

# MINUTES

## State Certification Committee Meeting

December 1, 2009  
WTC System Office  
9:30 a.m.

Present: Dee Warzyn. Chair  
Julie Bosveld  
Peg Boudreau  
Jeanne Bushman  
Alan Dohm  
Jean Fish  
Jean Kapinsky  
Stacy Martin  
Gloria Ramos

Excused: Kay Fratianne

Cert Staff: Tom Grinde  
Barbara Miller  
Karen Schwingle

Ed Directors: Kathy Loppnow  
James Mackey  
Peggy Meyers  
Michael Tokheim  
Randall Zogbaum

The meeting was called to order at 9:36 a.m. Dee Warzyn read the open meeting statement and called roll.

Ms. Warzyn offered the draft minutes of the September 8, 2009 meeting for approval.

**It was moved by Stacy Martin, seconded by Alan Dohm, to approve the minutes of the September 8, 2009 State Certification Committee as written. Motion carried unanimously.**

Education Director Barbara Miller presented two templates which include the occupational requirements for academic and occupational instructors, and if approved, will be placed by WTCS staff in the Educational Services Manual as a new page 4.10.6.9., as well as used for all future documentation.

**It was moved by Julie Bosveld, seconded by Gloria Ramos, to adopt the templates which include the occupational requirements for academic and occupational instructors. Motion carried unanimously.**

At this time several new and existing Appropriate Occupational Experience and Academic Preparation Documents were presented for consideration and action.

Education Director James Mackey presented this new Appropriate Occupational Experience and Academic Preparation document for a program at Moraine Park Technical College. The document is similar to some others but differs slightly in that it focuses on automation in manufacturing. It was developed in conjunction with the Metal Fabrication group.

31-457-2 Metal Fabrication

**It was moved by Peg Boudreau, seconded by Stacy Martin, to approve the Appropriate Occupational Experience and Academic Preparation document as presented. Motion carried unanimously.**

Education Director Kathy Loppnow presented the following Appropriate Occupational Experience and Academic Preparation documents:

10-508-1 Dental Hygienist  
30-508-2 Dental Assistant  
31-508-1 Dental Assistant

**It was moved by Jeanne Bushman, seconded by Jean Kapinsky, to approve these Appropriate Occupational Experience and Academic Preparation documents as presented but with additional modifications as noted: (spell out the acronym CRDTS in Section IV). Motion carried unanimously.**

31-509-1 Medical Assistant

**It was moved by Jean Kapinsky, seconded by Peg Boudreau, to approve this Appropriate Occupational Experience and Academic Preparation document as presented. Motion carried unanimously.**

10-512-1 Surgical Technology  
31-512-1 Surgical Technologist

**It was moved by Jeanne Bushman, seconded by Jean Kapinsky, to approve these Appropriate Occupational Experience and Academic Preparation documents as presented but with additional modifications as noted: (spell out ETO in Section II). Motion carried unanimously.**

10-513-1 Clinical Laboratory Technician

**It was moved by Gloria Ramos, seconded by Peg Boudreau, to approve this Appropriate Occupational Experience and Academic Preparation document as presented but with additional modifications as noted: (In Section III, unbold the sentence, "May teach specific courses.")). Motion carried unanimously.**

30-513-1 Phlebotomy Technician

**It was moved by Julie Bosveld, seconded by Gloria Ramos, to approve this Appropriate Occupational Experience and Academic Preparation document as presented. Motion carried unanimously.**

10-514-1 Occupational Therapy Assistant

**It was moved by Stacy Martin, seconded by Jean Kapinsky, to approve this Appropriate Occupational Experience and Academic Preparation document as presented. Motion carried unanimously.**

10-515-1 Respiratory Therapist

**It was moved by Jeanne Bushman, seconded by Jean Kapinsky, to approve this Appropriate Occupational Experience and Academic Preparation document as presented but with additional modifications as noted: (in Section III, adjust the font size to match the rest of the document). Motion carried unanimously.**

