

**Minutes**  
**State Certification Committee Meeting**  
**Wisconsin Technical College System Office**  
June 9, 2008

Present: Barbara Miller, WTCS  
Thomas Grinde, WTCS  
Jeanne Bushman, MSTC  
Edelmiro Dominguez, MATC-Milwaukee  
Jean Fish, NATC  
Donna Freund, MPTC  
Jill Gmeinder, MATC-Madison  
Larry Kind, NTC  
Patricia Smoody, GTC  
Alan Dohm, CVTC  
Margaret Boudreau, WTC

Absent: Stacy Martin, SWTC

Guests: Janet Washbon, WTCS  
James Gibson, WTCS  
Mary Jane Best, WTCS  
James Mackey, WTCS  
Sandy Schmit, WTCS

**Call to Order**

Patricia Smoody called the meeting to order at 9:35 AM. The open-meeting statement was read and roll call taken. Janet Washbon introduced Barbara Miller, the new Education Director – Certification. Introductions of committee members were made. Barb mentioned that several committee members were at the end of their term and renewals/replacements are in progress.

**Approval of Minutes from April 4, 2008**

It was moved by Edelmiro Dominguez, seconded by Donna Freund, to approve the minutes of April 4, 2008, as written. Motion carried.

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

Jim Gibson, Education Director – Agriculture and Natural Resources, reviewed the guidelines for 10-057-2 Wildland Firefighter. The committee suggested changing the 4- and 8-week experience requirements listed under Section II-Job Duties, to the hour equivalency of 160 hours (instead of 4 weeks) and 320 hours (instead of 8 weeks). A motion was made by Donna Freund, seconded by Jill Gmeinder, to accept the occupational guideline with the edits of in Section II Job Duties to include hours of experience rather than weeks, as discussed. Motion carried.

The occupational document for 194 Real Estate was reviewed with the committee. Jim Gibson stated that real estate is usually done on a course-by-course basis and instructors are qualified for specific course, which has been working well. Section III-Working Titles was discussed, specifically the title “Mortgage Banker.” It was suggested that Jim or his predecessor do more investigation into this area and bring it back to the State Certification Committee at a future date. Alan Dohm felt the committee should not take action at this time. A motion was made by Jill Gmeinder, seconded by Alan Dohm, to look at this occupational guideline during the 2009 cycle. Motion carried.

Jim Mackey was present to discuss the technical occupational documents 10-607 through 10-664. He stated that no comments have been received on his occupational documents yet. He suggested holding them over for the next cycle. Barb Miller will also follow up with the education directors and ask them to solicit statewide input from their constituents.

Sandy Schmit addressed the Automotive Technology-Imports occupational experience document, which is a new program at Fox Valley. Sandy was looking for approval so the program can begin this fall. A lot of the dealerships in this area are in demand of technicians for imports. This is brand new. A lot of the faculty are already certified in the existing automotive technology program. It was moved by Donna Freund, seconded by Peg Boudreau, to approve both the associate degree and technical diploma program occupational experience document related to the import automotive technician. Motion carried. A motion was made by Peg Boudreau, seconded by Edelmiro Dominguez, to approve the occupational experience documents as written for 10-663-1 Computer Control Engineering Tech. and 10-663-2 Computer & Electronic Engineering Tech. Motion carried.

Mary Jane Best reviewed the occupational experience document for 809 Social Science in relation to the religious studies component. Peg Boudreau felt that this topic has been researched sufficiently for the committee to make a decision. Donna Freund agreed that religious studies should be added to the typical degrees, but would like to see a list of specific courses that would meet the criteria. A motion was made by Peg Boudreau, seconded by Jeanne Bushman, that the occupational experience document be updated to include a list of typical course titles in Religious Studies that would be applicable. Mary Jane will coordinate with Western to put together a list of typical courses and bring this information back to the committee. Motion carried.

### **General College Update**

Mark Johnson is one of the key staff members for the prepared learner initiative. Mark gave an update on the progress to date including cut-off scores and placement testing. The colleges and the System Office did a lot of work on this. There are no systemwide cut-off or placement scores at this time. Colleges are encouraged to use their own scores to determine where to place a student. There has been discussion regarding adding math classes to the prepared learner courses. May put 3-4 math courses in the thin layer and add 1-2 new lower level math courses. Information will be posted on the curriculum bank next week.

### **Fall Statewide Certification Officers Meeting**

Larry Kind offered North Central Technical College as the site for the fall statewide Certification Officers Meeting. Proposed dates are 9/29, 9/30, 10/1, or 10/6. The committee agreed on October 1st as the date of the fall State-Called Certification Meeting. Barb will contact certification officers and certification support staff for ideas and volunteers.

### **Updates**

**ISA** – No report

**Affirmative Action Committee** – No report

#### **eTech Certification Course Project Report**

Online courses continue to fill a need in WTCS. Enrollments over the past year were:

- Fall 2007: Course #52 – 18 students, Course #53 – 15 students, and Course #69 – 17 students
- Spring 2008: Course #52 – 14 students, course #54 – 20 students, and Course #58 – 12 students
- Summer 2008: Course #55 – 15 students, Course #69 – 12 students

**System Office** – Barb Miller will begin her schedule of audits for the 2006-07 school year with on-site visits at NATC, NTC, GTC, NWTC, WCTC, MATC, BTC, and MSTC. The remaining eight districts will have telephone audits for 2006-07. Tom Grinde will be assisting Barb on some of the on-site visits.

**Online Course Review Project** – A copy of the *Comparison of WTCS Certification Courses Summary* was made available to the committee. Leah Osborne has been doing an ongoing study of courses available through various universities and online that might meet the requirements of

the seven certification courses. Leah has only a little time left on her contract for this ongoing revision. Barb commented that Sharon Spangberg mentioned that a review of the 7 courses was done in 2004 and that it is up for review in 2008. It was suggested that Barb send the course syllabi out to all certification officers for review. Also, facilitators, professional development staff, and ISA should be notified that they are posted on the occupational document website. Ideas were shared on how to get information from a facilitator at one district that has accepted/denied a course syllabus from some university course. It was suggested that the facilitator notify their district certification officer who will then send the information on to Barb Miller to distribute or post on the WTCS website.

**Certificates of Appreciation**

Larry Kind and Jill Gmeinder were given certificates of appreciation for their service on the WTCS State Certification Committee for the past six years.

**Next Meetings**

Tuesday, September 9, 2008      System Office Building – Madison      9:30 AM

**Fall Certification Staff Workshop**

Wednesday, October 1, 2008      North Central Technical College      9:00 AM

**Adjournment**

The meeting was adjourned at 2:00 PM

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