

Wisconsin Technical College System
345 W. Washington Ave, 2nd Floor, P.O. Box 7874
Madison, WI 53707-7874

Daniel Clancy, President

MINUTES

**State Certification Committee Meeting
Moraine Park Technical College
235 North National Ave, Fond du Lac, WI 54936-1940**

September 23, 2005

Present: Sharon Spangberg, Wisconsin Technical College System
Tom Grinde, Wisconsin Technical College System
Val Smith, Wisconsin Indianhead Technical College
Donna Freund, Moraine Park Technical College
Patricia Smoody, Gateway Technical College
Edelmiro Dominguez, Milwaukee Area Technical College
Jill Gmeinder, Madison Area Technical College
Kitty Willkomm, Waukesha County Technical College
Jean Fish, Nicolet Area Technical College

Absent: Barbara Prindiville, Western Wisconsin Technical College
Larry Kind, Northcentral Technical College
Kitty Willkomm, Waukesha County Technical College

Guests: Mary Peters, Consultant for Chippewa Valley Technical College

Call to Order, Introductions

The meeting was called to order at 9:00 AM by Chairperson Val Smith. The open meeting statement was read. Introductions were made.

Approval of Meeting Minutes from March 5, 2005 Meeting

A motion was made by Pat Smoody, seconded by Jill Gmeinder, to approve the minutes from March 5, 2005. Motion carried.

Elect Chairperson for the 2005-2006 Year

A nomination was made from the floor for Val Smith to serve as Chairperson for another year. No other nominations were made. A motion was made by Pat Smoody, seconded by Edelmiro Dominguez to appoint Val Smith as Chairperson for the 2005-06 year. Motion carried.

Initial Review of Evaluations from September 21-22, 2005 Meeting

Val Smith distributed the initial survey results from day one of the workshop, stating that it appeared people gained knowledge from the first day. The second day had not been tallied officially yet but Val summarized the results.

- Most people indicated they learned something new on all topics.
- Future workshop topics could include:
 - Define Instructional Related Supervisor certification
 - Reviewing transcripts - how quickly should a transcript be evaluated?
 - Provide in-depth training for new staff going step-by-step through the new certification manual
 - Training options could be consortium groups, mentoring, training at the System Office
 - Add a “new employee” section to manual
 - State web site - enhance so information can be found easier
 - Additional information on AAS degree and its effect, if any, on certification
 - Where and when will the state online courses be available?
 - Overview of training manual to the professional development group - how would they benefit?
 - Courses recognized to meet certification requirements - how do you determine which ones qualify?
 - Open lab settings for one-on-one training on certification/manual
- Half of the Professional Development staff said “no” to meeting jointly, whereas some said to meet jointly on alternate years
- Tie strategic planning into the workshops
- Some professional development staff wanted day one for Professional Development and day two together to see how certification effects professional development
- Standard WTCS leadership - motivational speakers

Overall it appears that the workshop went well and that certification staff want more training on the manual. How this could be done was discussed further. The regional meetings were well received and may be an option. It was decided to refer to the manual as a “users guide” as compared to a “training manual”, since it is a resource for all certification staff.

Final Report on Training Manual Project

Mary Peters gave an overview and final report on the certification manual project. It seemed that most of the participants at the workshop had not even tried the manual online. Pat Smoody felt there was not enough time to explore the manual and try links. The variety of skill levels seemed to play a part.

Some additions to the manual were suggested such as:

- Using more descriptive titles in the Table of Contents
- A template for creating an Occupational Approval document
- Changes were identified in the forms. Even though very few have used them, they seemed interested in being able to do that in the future. There were a lot of good comments about the value of the manual and how they will be using it.

