

MINUTES
State Certification Committee Meeting
Wisconsin Technical College System Office
May 4, 2007

Present: Sharon Spangberg, Wisconsin Technical College System
Tom Grinde, Wisconsin Technical College System
Patricia Smoody, Gateway Technical College
Jeanne Bushman, Midstate Technical College
Jill Gmeinder, Madison Area Technical College
Jean Fish, Nicolet Area Technical College
Donna Freund, Moraine Park Technical College
Alan Dohm, Chippewa Valley Technical College
Margaret Boudreau, Western Technical College

Absent: Edelmiro Dominguez, Milwaukee Area Technical College
Larry Kind, Northcentral Technical College
Robert Burdick, Fox Valley Technical College

Guests: WTCS Staff: Greg Hanchar, Mark Johnson

Call to Order

Pat Smoody called the meeting to order at 9:00 a.m.. The open meeting statement was read and roll call taken. New member Jeanne Bushman was introduced. She will represent certification officers.

Approval of Minutes from December 5, 2006

A motion was made by Donna Freund, seconded by Jill Gmeinder, to approve the minutes from December 5, 2006. Motion carried.

Request to Review Intent of Language on the Occupational Experience Documents Related to Hiring Above Minimum Requirements

A discussion took place to clarify the intent of the statement that is listed on all documents listing the appropriate occupational experience and academic preparation for occupational instructors in the WTCS, namely the bolded stated **“At the discretion of the district, additional criteria may be required beyond the minimum certification requirements.”** The language was intended to give each district the flexibility to list higher than the minimum certification requirements at the time of hire to meet the needs of various accreditation requirements. With new leadership personnel throughout the state not knowing the history behind the statement, it was causing some confusion in some districts. Sharon Spangberg suggested that each local district place the statement on their local website and remove it from all state documents. Peg Boudreau and Donna Freund were both uncomfortable with removing the statement. Jill Gmeinder made a motion to remove the language from all the state documents, second by Alan Dohm. Motion failed on a 4 to 3 vote. Peg Boudreau made a motion to remove the bold print from the statement on all the documents, second by Donna Freund. Motion passed on a 5 to 2 vote.

Approval of new or Revised Occupational Experience/Academic Prep Documents

- Intergovernmental Services Document-Greg Hanchar, Education Director for Service Programs. Emergency Management 10-540-1

Greg reviewed with the committee the document handout for Emergency Management offered at Lakeshore. A motion to approve the document was made by Donna Freund and seconded by Peg Boudreau. Motion carried

- Graphics Programs Documents. Graphic And Web Design 10-201-2; Digital Media Technology 10-206-4

Sharon Spangberg reviewed the documents with the committee because the education director position in charge of the programs is currently vacant. A motion to approve the occupational documents for Graphic and Web Design and Digital Media Technology was made by Jean Fish, seconded by Donna Freund. Motion carried.

- 625 Quality Interdisciplinary

The committee reviewed the document from James Mackey which added a third section to the existing document. The third section contains the Manufacturing Skills Standards Certification.

- The committee reviewed the comments posted on the Occupational Experience/Academic Experience Documents website for 10-201-1 Graphic Design, 10-203-1 Photography, 10-204-2 Graphic Communication Technologies, 10-206-1 Visual Communication, and 10-545-1 Disability Support Specialist. The committee decided to accept the updated terminology suggested. All other service and Graphics documents received no posted comments or suggestions for changes. A motion was made by Peg Boudreau to approve the additional information from the comments received, and to accept the remaining documents as currently written, seconded by Donna Freund. Motion carried

Prepared Learner Update: Status of College Success Course

Mark Johnson gave an update to the committee on 835 College Success which is part of the Prepared Learner Initiative. The course is not meant to replace the current 890 College Success course being offered at many districts. The new 835 course would be pre-program while the 890 course could continue to be used as a program elective. The new course is designed to be a 3 credit course, but could be offered in 1 credit modules. Pat Smoody suggested that a link to curriculum bank be included on the website requesting comments so that people could see the course competencies. The committee discussed who would be eligible to teach the course, and it was decided that any certified staff would be eligible as long as they were prepared. The course would be the first course many students would take and having quality instruction was critical. The statement requiring additional training was intended for districts that used proprietary software in the course.

Request to Modify Competencies for Instructional Administrators

The committee discussed the proposal from Morna Foy at our December meeting to investigate changing or modify competencies for instructional administrators. The committee decided to recommend bringing the facilitators of the certification courses for administrators together to discuss curriculum and develop different assignments to meet individual needs of administrators to meet the current competencies. A motion was made by Jill Gmeinder for Pat Smoody and Sharon Spangberg to set up a conference call with Dan Clancy to discuss the committee's recommendation or send a written response to the requested changes, seconded by Jean Fish. Motion carried.

5-Year Professional Plan Review – Gateway Technical College

The committee reviewed the document and noted that AODA Facilitators should be removed from the 1st column of the document. A motion was made by Peg Boudreau, seconded by Jeanne Bushman, to approve the 5-Year Professional Plan of Gateway Technical College. Motion carried.

Updates

- **ISA:** Peg Boudreau said she did not attend the last ISA meeting due to a snow storm.
- **e-Tech Certification Course Project Report:** Sharon Spangberg stated that e-Tech is now a portal now being housed at the state office. Many implementation questions/issues need to be resolved. It is hoped that several certification courses will be offered on e-Tech this summer or next fall.
- **System Office:** The WTCS budget was discussed along with uncertainties due to staffing changes.
- **International Education Committee:** More information coming in the fall.
- **Online Course Review Project:** There is money budgeted in next year's budget to continue the project starting in July.

Meeting Dates

The committee is planning on a WisLine telephone conference on Thursday, August 2, 2007 from 9:00 to 10:30 a.m. with our next meeting scheduled sometime in October and another meeting in December.

Adjournment

There being no further business, the meeting adjourned at 1:10 p.m.

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