

**Minutes**  
**State Certification Committee Meeting**  
**Wisconsin Technical College System Office**  
December 14, 2007

Present: Sharon Spangberg, WTCS  
Thomas Grinde, WTCS  
Jeanne Bushman, MSTC  
Edelmiro Dominguez, MATC-Milwaukee  
Jean Fish, NATC  
Donna Freund, MPTC  
Jill Gmeinder, MATC-Madison  
Larry Kind, NTC  
Stacy Martin, SWTC  
Patricia Smoody, GTC

Absent: Alan Dohm, CVTC  
Margaret Boudreau, WTC

Guests: James Gibson, WTCS  
Barb Schuler, WTCS  
Tim Graham, WCTC  
Patrick Barlow, MATC  
Janet Washbon, WTCS  
Sandra Schmit, WTCS  
Marge Wood, WTCS

**Call to Order**

Patricia Smoody called the meeting to order at 8:30 AM. The open-meeting statement was read and roll call taken. New member Stacy Martin, SWTC, was introduced. She will represent Affirmative Action on the State Certification Committee.

**Approval of Minutes from October 12, 2007**

It was moved by Edelmiro Dominguez, seconded by Donna Freund, to approve the minutes of October 12, 2007 as written. Motion carried.

**Renewable Energy – Results of Workgroup**

Jim Gibson, Education Director, Agriculture and Natural Resources, was invited to give an overview on the renewable energy courses and report on results of the workgroup. This will be designated “new and emerging.” They are recommending the use of Guideline 46 be applied to new or existing instructors during the initial three years. Guideline 46 states that individuals with less than 4,000 hours of occupational experience within renewable energy, but who have two years of related experience will need a plan to ensure that they acquire education and training for the occupation and 12 months of occupational experience specific to the area. The plan would have to be approved by the Education Director and the State Certification Office. The workgroup wants us to “grow our own faculty” and will be looking for instructors that are already certified in another area. Certification will be on a course by course basis. It was moved by Jill Gmeinder, seconded by Edelmiro Dominguez to accept the draft of the new and emerging renewable energy occupational experience document, including the endorsement of the application for new and emerging for three years. Motion carried. Discussion was held on what will determine the kinds of training or course work that would count toward certification in energy conservation. Jim Gibson felt this may have to be revisited before the end of the 3<sup>rd</sup> year relative to approved training. It was moved by Edelmiro Dominguez, seconded by Jeanne Bushman that the “new and emerging occupations” guideline be followed which necessitates case by case determination of

hours used to train other professionals in renewable energy as the equivalent to work experience. Motion carried.

#### **15 Hour Substitute Instructor Limit**

Barb Schuler and Tim Graham were present to discuss the 15 hour substitute instructor-Guideline 32. This is posing a problem for WCTC in their hospitality program. It is practically impossible to get a sub chef for only 15 hours as they are usually employed full time. Also, 15 hrs. in a lab class doesn't equate to the same amount of time a substitute could spend in a lecture class. Fifteen hours in a lecture class could mean 5 weeks at 3 hours per week. There was a lot of discussion on the pros and cons of loosening the language of guideline 32, with no agreement reached. One suggestion was that the district could use "emergency certification." However, this is used when the person is not certifiable. The chefs are certifiable, but it is not enough time in a lab setting. After further discussion, a motion was made by Stacy Martin, seconded by Jill Gmeinder to table Guideline 32 until the April meeting to allow for further investigation and feedback. Motion carried. A subcommittee will be set up to research this issue. Jill Gmeinder and Pat Smoody volunteered as well as Larry Kind. Larry also will ask Mary Herzog, NTC Certification Officer, to be on the subcommittee. Jeanne Bushman was also added to the committee.

#### **809 Social Science-Review of Acceptable Degrees and Courses for Ethics**

WTCS Education Director Barb Schuler discussed the 809 social science academic preparation document and requests from Western to include courses in religion or religious studies as acceptable for meeting certification requirements for Ethics. Barb Schuler shared past history in this area. Religious courses were brought up in the past but they were not brought forward in the final list of courses in 809. There was only one response from a district other than Western, who is requesting the change. The comments coming from Western are all positive except one. Donna suggested that specific religious courses be added to the "typical courses seen on transcripts" section of the 809 occupational document. Instructors would already be certified in 809 for other courses. Sharon will look at specific course titles available that would be applicable for the Ethics courses. Western may also be able to do research on specific courses. Larry Kind suggested not allowing theology courses as meeting certification requirements for ethics. No decision could be made without further information. A motion was made by Donna Freund, seconded by Jill Gmeinder that Western research this issue and supply the certification committee with course titles and descriptions of typical religious courses that could be used for certification in the ethics area. This information should be available to the certification committee for our April 2008 meeting. Motion carried.

