

Minutes

State Certification Committee Meeting
Wisconsin Technical College System Foundation Office
Waunakee, WI
9:30 a.m.
December 8, 2008

- Present: Donna Freund, Chair
Jeanne Bushman, MSTC
Evonne Carter, MATC-Milwaukee
Jean Fish, NATC
Tom Grinde, WTCS
Stacy Martin, SWTC
Barbara Miller, WTCS
Patricia Smoody, GTC
- Excused: Margaret Boudreau, Western
Alan Dohm, CVTC
Edelmiro Dominguez, MATC-Milwaukee
Kay Fratianne, BTC
- Guests: Peggy Meyers, WTCS
Karen Schwingle, WTCS
Karen Showers, WTCS
Michael Tokheim, WTCS
Timothy Weir, WTCS

Donna Freund called the meeting to order at 9:45 a.m. The open-meeting statement was read and roll call taken.

It was moved by Ms. Smoody, seconded by Ms. Fish, to approve the draft minutes of the September 9, 2008 State Certification Committee, and make them final. Motion carried unanimously.

Discussion of Instructional Area 850

Discussion confirmed that there exists a great deal of confusion in regards to Instructional Area 850, particularly around the required twenty credits recognized toward the instructional area being taught. The language in the occupational document for 850 – Basic Education, needs to be clarified and simplified. Many different interpretations are now being made.

It was moved by Ms. Smoody, seconded by Ms. Fish, that a workgroup be established to draft more clear and concise language in interpreting Instructional Area 850. The workgroup will consist of Peggy Meyers, WTCS; Barbara Miller, WTCS; Jeanne Bushman, MSTC; Donna Freund,

MPTC; and Tom Grinde, WTCS. Motion carried unanimously. The workgroup will bring its results to the March 30, 2009 State Certification Committee meeting.

Approval of New or Revised Occupational Experience/Academic Preparation Documents (see list below) – Timothy Weir

- 00-531-a CPR Certification
- 00-531-b First Aid Certification
- 00-531-c First Responder Certification
- 00-531-d EMT-Basic Certification
- 00-531-e EMT-Intermediate Certification
- 00-531-f EMT-Intermediate Tech Certification
- 00-531-g EMT-Paramedic Certification
- 10-531-1 Paramedic Technician
- 30-531-2 Emergency Medical Technician – Paramedic
- 30-531-3 Emergency Medical Technician – Basic
- 30-531-4 Emergency Medical Technician – Intermediate
- 30-531-6 Emergency Medical Technician – Intermediate Technician

One suggested edit is that all acronyms be spelled out.

In the 00-531-b – First Aid Certification document, under Section IV, instead of stating, “Current certification as a First Aid Instructor by the organization providing certification of successful course graduates (i.e., American Heart Association, American Red Cross, Medic First Aid, etc.)” – that “etc.” be crossed out and add “programs as approved by WTCS Education Directors.”

Mr. Weir stated that in some of the documents (i.e., 531-00-c), a closer look at medications needs to be done.

In 531-00-3, *LPN* needs to be struck. Also, *Industrial First Responder* needs to be struck.

Change any references of Licensed *Professional* Nurse to Licensed *Practical* Nurse.

It was moved by Ms. Fish, seconded by Ms. Bushman, to accept all the recommended changes, including the edits above, to the above-named Occupational Experience/Academic Preparation Documents. Motion carried unanimously.

In the future, it was requested that, to help understand the changes and especially new/added language, all new/added language be underscored in the copies of the occ docs provided to the State Certification Committee for review.

10-825-1 Individualized Technical Studies

Ms. Miller reported that M J Best felt that there wasn't a significant rate of graduation to warrant an Occupational Experience/Academic Preparation document for Instructional Area 825. Only one individual has been certified in 825 since 1999. However, committee members felt that the document needed to be kept – in case it was requested in the future. Ms. Smoody stated that its use depended on what was happening with the experience for prior learning which might have a direct impact on the ITS degree. Ms. Miller suggested doing an update on the Occupational Experience/Academic Preparation document for Instructional Area 825 and noting that it has been reviewed.

10-617-1 Tool and Die Designer

Ms. Miller noted that changes had been made to this document after it was posted to the web site. There was a question as to whether there was an impending title change for the 10-617-1 Tool and Die Designer program; Ms. Miller will check the record for the official approved title, and will inform Ms. Freund. (Note: The actual title is Tool Design Engineering Technology.)