31-516-2 Optometric Technician

31-517-1 Renal Dialysis Technician

**It was moved by Stacy Martin, seconded by Julie Bosveld, to approve these Appropriate Occupational Experience and Academic Preparation documents as presented but with additional modifications as noted: 31-517-1 Renal Dialysis Technician (In Section I, delete “experience working with Chronic Renal Disease patients” from all working titles; and in Section V, add “Instructor requires previous occupational experience working with Chronic Renal Disease patients”). Motion carried unanimously.**

10-523-1 Chiropractic Technician

**It was moved by Jean Kapinsky, seconded by Julie Bosveld, to approve this Appropriate Occupational Experience and Academic Preparation document as presented but with additional modifications as noted: (in Section III, add “Registered” Nurse and delete “LPN, etc.”). Motion carried unanimously.**

10-524-1 Physical Therapist Assistant

10-525-1 Electroneurodiagnostic Technician

**It was moved by Peg Boudreau, seconded by Gloria Ramos, to approve these Appropriate Occupational Experience and Academic Preparation documents as presented but with additional modifications as noted: 10-525-1 Electroneurodiagnostic Technician (in Section III, un-bold “\*\*May teach specific courses.”). Motion carried unanimously.**

10-526-1 Radiography

**It was moved by Jean Kapinsky, seconded by Jeanne Bushman, to approve this Appropriate Occupational Experience and Academic Preparation document as presented but with additional modifications as noted: (in Section III, add “\*\* to Radiologist.” In Section IV, strike “unless a medical doctor” and add “or American Medical Association (AMA).”). Motion carried unanimously.**

10-526-2 Diagnostic Medical Sonography

**It was moved by Peg Boudreau, seconded by Julie Bosveld, to approve this Appropriate Occupational Experience and Academic Preparation document as presented but with additional modifications as noted: (add a revised date of November, 2009.). Motion carried unanimously.**

10-530-1 Health Information Technology

**It was moved by Stacy Martin, seconded by Jean Kapinsky, to approve this Appropriate Occupational Experience and Academic Preparation document as presented but with additional modifications as noted: (in Section I, delete the red cross symbols from some titles and delete the statement associated to the cross symbols, “Titles changed in 1999 by the National Association;” in Section IV, strike “an” and replace with “a” before “Registered Health Information Administrator;” and insert a space after “RHIT.”) Motion carried unanimously.**

30-530-2 Medical Coding Specialist

**It was moved by Julie Bosveld, seconded by Jeanne Bushman, to approve this Appropriate Occupational Experience and Academic Preparation document as presented but with additional modifications as noted: (add a revised date of November, 2009.). Motion carried unanimously.**

31-530-1 Advanced Medical Coding Specialist

**It was moved by Julie Bosveld, seconded by Stacy Martin, to approve this Appropriate Occupational Experience and Academic Preparation document as presented. Motion carried unanimously.**

10-532-1 Speech Language Pathologist Assistant

**It was moved by Stacy Martin, seconded by Jean Kapinsky, to approve this Appropriate Occupational Experience and Academic Preparation document as presented, but with additional modifications as noted: (add a revised date of November, 2009; in Section I, spell out IEP which is Individualized Education Plan.). Motion carried unanimously.**

30-534-1 Central Service Technician

**It was moved by Jean Fish, seconded by Jeanne Bushman, to approve this Appropriate Occupational Experience and Academic Preparation document as presented, but with additional modifications as noted: (add a revised date of November, 2009; in Section I, add “Registered Nurse (RN)” after “Surgical Nurse.”). Motion carried unanimously.**

31-536-1 Pharmacy Technician  
10-541-1 Anesthesia Technology

**It was moved by Jean Kapinsky, seconded by Julie Bosveld, to approve these Appropriate Occupational Experience and Academic Preparation documents as presented or with additional modifications as noted: 10-541-1 Anesthesia Technology as presented but with additional changes: (in Section III, add “(RN)” after “registered nurse; strike “Physician; add “Medical Doctor (MD); and move “\*\*May teach specific courses” to the left column.). Motion carried unanimously.**

Education Director Barbara Miller presented the following Appropriate Occupational Experience and Academic Preparation documents:

00-831-0 General College Communication Skills (Courses Only)

