

MINUTES
State Certification Committee Meeting
Wisconsin Technical College System Office
June 2, 2006

Present: 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
Jill Gmeinder, Madison Area Technical College
Kitty Willkomm, Waukesha County Technical College
Jean Fish, Nicolet Area Technical College
Larry Kind, Northcentral Technical College
Beth Hein, Chippewa Valley Technical College

Absent: Barbara Prindiville, Western Technical College
Donna Freund, Moraine Park Technical College

Guests: WTCS Staff: Barb Schuler, Mary Jane Best, Mark Johnson, and
Jayson Chung
WTCS Foundation Staff: Tina Rettler and Lynne Mason

Call to Order

Val Smith called the meeting to order at 8:30 AM. The open meeting statement was read and roll call taken.

Approval of Minutes from March 8, 2006

After a brief discussion, and a minor correction, a motion was made by Pat Smoody, seconded by Kitty Willkomm, to approve the minutes from March 8, 2006. Motion carried.

Guidelines 69 and 27

Sharon Spangberg reviewed the subcommittee's work on Guideline 69. She distributed copies of the proposed guideline with the additional changes suggested by the subcommittee.

“At the discretion of the district, additional criteria may be required beyond the minimum certification requirements” was added to the end of the first paragraph of the guideline. Barb Schuler, WTCS, commented that even though her committee has not seen the latest changes, she felt they would certainly agree to add this sentence. Sharon also suggested adding a reference and link to Guideline 13 in the first paragraph. Guideline 13 is utilized when an instructor does not meet the minimum requirements for an instructional area or course.

The certification committee suggested the following additional changes to the wording of Guideline 69 that was proposed by the subcommittee:

1. General Studies **courses** formerly identified **categorized** as General Education or **Occupational Supportive** includes science, communications, math, social and behavioral science. . .
 - If an individual is currently certified or has held certification for a course formerly identified as occupational support, **that person** they can continue to teach the course as long as it contains the same/or very similar content.

2. Technical Studies **courses** formerly identified **categorized** as occupational specific or **supportive** or **General Education** includes courses that are specific to or . . .
 - If an individual is currently certified or has held certification for a course formerly identified as occupational support, **that person** they can continue to teach the technical studies course as long as it contains the same/or very similar content.

5. **The “Additional rules related to Grandfathering” were deleted in its entirety.** After a lengthy discussion, the committee felt they were getting too carried away with “grandfathering” rules and felt certification should set the minimum requirements. The individual districts can set higher standards to meet NCA requirements if they so choose.

Barb Schuler commented that her committee might not like to have all of the grandfathering restrictions taken out.

A motion was made by Edelmiro Dominguez, seconded by Beth Hein to accept Guideline 69 with the recommended changes. Motion carried.

Sharon reviewed the changes made to Guideline 27. The second example given on page 1 (more specific to an associate degree) was deleted and a more appropriate example written by Pat Smoody. A motion was made by Larry Kind, seconded by Jill Gmeinder, to accept Guideline 27 with recommended changes. Motion carried.

Under Prepared Learner Update

Jayson Chung, WTCS, gave an overview of the progress to date. He is very excited about this initiative and glad to have the State Certification Committee’s help to make this work. This is a real commitment to a better approach to help more students succeed. Jayson had some fellow colleagues do some research at other community colleges/technical colleges, and of the 12 institutions contacted throughout the US, all of them have mandatory assessment and placement. It is a proven approach to help learners exceed.

There are a couple of issues: 1) developing the curriculum for the general college layer. This has started through some web conferencing with those involved with curriculum. Hopefully by mid-October we will be ready to bring other faculty together to help write this curriculum. 2) there are issues related to assessment, placement, and advising such as determining what assessment test scores we should use to allow or not allow students to enter into general studies. Also, we have to determine how deficient the student is as to whether they can do this through general college courses or basic education courses. We will be moving toward systemwide assessment and placement by fall of 2008. We want every student to start at a level that is appropriate for them. However, we need to phase this in so that that we have clear, significant guidelines that all WTCS colleges can use to enroll students in the general college courses. 3) in addition, we have a whole host of administrative issues. We need to have a plan to measure the impact of this kind of change. We need to come up with common taxonomy in aid codes and also what kind of data systems need to be in place for this change. We hope to be able to address some of these issues by the end of the summer or beginning fall.

Mark Johnson explained the general college courses as “thin” layer (5 or 6 courses) of intro to college “reading”, biology, chemistry and math.