10-405-1 Auto Collision Repair & Refinishing Technician

10-405-3 Vehicle Refinishing & Repair Technology

31-461-3 Outdoor Power Equipment Technician

31-631-1 Personal Computer Technician

10-527-2 Water Quality Technician (note: delete "Surveying" from Section II)

00-202-0 Crafts (note: add "All Districts")

00-860-0 Computer Basics

31-421-1 Computer Drafting – Mechanical

31-421-2 Mechanical and Computer Drafting

30-442-1 Production Welding

30-442-2 Welding/Maintenance and Fabrication

30-442-3 Weld Inspection

31-442-1 Welding

31-442-2 Fabrication Welding

30-443-1 Building Maintenance and Construction

31-443-4 Building Services

31-444-2 CNC Production Technician

32-444-1 CNC Technician

00-449-0 Industrial Safety

10-462-1 Industrial Mechanical Technician

31-462-2 Industrial Mechanic

32-462-1 Industrial Maintenance Technician

10-111-7 Marketing & Graphic Communications

10-607-5 Civil Engineering Technology – Structural

10-613-1 Materials Technology (note: spell out acronyms)

31-419-1 Fluid Power Maintenance

31-420-1 Machine Tool Operation

32-420-1 Machine Tool Technician
32-420-5 Machine Tooling Technics
10-621-1 Industrial Welding Technician
10-623-1 Industrial Engineering Technician
10-623-2 Quality Assurance Technician
10-623-6 Materials Planning and Control Technician
10-623-7 Applied Engineering Technology (AET)
10-664-1 Automation Systems Technology

New and revised language was reviewed for the above documents.

817 Safety

The Safety document (above) will be combined with discussion of other “General Education Courses Only” such as in 801 – 810, 815, 860, 871-873, and 890. The program description which states “General Education Courses Only” was discussed. Does the description require more explicit language? Perhaps clarifying that there are no occupational programs offered in this academic area? The problem on the form seems to be that the form states “Program” rather than “Department.” In the past, a statement was written there which said, “No Programs Associated With.” Should that be used again?

It was decided that these General Education documents will be brought back to the March, 2009 State Certification Committee meeting, and not included in the approval motion.

It was further noted that the 10-623-1 and 10-623-6 be reviewed for reconsideration and not included in the approval motion.

It was moved by Ms. Bushman, seconded by Ms. Smoody, that the above Occupational Experience/Academic Preparation documents be approved as revised, and with all acronyms spelled out, with the exception of the General Education documents and the Instructional Area 10-623-1 and 10-623-6 documents. Motion carried unanimously. The General Education and Instructional Area 10-623-1 and 10-623-6 documents will be brought back for further review at the March, 2009 State Certification Committee meeting.

Occupational Experience/Academic Preparation document for Instructional Area 00-835-0 General College – College Success – Update – Karen Showers

After discussion, it was decided that some examples should be listed under Section V as follows:

- Professional Development experience as a student in the College Success Skills course.
- Teaching Methods Course #52 and Guidance and Counseling Course #55 as minimal for new counselors or faculty being considered as teachers of this course.

- Completion of the Teaching Methods Course utilizing a curriculum such as On Course, as has been done by WITC.

It was moved by Dr. Carter, seconded by Ms. Fish, to approve the Occupational Experience/Academic Preparation document for Instructional Area 00-835-0 as modified to list the above examples. Motion carried unanimously.

00-107-0 Computer Information Systems – Occupational Experience/Academic Preparation document – Michael Tokheim

- Mr. Tokheim stated that this is a broad program area which received many comments. The comments will be addressed.
- The comment regarding adding Network Specialist to Networking job titles, and Computer Specialist should be added to Section I, Microcomputer job titles.
- The comment regarding Web Developer/ Programmer is valid and should be added to Web job titles of Section I.
- Mike explained that within the 107 Area, the words “Developer” and “Programmer” are becoming interchangeable.
- Another comment is valid, adding Network Specialist (as above), and also Programmer, and Database Developer to Section I, Network job titles.
- Also add Database Specialist and Web Programmer to Section I, Developer job titles.
- Working titles – Remove Information Technology Trainer from Section I to Section III.
- Note that under Section I the job titles of Game Developer, Game Designer, and Game Programmer have been added.
- Also note that Game Tester is not there – that is something completely different.
- A suggestion was made that instead of listing all 16 districts separately, the statement “All Districts” be inserted.

Mr. Tokheim stated that there is a huge amount of expertise under Instructional Area 107. The challenge is providing these teachers with professional growth activities. These people are very mobile, and if we don’t train them, they will leave. The Professional Growth Plan for these teachers needs to be broad; we can’t box these teachers in.

It was moved by Ms. Smoody, seconded by Ms. Bushman, to accept the edits and additions to the Occupational Experience/Academic Preparation documents for Instructional Area 107. Motion carried unanimously.

Discussion on Form 103 – Identification of Computer Software Experience and Education – Michael Tokheim

Mr. Tokheim asked for input on how to simplify Form 103 – he stated he would bring the comments back to the Information Technology meeting in March of 2009. Mr. Tokheim stated that the form now has more validity than ever, particularly due to a resurgence of dislocated workers. Form 103 is a form for keeping track of which teachers teach certain software applications. The name of the software should be in the title of Form 103 and

very clearly identified. As versions of software upgrade, the faculty member does not have to fill out a new form. Teachers certified in Instructional Area 106-107 are all eligible to teach Instructional Area 103 courses. The Deans' perspective on this form is that if it's working well, leave it alone.