**It was moved by Jean Kapinsky, seconded by Julie Bosveld, to approve this Appropriate Occupational Experience and Academic Preparation document as presented, but with additional modifications as noted: (add a revised date of November, 2009; delete the “s” from the word “Communications” throughout the document.). Motion carried unanimously.**

00-834-0 General College Math (Courses Only)

**It was moved by Jeanne Bushman, seconded by Gloria Ramos, to approve this Appropriate Occupational Experience and Academic Preparation document as presented, but with additional modifications as noted: (add a revised date of November, 2009; spell out “ABE” in Educational Requirements.). Motion carried unanimously.**

00-836-0 General College Natural Science (Courses Only)

**It was moved by Peg Boudreau, seconded by Jean Kapinsky, to approve this Appropriate Occupational Experience and Academic Preparation document as presented, but with additional modifications as noted: (change the font size in the table to be consistent throughout the document.). Motion carried unanimously.**

00-838-0 General College Reading (Courses Only)

**It was moved by Jeanne Bushman, seconded by Gloria Ramos, to approve this Appropriate Occupational Experience and Academic Preparation document as presented, but with additional modifications as noted: (remove the space between “# 62.”). Motion carried unanimously.**

10-001-5 Arboriculture / Urban Forestry Technician

**It was moved by Jean Kapinsky, seconded by Julie Bosveld, to approve this Appropriate Occupational Experience and Academic Preparation document as presented, but with additional modifications as noted: (in Section I, spell out “CEO of UF” and “IPM” which stands for Integrated Pest Management; in Section IV, delete the second and fifth bullet statements; spell out “NAA” which stands for National Arborists Association; in Section IV insert “Commercial” between “Wisconsin” and “Certified” in the last bullet statement.). Motion carried unanimously.**

10-635-1 Nanoscience Technology

**It was moved by Peg Boudreau, seconded by Julie Bosveld, to approve this Appropriate Occupational Experience and Academic Preparation document as presented, but with additional modifications as noted: (in Section II, spell out “DNA.”). Motion carried unanimously.**

Education Director Kathy Loppnow presented the following Appropriate Occupational Experience and Academic Preparation documents, which were tabled in September:

10-526-4 Nuclear Medicine Technologist

**It was moved by Jeanne Bushman, seconded by Alan Dohm, to approve this Appropriate Occupational Experience and Academic Preparation document as presented, but with additional modifications as noted: (in Section I, delete the bold statement, “(All would have to be registered ...”); in Section III, remove the word “to” from the statement, “\*\*May to teach specific courses.” and move this statement to the left column; in Section IV, change “(N)” to Nuclear.). Motion carried unanimously.**

30-538-1 Language Interpreter for Health Services

**It was moved by Peg Boudreau, seconded by Jean Fish, to approve this Appropriate Occupational Experience and Academic Preparation document as presented, but with additional modifications as noted: (in Section I, add “Pool Interpreter;” in Section III, spell out “LEP” which means Limited English Proficiency; move “\*\*May teach specific courses.” to the left column; in Section V, add “or verified experience” after “Forty hours minimum of verified education or formal training;” in the bulleted section un-capitalize “Awareness.”). Motion carried unanimously.**

10-543-1 Nursing – Associate Degree

**It was moved by Julie Bosveld, seconded by Stacy Martin, to approve this Appropriate Occupational Experience and Academic Preparation document as presented, but with additional modifications as noted: (in Section I, remove “(RN)” from all titles; keep the word Director in the working title, “Director / Vice President of Nursing;” in Section IV, add “All instructors must be a registered nurse in the State of Wisconsin.”). Motion carried unanimously.**

30-543-1 Nursing Assistant

**It was moved by Jeanne Bushman, seconded by Gloria Ramos, to approve this Appropriate Occupational Experience and Academic Preparation document as presented, but with additional modifications as noted: (add a revised date of November, 2009; in Section I, remove “(RN)” from all titles; remove “Director” previous to “Vice President of Nursing;” in Section II, realign the bullets; in Section IV, change the word “lease” to “least;” in Section V, add “All instructors must be a registered nurse in the State of Wisconsin.”). Motion carried unanimously.**