#### **Presentation of Getting Results Courses and MATC Model**

Patrick Barlow, MATC, presented an overview of their model project Getting Results. This is a project used in the orientation of MATC faculty. The project covers certification requirements #50, 52, 53, 54, and #69. The model also includes two additional modules covering "Moving Beyond the Classroom" and "Teaching with Technology." Money has been requested to create the curriculum for this project. MATC wants their part-time faculty to be fully certified and prepared to teach. They see barriers for part-time faculty because most are employed full-time outside the system, are often hired for a specific course, and there is no compensation for training. Pat added that part-time faculty has a weak connection to the institution and MATC's accreditation and reputation are at stake. Also, e-Tech courses are text rich and multi-media poor. In order to overcome some of the barriers, we want to develop blackboard courses and use this model as a pilot. The project is funded by the National Science Foundation. There is virtually no cost. We are proposing to break up the modules and use them that way to cover the content of 5 out of 7 certification courses. By putting it in a blackboard platform, a facilitator would look at the assessments and would also enter that the course is completed. The modules are very interactive with quizzes built right in. Additional activities could be added. The project is also ADA compliant and high quality. When asked if other districts could use this model, Patrick stated that districts would be able to use it since WTCS is a member of the League of Innovations. He felt the model could be replicated state wide. This project had previously received approval for use in meeting 10-hour certification modules, but Patrick would like it approved for the two credit requirements of 50, 52, 53, 54, and 69. Since this was listed as

discussion only on the agenda, no action could be taken at this time. Patrick will bring this back for action at a future meeting.

**Approval of New or Revised Occupational Experience/Academic Prep Documents-WTCS Education Directors**

Jim Gibson, Education Director - Agriculture and Natural Resources had quite a few occupational experience documents under Agribusiness up for review. He reviewed the comments received with the committee. Since none of the comments were negative, a motion was made by Jill Gmeinder, seconded by Donna Freund to accept the changes to the Agribusiness occupational documents as outlined by Jim Gibson. Motion carried.

Jim Gibson, Education Director - Agriculture and Natural Resources also had two occupational experience documents under Technical 10-701 up for review. There were no comments on either document from colleges involved. A motion to approve 10-701-1 Television and Video Production and 10-701-2 Radio Broadcasting occupational experience documents was made by Jeanne Bushman and seconded by Jill Gmeinder. Motion carried.

Barb Schuler, Education Director – Consumer Education had two occupational experience documents up for review: 533 Assistive Technology and 699 Technical Communications. She stated that NTC has been pursuing assisted technology for the vision impaired. When certification was discussed, it sounded like this was beyond just technology, such as interpreting. Right now NTC wants to begin with a certificate and we came up with 533 Interpreter Technology. Beyond hearing impaired, this would be anyone who has impairment. This is a program that will support individuals with a disability; to begin with visually, but down the road, they are looking at training individuals to be able to assess these people and situations to make their life better. In addition, at the suggestion of Barb Schuler, Ed Director, and Annette Severson, WTCS Assistant Vice President, instructional area 533 was renamed from Educational Interpreter to Sensory & Reading Impaired Services to reflect the broader range of potential degrees that might be developed within the area. Experience in working with people with disabilities is necessary. A motion was made by Jill Gmeinder, seconded by Donna Freund to approve document 533 Sensory & Reading Impaired Services as written. Motion carried.

Based on the comments relative to the occupational document for Technical Communication 699, Barb Schuler did not think a change was necessary. A motion was made by Donna Freund, seconded by Larry Kind to approve the occupational experience document for Technical Communication 699. Motion carried.

Sandy Schmit, Education Director - Electronics, Transportation and Automotive discussed the occupational experience documents in 402, 404, 405, 412, 414, and 458 that were up for review. Seeing there were no comments from any of the districts, a motion was made by Stacy Martin, seconded by Jill Gmeinder to approve the occupational experience documents for 31-402, 32-402, 31-404, 32-404, 31-405, 32-405, 10-412, 31-412, 32-412, 31-414, and 30-458. Motion carried.

Kathy Loppnow, Education Director – Health who was unable to be present at the meeting, had two occupational experience documents up for review: 530 Biomedical Informatics and 558 Clinical Research Coordinator. After reviewing the documents, one typographical change was made to document 530, Section IV. (Not a requirement,) in the first bullet. A motion was made by Jill Gmeinder, seconded by Edelmiro Dominguez to approve documents 530 and 588 with the typographical corrections. Motion carried.