Donna Freund stated that her concern about the form is that she receives it filled out saying "see transcript" or "see resume." She questioned whether we really need the form when we have the other information on file. They don't really complete the form in its entirety.

Mr. Tokheim clarified that the purpose for the form is that the Dean has an intervening point; an understanding that a qualified person is teaching a certain course.

Ms. Smoody added that there are workplace security issues and union issues. Using PowerPoint is very different than teaching PowerPoint. She saw a need for the form. However, she felt the form could be tightened up.

Ms. Bushman asked that if you didn't have Form 103, you would look at occupational experience, so does that render the form redundant?

Mr. Tokheim stated that the form provides checks and balances so that the Dean has the knowledge that the person teaching the course is the person they want teaching the course. It's used as a quality check, and it places responsibility on the Dean who signs the form.

Mr. Tokheim thanked the Committee for their input. He will take the comments back to the Deans, and perhaps they will develop a different model.

Wisconsin Indianhead Technical College – Renewal of Five-Year Professional Growth Plan for Certified Positions – 2009- 2014

It was moved by Ms. Martin, seconded by Dr. Carter, to approve WITC's Five-Year Professional Growth Plan for Certified Positions – 2009-2014, with the deletion of AODA Facilitator on pp. 7 and 9. Motion carried unanimously.

The timeline for renewal of districts' professional development plans was presented by Ms. Miller and discussed.

Review of WTCS Professional Certification Course Competencies – Barbara Miller
A Webinar will be scheduled to hold a discussion with the people who authored the comments reflected in this report. A Webinar will be held for courses 50 (Curriculum and Course Review); 51 (Technical and Adult Education in the WTCS); 52 (Teaching Methods); 54 (Educational Evaluation); 55 (Guidance and Counseling); and 69 (Educational Diversity). No changes were recommended to course 58 (Leadership and Supervision). Changes to Course 53 (Educational Psychology) are doable without a

Webinar, so those recommendations will be implemented and posted on the curriculum bank. The Webinars will conclude before June of 2009.

WEAC Update – Patricia Smoody

Ms. Smoody discussed WEAC looking at professional development and re-certification opportunities available for their membership for their IPDs (individual professional development plans). They are scheduling a conference call to generate a survey to achieve this end. Updates will be given as they are available.

2008 State-Called Certification Meeting Evaluations – Barbara Miller

Copies of the comments from the evaluation sheet from the 2008 SCM were summarized and shared. Ms. Miller said she is particularly looking for ways to address Question 6 – holding a separate or joint State-Called Meeting with Professional Development staff? Ms. Smoody stated that we should determine whether professional development staff want a joint meeting with certification staff. Jackie Kettner of Western Technical College stated she would be willing to host a joint meeting.

Affirmative Action Committee Update – Stacy Martin

Ms. Martin stated that the next meeting of the Affirmative Action Committee is a day and a half meeting highlighting best practices scheduled for February 12-13, 2009, in DeForest.

eTech Certification Course Project Report – Barbara Miller

Ms. Miller is now handling certification courses offered on eTech in Nancy Woodward's absence; Nancy took a different position at MATC-Madison. The good news is that the Presidents approved hiring a new person for this position.

A listing of on-line courses for spring and summer of 2009 will be posted soon. The courses are well-utilized.

Would offering courses to fulfill the “10-hour Requirement” on-line like those now offered on eTech be feasible? The consensus was that it would be wonderful. Dr. Carter stated that a haphazard presentation of ideas doesn't make a lot of sense; we should be looking at standards for excellence in instruction in eight categories. Each could be a professional development activity such as building outside relationships, teaching methods, instructional strategies, or dealing with classroom situations. Ms. Miller stated perhaps that would be something she could explore, if the cost of developing the courses could be offset. Dr. Carter stated she would share the standards with Ms. Miller so she is familiar with them.

DRAFT Schedule of 2007-08 District Certification Audits – Barbara Miller

This is a draft because the staff accounting audit is not closed out. Ms. Miller will work with the certification officers to determine a convenient date for the 2007-08 audits.

Miscellaneous Items

Morna Foy, Executive Assistant, WTCS, will be re-invited to attend the March, 2009 State Certification Committee meeting and discuss 2008-09 System Initiatives.

It was requested that the start time of the State Certification Committee be 9:30 a.m. so that people didn't have to incur an overnight stay.

Barb Miller shared her cell phone number with Committee members in case of emergencies on the day of the SCC meetings.

A speaker phone will be available if someone needs to connect that way at the next State Certification Committee meetings, which is scheduled for March 30, 2009 in Madison.

The December 8, 2008 State Certification Committee adjourned at 1:30 p.m.

Submitted by Karen Schwingle.

Note: These minutes were approved at the March 30, 2009 State Certification Committee meeting.