31-543-1 Practical Nursing

**It was moved by Peg Boudreau, seconded by Jeanne Bushman, to approve this Appropriate Occupational Experience and Academic Preparation document as presented, but with additional modifications as noted: (in Section I, use the same working titles as in 10-543-1 Nursing – Associate Degree; remove “(RN)” from all working titles; and add, “All instructors must be a registered nurse in the State of Wisconsin;” in Section IV, delete the bullet and use the same language as in Section IV of 10-543-1 Nursing – Associate Degree; add this sentence: “Stand-alone practical nursing degree programs at Madison, Northeast Wisconsin and Milwaukee Area Technical Colleges require a minimum of a Bachelor of Science degree in Nursing.”). Motion carried unanimously.**

Education Director Michael Tokheim presented the following Appropriate Occupational Experience and Academic Preparation document, which was tabled in September:

31-114-2 Financial Services Representative

**It was moved by Jeanne Bushman, seconded by Julie Bosveld, to approve this Appropriate Occupational Experience and Academic Preparation document as presented, but with additional modifications as noted: (in Section I, remove the working titles, “Teller,” “Cashier,” and “Customer Service Representative.”). Motion carried unanimously.**

Education Director Peggy Meyers presented the Appropriate Academic Preparation for Basic Education Certification document 850-862 Basic Education Instructional Areas, which was tabled in September to receive more clarification from the Deans.

Peggy brought the document to the ABE Deans in September, and to La Crosse in October in order to receive more feedback from the District Certification Officers. Another WisLine is scheduled with the ABE Deans for further clarification. The majority of the Deans like the new format.

Consensus was that the Appropriate Academic Preparation for Basic Education Certification document 850 – 862 Basic Education Instructional Areas should be re-posted for comments on the Certification website.

Five-year professional growth plans were discussed; Western staff Betsy Konter and Jackie Kettner were available via conference phone to discuss their plan.

Changes to Western's plan included:

- The option to audit a course was removed.
- The ability to cluster hours (rounding up or down) was removed.
- The plan reverted to the rule that 55 hours = one credit.
- The option to keep occupational experience paid or unpaid was retained. The district committee felt that in this economy, resources are not always available to pay for additional training and development opportunities.

**It was moved by Stacy Martin, seconded by Jean Kapinsky, to approve Western Technical College's Five-Year District Certification Renewal Plan as presented. Motion carried unanimously.**

The next plan up for consideration was Chippewa Valley Technical College. Under Activity Code #19 – Miscellaneous, the plan changed the maximum number of credits allowed from "Varies" to "2 credits."

**It was moved by Jean Kapinsky, seconded by Jean Fish, to approve Chippewa Valley Technical College's Five-Year District Certification Renewal Plan as presented. Motion carried unanimously.**

The next plan up for consideration was Madison Area Technical College. Since their renewal activities included auditing, it was decided that the plan would have to be tabled at this time, so that the district could revise their plan and resubmit. However, after further consideration, the Committee decided to go ahead and approve the plan as follows:

**It was moved by Alan Dohm, seconded by Jeanne Bushman, to approve Madison Area Technical College's Five-Year District Certification Renewal Plan provided that the plan is modified to allow a maximum of 3 credits for audit under "Renewal Activities Coursework." Motion carried unanimously.**

It was noted that Jennifer Bentley will advise the Committee if the Plan can be modified or if that revision must first be approved by Madison Area Technical College's District Certification Committee.

Barbara Miller shared a summary of audit language in current district five-year renewal plans, and much Committee discussion took place over whether an audited course can ever actually be documented, and how often this even comes up.

**It was moved by Jean Kapinsky, seconded by Peg Boudreau, that all future district five-year professional growth plans shall not exceed 3 credits for auditing as a renewal activity. Motion carried; Jeanne Bushman abstained.**

Barbara Miller shared a compilation extracted from districts regarding the type of requirements they have for instructors teaching certification renewal courses. She put forth the following six minimum qualifications; a seventh criterion was added by the Committee. They are:

