

Wisconsin Technical College System
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Dr. Richard Carpenter, President

MINUTES

State Certification Committee Meeting September 16, 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 9:00 a.m. Three new members were welcomed, Edelmiro Dominguez, representing WFT; Pat Smoody, representing WEAC; and Donna Freund representing Certification Staff Support.

Approval of Meeting Minutes from August 6, 2003 WisLine Meeting

The minutes will be corrected to reflect a typo, and the appropriate Guideline number was referenced for the list of acceptable "reading instruction" courses. Val Smith offered a motion to approve the minutes as corrected, seconded by Jan Jablonski. Motion carried.

Statewide Audit Results for 2001-2002

Mike Carney, Administrative Services Coordinator, shared the statewide results of the certification audit penalties and state aid adjustments. Sharon and Mike brought up the idea of future use of a threshold before applying a penalty. Currently, some of the aid adjustments are relatively minor. One could argue at what point it loses its effectiveness as an accountability tool. Many districts have worked very hard to ensure only certified staff are used, and the audit maintains the expectation of this effort. However, other districts at times ignore the code and will use uncertified staff because the penalties are so minor. The appeal process is an important part of the accountability. Members suggested that establishing a threshold of sorts, or a different penalty for continuing to use the same uncertified person, or some percent formula that would take into account the number of uncertified people used might be options worth exploring.

Annual Report to President

Members reviewed the report. Edelmiro asked what the outcomes were of the two appeals heard. Sharon stated the decisions were upheld. Members liked having the information on the HR Directors issue included in the report. Pat Smoody made a motion, seconded by Donna Freund to accept the Annual Report as presented. Motion carried.

Discussion of Unique Criteria for ACE

Sharon shared the information gathered during the audit process related to examples of district use of the Unique Criteria option made available last year by this committee. The use of this option has been minimal, but districts report that it is helpful when needed. This topic will be covered tomorrow at the workshop on ACE.

Occupational Experience Documents

David Hague, Education Director, addressed the group on the 10-109-6 Meeting and Event Management document. This program is currently only offered at Madison, although other districts are offering courses. Some of the hotel/restaurant programs have not been doing well, but this program will serve a sector that is alive and well. It was designed by working professionals for working professionals (working in private industry). Under the Working Titles section, David added the words “Corporate” to Education Manager for clarification. Jan asked why the term “Special Events Coordinator” is not on the list. David indicated that term has a retail connotation, which is not the right experience. Words “and/or” were added to Section IV, Requirements from Other Associations. The hospitality and tourism programs have been joined in the same cluster, as well as the culinary programs which have been placed with hospitality. Kitty Willkomm made a motion, seconded by Val Smith to accept the 10-109-6 document. Motion carried.

501 – Medical Terminology was put on hold until clarification from Kathy Loppnow can be received related to whether or not other instructors are now excluded from being able to teach this course. In question: other instructors besides General Education instructors who may have taken Anatomy and Physiology, and/or other Business-Medical transcription.

808 – Mary Peters mentioned that a link to Guideline 62 (list of reading instruction courses) should be added to this document. It was decided to do this as part of the regular 3-year cycle. This link should also be added to 850 documents.

850 – Health and ESL – Sharon indicated that these items will be tabled until the December meeting when Mary Ann Jackson will be available. The issue with the Health for HSED revolves around the unavailability of certifiable instructors for Health in remote ABE sites. Audit penalties for these infractions have occurred at several districts during the last year. WTCS office is waiting for a written statement from DPI which may allow us to be more flexible with delivery of this course. Mary Ann Jackson is willing to develop a statewide curriculum training session that would be required in order for any 850 instructor to teach the Health course. The ESL concern is over the unavailability of Foreign Language Instruction degrees as required in our 861 document.

Guideline Development

Comments received on the draft guidelines to be presented at the State Called Meeting were reviewed. They were viewed favorably. It was decided to make the changes as suggested. Jan would also like to see some language added that indicates use of these guidelines may vary from district to district, often

depending on resources available for performing the assessments and developing individual plans. Decisions on how to cover this topic tomorrow was tabled until later in the day.

Guideline 64 – Sharon drafted another example to be included in this guideline which would illustrate the changes to the UW-Milwaukee MS Educational Psychology program. UWM has changed this program to require 48 credits, and there are six different tracks. Jan asked that first a letter be sent to UWM asking for identification of their program courses which would automatically be considered acceptable towards our Counselor certification. Sharon will draft the letter.

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, gave a presentation on the proposed new CIS structure. Area certification would be offered for broad 107, and qualification for program clusters would be developed at the local level. Suggestions and comments from Committee members included:

- ◆ Require college to have something in the person's file that documents what makes them "qualified."
- ◆ As districts renegotiate contracts, they should try to include "qualified" language and use 107 as an example.
- ◆ If outside industry certifications are required, specify in the 107 document and in individual qualification docs.
- ◆ Trust issues will be paramount.
- ◆ Professional development plans will be needed for cross-training instructors.
- ◆ If this idea is adopted, the "New and Emerging" Guideline will need to be remodeled.
- ◆ Each college should ask if other programs need to be included.
- ◆ How will this information be communicated to the general public?
- ◆ "Qualified disparity" already exists between districts; this will worsen the situation.
- ◆ Some cosmetic changes were suggested and will be made before tomorrow.
- ◆ Section 1 is confusing; further guidance is needed on section 2.
- ◆ Age of experience – any guidance on that?

This topic will be part of the State Called Meeting for Certification Staff tomorrow. Comments will be collected and returned to Mike Tokheim to share with planners.

Updates

Sharon provided the following updates:

WTC System Office Reorganization: Charts were provided with the new structure and names of staff.

Database Redesign: Sharon gave a report on the progress to date. The System Office has issued an RFP to over 300 eligible parties. Eight proposals were received. A review team from the System Office and DEG selected six of the proposals for consideration. These six will be asked to participate in a phone interview to further define their proposal. The agency has also hired Virchow Krause to analyze our current data systems and recommend strategic planning options for our future IT systems and data collection work. We are waiting for the recommendations from Virchow Krause before proceeding with making a final decision on a vendor to redesign the certification system.

Review of Competencies for #51 History and Philosophy of VTAE, #53 Ed Psych, #55 Guidance and Counseling, #69 Diversity: Leah Osborn, WIDS Consultant, will be facilitating this project. We have tentatively scheduled November 4th and 5th for the workgroup. We have changed some members of the prior workgroup to add those who facilitate these courses. The process will be the same.

Department of Justice Course: Barb Miller's presentation is postponed until the December meeting. Her group is not quite done with their recommendations. Basically, it looks like their course will meet module #1 of the WTCS Education Methods course.

Final Plan for Tomorrow's Workshop

The large group morning session will be delivered by Sharon Spangberg, Mary Peters, Val Smith, Jan Jablonski, and Donna Freund. First we will review the instructional-related categories including the TCS 3 language and then proceed through a discussion of the draft guidelines for comments. Assignments were made for facilitating the afternoon breakout sessions.

Mike Tokheim's draft document for CIS will be shared and a large group discussion will be held in the morning.

The draft agenda for the December 3, 2003, committee meeting was reviewed. Items to be covered include:

- ◆ Final Passage of the Draft Guidelines
- ◆ Barb Miller's DOJ Course
- ◆ Mike Tokheim – Continuing the 107 Discussion
- ◆ ABE Health Curriculum
- ◆ Foreign Language Instruction Revisited
- ◆ General Education Discussion
- ◆ Any New Guideline Development

A motion was made by Jill, seconded by Jan, to adjourn the meeting. Motion carried. Meeting adjourned at 3:25 p.m.

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