Approval of New or Revised Occupational Experience/Academic Prep Documents – 872 Visually Impaired

At the last meeting, we basically rejected the revision of this document. NTC wants us to look at it again. The rationale is the fact that those classes require special training in teaching blind or visually impaired students. They are saying you need the 2,000 hours of work experience in

addition to actual teaching experience of visually impaired students. Discussion was whether they are restricting it too much, and maybe they should add it to their hiring requirements rather than modify the occupational experience document. NTC is the only district that utilizes this program at this time. After further discussion, Sharon Spangberg contacted Larry Kind via telephone and explained that the committee feels this is more of a district requirement, and that it is not really an educational requirement - but more of an occupational requirement. Larry said it is a typing class that is just taught to the visually impaired. After the phone discussion, it was agreed that it would be more appropriate for the System Office to deal with this issue on an individual basis rather than change the document. A motion was made by Jill Gmeinder, seconded by Edelmiro Dominguez, to approve the original 872 document without the addition of the 3rd. bulleted item, and to check whether or not there are any requirements from other agencies or groups. All aye, motion carried.

General Education Deans Recommended for 809 Social Science

With the addition of ethics courses and marriage & family, they wanted to change the document to just the degree areas, listing the degree as well as typical courses. Certification staff felt we needed to have not only the degrees but a list of the courses. Sharon added that the work to date is still in draft form, and Barb Schuler has another meeting with the Education Deans. The committee did not take action but will bring the final draft back in December. Sharon will clarify with Barb what courses you would be able to count within the degree. Sharon felt they wanted to keep the original courses, and add additional courses. The committee agreed the draft still needs clarification.

Work Plan for the Year and Subcommittee Formation

With the creation of the AAS degree support courses will be eliminated so the documents will have to be revised. Currently there is still confusion on how it is going to work. It has been determined that the three categories will be general studies, technical studies, and electives. So we could move forward and work on Guideline 27, Supportive Courses. Volunteers on this subcommittee are: Pat Smoody, Jill Gmeinder, Val Smith, Jean Fish, and Jan Jablonski (ad hoc member).

At the workshop, certification staff indicated a need for more information on approved courses offered by various universities, and they also requested more assistance from the state. Val Smith thought we could use a WisLine for this discussion to explore what kind of assistance people are looking for. Other related issues include whether to use e-Tech courses to meet requirements and whether or not to accept both the original course construction syllabus without WIDS and the newer curriculum construction utilizing WIDS to meet Requirement #50. The subcommittee to consider these issues will be: Pat Smoody, Val Smith, Jill Gmeinder, Sharon Spangberg, Jean Fish, and Jan Jablonski (ad hoc member).

More occupational/academic documents will be up on the web in the coming months. The health documents are the next documents up for review. Our goal is to get all of them out there before February so that the committee can review them for the March meeting. The new format will be used.

5-Year Professional Plan Review

CVTC had sent a letter stating they had no changes to their Five-Year Plan and requested it be approved for another five years. Mary Peters noticed that the plan did not include an appeal process. The committee agreed that this section should be added. A motion was made by Donna Freund, seconded by Pat Smoody, to approve CVTC's Five-Year Plan with the addition of a section regarding their appeal process. All aye, motion carried.

Updates

- Report from ISA – No report
- Affirmative Action Committee – No report
- System Office – Sharon Spangberg gave an overview of *Image Now* which will be installed at the System Office soon to scan certification documents from the districts. Once the equipment is installed and they understand the system, Sharon will let Certification Officers know of any changes in the submission process. There will also be a direct fax line that will allow the districts to fax their information in. The state's goal is to allow "no paper" submissions after March of 2006. Sharon will set up a WisLine at a later date to go over the process.

e-Tech Delivery of Certification Courses

Sharon Spangberg reviewed what was discussed at the Certification/Professional Development Workshop yesterday concerning e-Tech. The two subcommittees, Business and Quality, shared their views and goals, including issues such as fees for students taking certification courses, facilitator pay, and finding exemplary facilitators.

Set Meeting Date for Next Meeting

The next meeting date is Friday, December 2, 2005, at the Foundation Office in Waunakee, Wisconsin. Sharon Spangberg will confirm the date and room availability. Other tentative dates are Wednesday, March 8, 2006, and Friday, June 2, 2006. The 2006 dates will be confirmed at the December meeting.

The meeting adjourned at 12:10 PM.

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