

Wisconsin Technical College System
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Dr. Richard Carpenter, President

State Certification Committee Meeting
WTCS Foundation, One Foundation Circle, Waunakee, WI
June 10, 2004

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
Terry Simmons, Gateway Technical College
Donna Freund, Moraine Park Technical College

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

Guests: Andy Lyons, WEAC WTCS Liaison
Brian Gohlke, Human Resource Manager, Blackhawk Technical College

Call to Order, Introductions

The meeting was called to order by Chair Mary Peters at 8:45 AM. The open meeting statement was read. Guests were introduced.

Approval of Meeting Minutes from May 11, 2004, Meeting

The suggestion was made to insert a box around the entire statement that was read by John Norland, so that it could be distinguished from the rest of the minutes. Jan Jablonski made a motion, seconded by Pat Smoody, to approve the May 11, 2004, meeting minutes as amended. Motion carried.

Program Advisor Issue

Follow-up discussion was held from the May 11, 2004, telephone meeting regarding the use of "Program Advisor" at Blackhawk Technical College. The following points were made:

- The Certification Officer should be attending and participating at the local certification committee meetings
- This appears to be a district/management issue which needs to go through appropriate union contract channels
- Currently TCS 3 does not contain a certification category for Program Advisor
- There is concern that utilizing individuals with lesser professional qualifications than a counselor is a disservice to our students
- There is concern that this is the beginning of entirely eliminating counselors at the colleges
- The two positions (counselor and program advisor) are essentially the same job based on the job descriptions provided
- Students are assigned one or the other (counselor or program advisor)
- Quality of service is being diluted by not having certified counselors.
- If certifying by title only, and not taking into account job functions, many positions such as Librarian

could be titled something else to avoid certification

- The goal should be uniform Code interpretation at the district level
- Pay and bargaining are not our issues to deal with
- Advising can be considered synonymous with counseling
- While some job duties are the same, counselors should be performing higher level functions that require a Masters preparation
- If a unit clarification occurred, BTC could apply Certification Guideline 20
- In the future, perhaps the Code should be reviewed for the addition of new categories for certification
- Not every student needs a counselor, but counseling services should be available
- The Code does not mandate that there must be a counselor at every district
- This issue is both a unit clarification issue and a certification issue

Pat Smoody made a motion, seconded by Edelmiro Dominguez, to advise the WTCS President that he recommend to the Blackhawk Technical College President and the Blackhawk Technical College Certification Committee that the Program Advisor Position be required to satisfy the certification requirements for a Counselor according to TCS 3.10. Call for Vote: For: Dominguez, Kind, Smith, Smoody; Against: Freund, Jablonski, Simmons; Abstain: Peters. Motion carried by majority vote.

Larry Kind made a motion, seconded by Terry Simmons, to form a subcommittee to investigate and analyze making a recommendation to the WTCS President to revise TCS 3 to include additional categories of certification within Student Services related functions. For: Freund, Kind, Simmons, Smith, Smoody; Against: Dominguez, Jablonski; Abstain: Peters. Motion carried by majority vote.

Chairperson Mary Peters will draft a letter to Dr. Richard Carpenter capturing the above motions. She will forward it to Committee members for editing before sending to the System Office.

Review and Approve Five-Year Professional Development Plans

It was decided to require the colleges to use the official changed titles of the Education Requirements as they submit their revised plans. The three plans submitted were reviewed. A motion was made by Donna Freund, seconded by Terry Simmons, to approve Madison Area Technical College, Lakeshore Technical College, and Milwaukee Area Technical College's Professional Development Plans with the minor edits discussed to Lakeshore's Plan. Motion carried unanimously.

Report and Recommendations from ABE 850 Subcommittee

Jan reported on the re-draft of the Adult Basic Education document that was developed by the subcommittee consisting of Mary Peters, Val Smith and herself. Information was added on the first page that should help clarify past issues with interpreting the document, especially related to off-campus delivery sites. A suggestion had been made to add "Secondary Education" as a degree option, but it is recommended to omit that for purposes of this revision. It is felt this would be a content change. A motion was made by Pat Smoody, seconded by Larry Kind, to accept the suggested revision of the subcommittee. Motion carried.

Review of Fox Valley Assessment Certificate Series to Meet Education Evaluation #54

The information received from Terri Langan on the Assessment Series Modules and competency comparison was reviewed. Also, several other colleges responded to the comparison. It appears that if a college offered the entire series as developed by Terri, it would meet Education Requirement # 54, Educational Evaluation. A motion was made by Donna Freund, seconded by Jan Jablonski, to accept the Assessment Certificate Series Modules offered in its entirety as meeting Ed Evaluation, and to post the Series as an option on our statewide course delivery chart for FVTC. Motion carried. It will be up to each district individually to ensure the Series is offered properly in order to meet #54. This may involve additional work depending on the local course facilitator. Each district is also responsible for updating the statewide course delivery chart to indicate they are using the Series.

Updates

Several updates were heard related to the Applied Associate Degree development and staffing at the System Office.

Plan for Fall Workshop

A subcommittee was formed to work on the agenda for the fall workshop. Volunteers are Donna Freund, Val Smith, Mary Peters, and Jan Jablonski. The next Committee meeting will be held the day after the workshop. When the dates are decided, Sharon will forward an e-mail announcement.

The meeting was adjourned at 1:10 PM.

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