1. Possess a Master's Degree
2. Hold Five-Year Certification
3. Have taught a minimum of five years and/or worked in the area of the content in which they are teaching
4. Posses good personal and interpersonal skills
5. Provide proof of appropriate educational back ground and/or experience for the course(s) being taught
6. Express a willingness to work cooperatively with the WTCS Certification Education Director and State Certification Committee in regards to questions and/or concerns relating to the course(s) being taught
7. Prior on-line teaching experience (preferred)

**It was moved by Jean Fish, seconded by Julie Bosveld, to accept the seven minimum qualifications listed above for instructors to teach WTCS on-line collaborative certification courses. Motion carried unanimously.**

Barbara Miller shared with the Committee the 2009 State-Called Meeting evaluation responses which she viewed as positive. Evaluators suggested that at the next SCM, each attendee come to the table with one scenario or best practice.

Ms. Miller asked if anyone would be interested in hosting next year's SCM in the fall of 2010. Jeanne Bushman volunteered her district – Mid-State Technical College.

Staff updates were requested.

Peg Boudreau stated that the Instructional Services Committee met in Milwaukee November 18-19. They had excellent discussions regarding the increasing enrollments the districts are experiencing, along with limited resources to meet the greater demand. There are many demands by displaced workers. Applications in Milwaukee are up 70 percent. Ms. Boudreau stated that another benchmark forwarded to districts is to embed "green" into current curriculums. She also noted that the RISE initiative of establishing career pathways starting with Adult Basic Education was discussed. It is important to get displaced workers basic remedial skills to help them gain success. Ms. Boudreau bid farewell to the Committee and stated that Zina Haywood of Gateway Technical College would be taking her place at the next meeting.

Stacy Martin reported on the Affirmative Action Committee which met in Madison recently. She stated that the Office of Civil Rights (the federal group which oversees all

Affirmative Action efforts and on-site audits) will be hosted by the System Office in May of 2010 and will provide a week of training. The Affirmative Action Committee is holding their state-called meeting in conjunction with the training offered by the federal Office of Civil Rights. The Committee is hoping to hear from their experts regarding Title IV and Section 504 – as each district has five-year affirmative action plans. Because of the census, the current five-year plans will stay in place for seven years because the census data is needed. Norm Kenney of the System Office is coordinating this effort.

Ms. Martin stated that the Absence of Color Conference hosted at Blackhawk Technical College was excellent, and the speakers were top-notch. Due to the economy, attendance was down a bit. A Legal Conference hosted by Waukesha County Technical College in early November was also excellent.

Barbara Miller updated the Committee that STAR training is now acceptable training for fulfilling credit towards requirement 850.

Barbara Miller shared the handout which listed new approved courses meeting WTCS certification requirements:

University of Michigan, Ann Arbor, Michigan

Year 1 and Year 2 of the National Joint Apprenticeship and Training Committee (NJATC) Training Institute's Courses for Electrician Instructors (I Group for Electrician Instruction):

Requirement	Course #	Credits	Title
53	#10 and #11	8 CEU Credits (Year 1)	Principles of Learning; and Elements of Trade Teaching
52	#20 and #21	8 CEU Credits (Year 2)	Planning and Presenting Related Information; and Using Instructional Technology

University of San Diego, San Diego, California

Completion of any five of the eight Ironworkers Professional Development Courses (PDC) listed below:

Requirement	Course #	Credits	Title
52	PDC 1, PDC 2, PDC 3, PDC 4, PDC 5, PDC 6, PDC 7, and PDC 9	2 Credits for any five of these eight courses	Principles of Instruction; Instructional Planning; Testing and Evaluation Strategies; Communication Skills and Motivation Techniques; Developing Instruction Media; Presenting and Illustrated Lecture; Working with Learners with Special Needs; and Facilitation Skills for Ironworker Instructors

Barbara Miller shared the schedule for 2009-10 District Certification Audits, which will be under the new audit methodology penalty process. Districts are encouraged to clear uncertified staff prior to audits commencing.

Topics for the next meeting included: Five year plans; Occ Doc 850; Renewable Energy; and of course, Occupational Experience / Academic Preparation documents.

**It was moved by Jeanne Bushman, seconded by Jean Kapinsky, to adjourn the State Certification Committee meeting at 1:25 p.m. Motion carried unanimously.**

Submitted by Karen Schwingle, Executive Staff Assistant.