Marge Wood, Education Director-Apprenticeship, summarized the occupational experience documents that were up for review in the industrial areas of 401, 406, 408, 409, 410, 413, 415, 428, and 475. One of the documents, 50-413-4 Residential Wirer Apprenticeship was subject to a lengthy discussion on the wording in the first paragraph under *Educational Requirements Necessary to Function as an Occupational Instructor*. Some districts were running into problems and confusion as to where an instructor should be placed on the pay scale due to the wording

“Educational equivalency: a verifiable apprenticeship in the skilled trades and successful experience as a journeyman for a total of 7 years is equivalent to a bachelors degree for certification purposes.” Members of the committee felt it would be clearer to insert the words “for certification purposes” at the beginning of the sentence. The paragraph is to be revised to read:

**EDUCATIONAL REQUIREMENTS NECESSARY TO FUNCTION AS AN OCCUPATIONAL INSTRUCTOR**

For Certification purposes, a Bachelor degree or equivalent as determined under TCS 3.04 (1) or (2): (1) Employment as an apprentice or journeyman, or both in the skilled trades for a total of 7 years. (2) Occupational experience, combined with education and training to prepare a person for the occupation which totals 7 years or 14,000 hours. Each academic credit or equivalent credit shall be equal to 110 hours of occupational experience. While not required for Instructor Certification, TCS 3.04 (3) states: Occupational experience totaling 7 years or 14,000 hours under (1) or (2) combined with an earned baccalaureate degree shall be equivalent to a master's degree. At the discretion of the district, additional criteria may be required beyond the minimum certification requirements.

The committee agreed with this revision along with writing out the words Bureau Apprenticeship Standards instead of BAS in section IV. It was also generally agreed that these changes should also be incorporated into other similar apprenticeship occupational experience documents.

A motion was made by Jill Gmeinder, seconded by Edelmiro Dominguez to rephrase the first paragraph in the occupational experience document for 50-413-4 Residential Wirer Apprenticeship to include “For Certification purposes” at the beginning of the paragraph as indicated above. Motion carried.

A motion was made by Donna Freund, seconded by Jeanne Bushman to approve the Occupational Experience Document for 50-413-4 Residential Wirer Apprenticeship as revised. Motion carried.

A motion was made by Jill Gmeinder, seconded by Edelmiro Dominguez, to approve all Industrial occupational experience documents up for review with no changes. Motion carried.

**Updates**

ISA – No report

Affirmative Action Committee - Stacy Martin reported on the last Affirmative Action committee meeting.

- Morna Foy, WTCS, gave an update to AA on the state budget.
- Some members feel certification is a barrier to hiring minority staff. This was not a consensus and they didn't ask for further investigation

e-Tech Certification Course Project Report

- Sharon Spangberg indicated that three new courses are on e-Tech for spring: #54 Educational Evaluation and #58 Leadership and Supervision. Both courses begin February 4<sup>th</sup> and end March 28, 2008. #52 Teaching Methods is scheduled for March 2008.

Nancy Woodward, Online Learning Specialist. In addition all her other duties,

- Nancy has met with all the Certification Officers from all colleges.
- She is managing the e-Tech online certification courses (3 in fall and 3 in spring). She also is working with three e-Tech Workgroups that were identified by the e-Tech liaisons.

- She developed a web page specifically for Professional Development staff. She has visited 10 of the districts to solicit their ideas and feedback. She plans on visiting the others after the first of the year.
- Nancy serves on the Tech Expo Committee and developed their web page for Tech Expo 2008.

#### System Office

- Janet Washbon, Associate VP, WTCS, announced Sharon Spangberg's plans for retirement in January 2008. She hopes they have a replacement sometime in March. She commended Sharon for her hard work and devotion to certification. The committee members also commended Sharon for doing such an excellent job. Janet will keep the committee up to date on the transition plan for certification at the system office.

#### Online Course Review Project

- Sharon stated that Lea Osborne is still under contract to do online course reviews.

#### **Next Meetings:**

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|---------------------------------|--------------------------------|----------------|
| Friday, April 4 <sup>th</sup>   | System Office Building-Madison | 8:30 – 2:00 PM |
| Wednesday, June 4 <sup>th</sup> | System Office Building-Madison | 8:30 – 2:00 PM |

The meeting was adjourned at 2:50 PM