether or not instructors are receiving correct assignments and are also being given opportunities for professional development. Survey of student course evaluations would also be conducted.

Department of Justice Law Enforcement Instructor Development Course

Barbara Miller, Instructional Specialist from the Department of Justice, presented a newly revised statewide course outcome summary that would be used for the required DOJ instructor training. Unit A from WTCS Education Requirement #52 Teaching Methods has been incorporated as the first module of this course. As of July 1, 2004, any new instructor teaching DOJ courses must first take this course. Barb would like the Committee to endorse the completion of this course as meeting either 10 hour renewal requirements or the ability to apply Unit A towards completion of #52. A motion was made by Edelmiro, seconded by Jan, to recognize completion of either Part A or Part B as equivalent to 10 hours of renewal for part-time approval certificate holders in the 504 instructional area or as equivalent to completion of one-third of Educational Requirement #52 Teaching Methods for Part-Time Provisional or Provisional certificate holders. Motion carried. It was also recommended that once Unit C is completely developed, that too could be recommended as a 10 hour renewal activity.

Barb also showed the Wilinet web site and several interactive video stream courses that her department has developed. Technical college instructors who may be delivering DOJ courses as Adult and Continuing Education classes need to be listed on the Wilinet site. Barb indicated that Certification officers locally can receive access to looking up these instructor names by contacting their local law enforcement program dean or coordinator. Jan suggested that Barb come to the next state workshop to present to all the certification staff.

Miscellaneous

The Lakeshore Technical College Certification Officer, Reba McColley, has asked for a minor change on the 860 document. She would like the language changed to included being certified in 851, 853, 854, 856, 857, 858, or 859. Val made a motion, seconded by Larry, to make this change. Motion carried.

Updates

Sharon provided the following updates: The workgroup to revise the remaining competencies of the Education Requirements has met and drafted proposed changes. These will be posted for review and comment on Curriculum Bank under “Works in Progress” until the middle of January. Sharon will send out e-mails to the staff at WTCS, ISA, and the facilitators of the courses to notify them of the review and comment. Final recommendations will be discussed in late January, with the final products to be presented at the next Committee meeting.

Set Agenda for Next Meeting

Potential Topics included:

- ✓ 850: DPI Health Issue
- ✓ Intensive ESL
- ✓ New Occupational Experience Documents: Instructional Assistant
- ✓ Plan for Professional Development Group Coordination
- ✓ Leah Osborn, WIDS Consultant – Final Recommendations to Education Requirements
- ✓ Discuss Development of Any New Guidelines
- ✓ Discussion on Change to Audits
- ✓ Barb Schuler – General Studies

Tentative Date: March 9th. A tentative May 4th meeting date was also set.

A motion was made by Edelmiro, seconded by Donna, to adjourn the meeting. Motion carried; meeting adjourned at 3:25 p.m.

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