There is also a possibility of including college success courses. At last meeting we talked briefly about who should be able to teach these courses. The task force indicated that both general ed instructors who are certifiable in the course and also ABE-adult secondary level instructors. The

general basic 850 teachers might not be eligible. Mark sent out a memo to ABE Deans asking if it would be a problem if 850 general ABE instructors are not allowed to teach these courses. Half responded so far and they indicated that this is not a problem. General College is going to be 10 aid code with a separate instructional area, rather than attaching it on to the ABE guidelines. Larry asked if the task force was going to consider allowing counselors, etc. to make a decision which might override the test scores in specific cases. Jason said this is one of the issues to be discussed. We might allow a “decision zone” where counselors or testing specialists could make a judgment regarding placement of a student. Parameters for this will be discussed by the work group.

Sharon commented that the subcommittee could now get back together to construct some language based on the comments from the Under Prepared Learner Task Committee.

Approval of New or Revised Occupational Experience/Academic Prep Documents

Marge Wood, WTCS, was present to give an overview of the apprenticeship program. She reviewed the document for 50-413-7 Metering Technician. Mid-State hopes to be the example for the state and will get someone from the industry as an adjunct instructor. The document is quite specific as it was developed by an industry group. Marge commented on other apprenticeship programs and the fact that they are becoming more popular. We will be seeing more certificate programs, more layering, and other things happening with the apprenticeship program. Marge distributed copies of the Transition to Trainer course which every apprentice in every field has to take in their last year. Marge expects to see an increase in apprenticeship numbers.

A motion to approve the document for 50-413-7 Metering Technician was made by Kitty Willkomm, seconded by Edelmiro Dominguez. Motion carried.

Kathy Loppnow, WTCS, was unable to make today’s meeting. In her absence, Sharon reviewed the health services documents: 501 Medical Terminology, 513 Laboratory Technician, 515 Respiratory Care Practitioner, 31-516-2 Optometric Technician, 524 Physical Therapist Assistant, 575 Community Based Residential Facilities, and 530 Medical Records. A motion to approve all of the health occupations academic preparation documents as written with the noted additions was made by Beth Hein, seconded by Pat Smoody. Motion carried.

eTech Certification Course Project Report

Tina Rettler and Lynne Mason, WTCS Foundation, gave an update on the eTech Certification Project. Certification course #58 was the pilot course with 17 students enrolled. #69 is currently available for registration. In fall, 2006, they hope to have more than one course offered at a time. They are planning on offering #53, #58, and #51 and are still seeking facilitators for #53 and #51. There is a link on the eTech home page where interested course instructors can apply. Lynne explained how she was collecting data from all registrants to see which courses need to be developed for online learning.

5-Year Professional Plan Review

Chippewa Valley Technical College – CVTC added an appeals section to their plan. The Committee felt the appeal process was very clear. A motion was made by Pat Smoody, seconded by Jill Gmeinder to approve CVTC’s 5-year Plan as distributed. Motion carried.

Mid-State Technical College – A couple of minor changes were recommended to be made on pages 5 & 6 of the plan. A motion to approve MSTC’s plan with recommended changes was made by Edelmiro Dominguez, seconded by Beth Hein. Motion carried.

Updates

- **ISA** None
- **AA Committee** None
- **System Office**

Sharon gave the following updates:

- Every district except Western is sending in their certification documentation in some form of imaging.
 - There is a new certification officer at Moraine Park.
 - Milwaukee has selected the replacement for Jan Jablonski.
 - MATC is in the process of splitting the certification duties among 4 staff.
 - Several WTCS Education Directors have been replaced.
 - The fall certification meeting will be held at Mid-State. Jeanne Bushman has offered to host the fall meeting and workshop at her campus.
- **Course Review Project** – Sharon has included this project in her certification budget for next year. She plans to have WIDs staff work with us on the university courses to compare their curriculum with some of the online courses that are offered elsewhere so we can add them to the approved list.
 - **Membership for Next Year** – Sharon indicated that the Affirmative Action member to replace Val Smith will be selected at the AA Committee meeting at the end of June. Sharon also sent a memo to the Presidents group to reappoint Jean Fish, representing Certification Officers. Larry Kind and Jill Gmeinder need reappointments. Sharon was just notified of Jill's reappointment. Sharon commented that Barb Prindiville may also have to be replaced, dependent on her accepting a new position.
 - **Meeting Dates** (all dates tentative until confirmed by Sharon)

Subcommittee: Under Prepared Learner 7/13/06 10 AM Waunakee

Fall Committee Meeting: 9/8 or 9/15/06 (time/place?)

Fall Workshop: 10/4, 10/5, 10/6 or last week of September Mid-State

There being no further business, the meeting adjourned at 11:45 PM.

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