

Wisconsin Technical College System
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Madison, WI 53707-7874

Daniel Clancy, Interim President

MINUTES

State Certification Committee Meeting Chippewa Valley Technical College, Eau Claire, WI September 24, 2004

Present: Janice Jablonski, Milwaukee Area Technical College
Sharon Spangberg, 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
Jean Fish, Nicolet Area Technical College
Donna Freund, Moraine Park Technical College
Kitty Willkomm, Waukesha County Technical College

Absent: Barbara Prindiville, Western Wisconsin Technical College

Guests: Shirley Halloran, GTC (via telephone)

Call to Order, Introductions

The meeting was called to order by Sharon Spangberg at 8:30 AM. The open meeting statement was read. First order of business was to elect a chairperson. Val Smith has volunteered to serve as Chair. A motion was made by Kitty, seconded by Donna, to nominate Val Smith to be Chairperson for 2004-2005. Edelmiro moved to close the nominations, seconded by Pat. Nominations closed. A motion was made by Kitty, seconded by Donna, to elect Val Smith as Chair. Motion carried unanimously. Jean Fish was introduced as a new member to the Committee representing Certification Officers. Barb Prindiville, who was unable to attend, will be the new member representing Instructional Services.

Approval of Meeting Minutes from June 10, 2004, Meeting

Pat made a motion, seconded by Jan, to approve the minutes. It was then discovered that it was not clear from reading the minutes whether Mary Peters had actually abstained from voting on the BTC issue. Pat withdrew her original motion, seconded by Edelmiro. Motion withdrawn. Jan made a motion, seconded by Pat, to amend the minutes to reflect that Mary Peters had abstained from voting on both motions related to the BTC Academic Advisor issue. Motion carried.

Review the Role of the Certification Committee

Sharon reviewed the roles and responsibilities document with the Committee.

Review of Meeting Evaluations from Sept. 22-23, 2004 Meeting

Val Smith summarized the evaluations that were received from yesterday's meeting. Overall, the responses were very positive. One thing to note is that people would like more time to share how they are implementing things at each of the districts. Most people liked the idea of a joint meeting; however, some felt it would be better to limit this to every other year. Or, if we continue to hold a joint meeting with Professional Development, that we allow a full day to have separate meetings. It was noted that next time we should color code the evaluations for each group. A follow-up phone call with the planning group might be beneficial.

Review of Appeal

Shirley Halloran, GTC, spoke to the group about why she feels the course she took should be accepted. The materials she submitted were also reviewed. Committee concerns: No procedure appeared to be communicated to Ms. Halloran, nor appeared to be followed. She was given no notice of the local certification committee meeting at which the discussion was held. There were concerns about how the voting was held. Despite having a quorum at the meeting, some members voted after the fact via e-mail. It was also discovered that a precedent had been set that allowed other people to ask after the fact to have a course approved. So the prior-approval requirement was not being applied fairly. Also, there is concern that the Certification Officer has not been involved and that the support staff person has been facilitating business with the local committee, which is incorrect according to TCS 3. Edelmiro made a motion to recommend the State Certification Committee return this appeal to the Gateway Technical College District Certification Committee for reconsideration. This is based on the fact that the local committee failed to use the appropriate appeal procedure as identified in the District Plan. Jean Fish seconded. Pat Smoody abstained from voting due to a conflict of interest. Motion carried.

Occupational Experience Documents

Staff from WCTC participated via telephone to discuss the draft 30-538-1 Language Interpretation for Health Services document. Committee members felt more work needed to be done to clarify the 802 foreign language instructor criteria and which courses might be able to be taught by non-bilingual people. The document was tabled until the next meeting. The 10-533-1 Educational Interpreter Technician program was also tabled until the next meeting due to Kathy Loppnow having left the telephone meeting. Sharon will set up a dial-in conference with the supervisor at Northcentral Technical College who is requesting the modification to the document. The 30-531-6 EMT – IV Tech document was reviewed. Members requested that the medical abbreviations be written out and that the word “flight” is added to “nurse” within the titles section. Jill made a motion, seconded by Jan, to approve the document with the requested changes. Motion carried.

Review of District Plans

Blackhawk Technical College’s Five-Year Renewal plan was reviewed. The following recommendations were made: Change the title of Education Requirement # 51 to: Technical and Adult Education in the WTCS; Page 7: Item B: Eliminate the last sentence; Page 7: Item H: eliminate the last sentence and replace it with the statement related to time limits from GTC’s plan on page 1. Donna made a motion, seconded by Kitty, to approve the Plan with the suggested revisions. Motion carried.

Miscellaneous

Members discussed the recommendation made during the June 10, 2004, meeting regarding a sub-committee to discuss developing certification criteria for academic advisors. Larry, Edelmiro, and Pat volunteered to be on such a committee, but formal action to form this committee will be postponed until the next meeting when it can be included in the agenda.

Set Agenda for Next Meeting

A tentative meeting date was set for December 1, 2004. Potential topics include discussion of a sub-committee to work on changes to the guideline related to our work with the Department of Corrections, discussion about developing a training manual for new certification staff, revising the training manual for Deans and Supervisors, re-working the guideline on core and supportive courses based on the new AAS degree, having an update on the progress of implementation of the AAS degree, review of other district Five-Year Plans, and review of occupational experience documents.

Future meeting dates included March 2, 2005, and June 1, 2005. The meeting was adjourned at 12:00 noon.