

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**  
**Wisconsin Technical College System Office**

**March 8, 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 (via telephone)  
Barbara Prindiville, Western Technical College  
Larry Kind, Northcentral Technical College  
Beth Hein, Chippewa Valley Technical College

Guests: Kathleen Cullen, Wisconsin Technical College System  
Barbara Schuler, Wisconsin Technical College System

**Call to Order, Introductions**

The meeting was called to order at 8:35 AM by Chairperson Val Smith. The open meeting statement was read. Introductions were made.

**Approval of Meeting Minutes from December 2, 2005 Meeting**

A motion was made by Pat Smoody, seconded by Barbara Prindiville, to approve the minutes from December 2, 2005. Motion carried.

**Report from System Vice President of Teaching and Learning**

Kathleen Cullen gave a status report on system initiatives. Kathleen shared the background information used to form the Advisory Committee on Curriculum & Educational Initiatives. Kathleen provided a status report on the AAS/AAA Migration and where each district is with the process. Kathleen also reported on the progress and recommendations from the Under-prepared Learner Initiative work group.

**Approval of New or Revised Occupational Experience/Academic Prep Documents**

Barbara Schuler participated in the review and discussion of the Family and Consumer Education instructional area. The committee reviewed the document review feedback from the

districts, which suggested revisions to the 316 Culinary Arts occupational experience document. Barbara Schuler indicated that the occupational titles of Chef and Cook be added with the stipulation that people working under those titles will have performed a majority of job duties listed in Section II. The committee agreed with the additional working titles and suggested Chefs be corrected to Chef with a hyphen to be consistent with the other occupations listed and that Barbara Schuler be listed as the Education Director for this area. A motion was made by Barbara Prindiville, seconded by Edelmiro Dominguez, to approve the revisions of the 316 Culinary Arts occupational experience document with the above recommendations. Motion carried.

No other action was taken of the remaining Family and Consumer Education occupational experience documents under review since there were no changes suggested.

#### 30-537-1 Therapeutic Massage

An update on the discussion of the 537 Therapeutic Massage occupational experience document was given by Sharon Spangberg. Additional data is being reviewed and will be brought forward at the June 2006 certification meeting.

Occupational Experience documents for the Health Occupations will be posted through May for review and comments and to be reviewed by the committee at the June 2006 certification meeting.

#### **Guideline 27 Draft Revisions – Discussion**

The committee felt the districts did not have adequate time to review the proposed changes to Guideline 27 and requested the document review be sent to the Education Directors to distribute to the appropriate people for review. A motion was made by Pat Smoody, seconded by Edelmiro Dominguez, to table the vote until the June 2006 committee meeting. Motion carried.

#### **Guideline 69 Draft Revisions – Discussion**

The committee reviewed Guideline 69, which defines and describes the 3 categories of courses for the new Applied Associate Degree: general studies, technical studies and electives. Concerns regarding the grandfathering clause were discussed. It was suggested to add the following statement to the guideline, “At the discretion of the district, additional criteria may be required beyond the minimum certification requirements” to be placed near the beginning of the document. A motion was made by Pat Smoody, seconded by Edelmiro Dominguez, to table the vote on Guideline 69 until the June 2006 committee. Motion carried. Discussion continued regarding concerns with the guideline. A motion was made by Pat Smoody, seconded by Edelmiro Dominguez, to withdraw the original motion. Motion carried. There was further discussion regarding the grandfather clause. A new motion was made by Pat Smoody, seconded by Larry Kind, to table Guideline 69 and refer it back to the sub-committee to incorporate items discussed and bring back for review at the June 2006 committee meeting. Motion carried.

#### **Discussion of Continuation of Sub-Committee for Under-Prepared Learner Initiative**

The sub-committee for the Under-Prepared Learner Initiative will continue and meet regarding the revisions to Guideline 69. A WisLine meeting will be scheduled in April with Jason Chung to give an overview and relay feedback gathered from a recent survey, then another meeting will be scheduled in May to discuss the changes. A motion was made by Pat Smoody, seconded by

Larry Kind, to add Edelmiro Dominguez to the sub-committee. Motion carried.

### **Letter from Blackhawk Technical College Local Certification Committee**

Blackhawk Technical College's district certification committee submitted a letter updating the committee on their action on the Program Advisor position description. No action was required.

### **Progress Report on e-Tech**

Sharon Spangberg shared a demonstration of web software available to post and review credentials of future e-Tech facilitators. Currently Educational Requirement #58 – Supervision is being run as a pilot course on e-Tech, with Deb Walsh as the facilitator. The plan is to offer additional courses as necessary. A reminder was given that the Tech Expo will be held on April 4<sup>th</sup> and 5<sup>th</sup> at Chippewa Valley Technical College. Sharon also shared that e-Tech is exploring ways to capture vacant seats in certification courses at the district level to open up to all districts.

### **Report from ISA**

- ISA Report – Barbara Prindiville gave an update on the last ISA/SSA group meeting where they discussed the AAS Migration project. They also discussed the investigation of quick-starts of programs as it takes a year to start a new program within a district.
- Affirmative Action Committee – The Equal Opportunity Officers and Recruiters' Consortium met jointly in January 2006 to attend a training seminar called, "Searching for Excellence & Diversity, A Guide for Search Committee Chairs" put on by WISELI (Women in Science and Engineering Leadership Institute) through UW-Madison.
- System Office – Sharon Spangberg gave an update on the progress of *Image Now* which was installed to scan certification documents. It was also discussed that two of the committee members' terms will expire in June 2006 (Val Smith and Kitty Willkomm), so new appointments to the committee will be needed.

### **Set Meeting Date for Next Meeting**

The next meeting date is Friday, June 2, 2006, at the Foundation Office in Waunakee, Wisconsin. Sharon Spangberg will confirm the date and room availability.

The meeting adjourned at 12:00 PM.