

State Certification Committee Meeting

Minutes
June 9, 2009
9:30 a.m.

Present: Donna Freund, Chair
Jeanne Bushman
Edelmiro Dominguez
Jean Fish
Kay Fratianne
Patricia Smoody

Excused: Margaret Boudreau
Alan Dohm
Stacy Martin

Staff: Barbara Miller
Thomas Grinde
Karen Schwingle
Michael Tokheim
Ronald Zogbaum

The State Certification Committee meeting was called to order at 9:49 a.m.; delayed a bit waiting to meet the quorum quota of six members.

Ms. Freund read the open meeting statement and called roll.

A motion was called for approval of the draft minutes for the March 30, 2009 State Certification Committee meeting.

It was moved by Ms. Smoody, seconded by Mr. Dominguez, to approve the minutes as written for the March 30, 2009 State Certification Committee meeting. Motion carried unanimously.

Review of Occupational Experience/Academic Preparation Documents

All documents reviewed today were posted on the website for an eight to ten-week period for commentary.

Education Director - Agriculture and Natural Resources - Randy Zogbaum was available for questions in reviewing the following occupational experience/academic preparation documents:

31-006-1 Agribusiness Specialist (New)
31-506-4 Laboratory Science Technician Assistant (New)
10-506-1 Environmental & Pollution Control Technology (2003)
10-603-1 Chemical Technician (2003)
10-636-1 Electron Microscopy (2003)
483-00-0 All 483 Renewable Energy – Thermal Programs and Courses (Tabled from
3/30/09 SCC Meeting)

Mr. Zogbaum commented that the Green Job concept is taking old jobs and doing them in a more efficient and cleaner way.

It was moved by Ms. Bushman, seconded by Ms. Smoody, to approve the occupational experience/academic preparation documents 31-006-1, 31-506-4, 10-506-1, 10-603-1, 10-636-1, and 483-00-0 as presented. Motion carried unanimously.

Barbara Miller presented the following occupational experience/academic preparation documents for Education Director – Electronics, Transportation and Automotive – Sandy Schmit:

31-414-7 Manufacturing Electronics Maintenance (New)
10-602-3 Automotive Technology (2003)

It was moved by Mr. Dominguez, seconded by Ms. Fish, to approve the occupational experience/academic preparation documents 31-414-7, and 10-602-3 as presented. Motion carried unanimously.

Barbara Miller presented the following occupational experience/academic preparation documents for Education Director – General Education – M. J. Best:

00-801-0 Communication Skills (Courses Only) (2004)
00-802-0 Foreign Language (Courses Only) (2004)
00-803-0 History (Courses Only) (2004)
00-804-0 Mathematics (Courses Only) (2004)
00-805-0 Music (Courses Only) (2004)
10-805-1 Music Occupations (2004)
00-806-0 Natural Science (Courses Only) (2004)
00-807-0 Physical Education (Courses Only) (2004)
00-808-0 Reading (Courses Only) (2004)
00-809-0 Social Science (Courses Only) (2004)
00-810-0 Speech (Courses Only) (2004)
00-815-0 Art (Courses Only) (2004)

It was moved by Ms. Smoody, seconded by Ms. Bushman, to approve Gen Ed occupational experience/academic preparation documents 00-801-0, 00-802-0, 00-803-0, 00-804-0, 00-805-0, 10-805-1, 00-806-0, 00-807-0, 00-808-0, 00-809-0, 00-810-0 and 00-815-0 as presented. Motion carried unanimously.

Committee member Jean Fish commented that we should add the list of approved reading courses from Guideline 62 to the occupational experience/academic preparation document for 00-808-0 – Reading.

Barbara Miller presented the following occupational experience/academic preparation documents for Education Director – Apprenticeship, Architecture and Construction – Marge Wood; and Education Director – EMS/Protective Services and Allied Health – Timothy Weir:

- 10-614-1 Architectural Technology (2003)
- 10-614-2 Prototype and Design Technician (2003)
- 10-614-4 Architectural - Commercial Design (2003)
- 31-403-1 Drafting - Architectural (2003)
- 31-409-2 Cabinetmaking and Millwork (2003)
- 31-410-6 Construction and Remodeling (2003)
- 31-413-1 Electricity (2003)
- 31-469-2 Gas Utility Construction and Service (2003)
- 10-138-1 Global Business (2003)

There was one recommended change:

10-138-0 Un-bold the sentence which appears twice in the document: “At the discretion of the district, additional criteria may be required beyond the minimum certification requirements.”

It was moved by Ms. Smoody, seconded by Ms. Fratianne, to approve the occupational experience/academic preparation documents 10-614-1, 10-614-2, 10-614-4, 31-403-1, 31-409-2, 31-410-6, 31-413-1, 31-469-2 and 10-138-1 as revised. Motion carried unanimously.

Barbara Miller presented a tabled document from the March 30, 2009 meeting:

- 00-503-a Fire Instructor Courses (Adult CE Courses) (2003)

As there were still several concerns regarding this document, the following action was taken:

It was moved by Ms. Smoody, seconded by Ms. Fratianne, to table the occupational experience/academic preparation document 00-503-a until the September meeting. Motion carried unanimously.

It was noted that licensing requirements need to be clarified, words are missing, bullets may enhance readability of the document, etc. Acronyms also need to be spelled out.

Barbara Miller presented the following occupational experience/academic preparation document:

10-624-1 Nuclear Technology (2003)

It was noted that several acronyms need to be spelled out.

It was moved by Ms. Bushman, seconded by Mr. Dominguez, to accept with slight modifications noted, occupational experience/academic preparation document 10-624-1. Motion carried unanimously.

Barbara Miller presented the following occupational experience/academic preparation document:

00-871-0 Deaf and Hard of Hearing (2003)

This document was reformatted to follow the format of other occupational experience/academic preparation documents. It was pointed out that the program area might need to be changed as well from "Hearing Impaired" to "Deaf and Hard of Hearing." Acronyms should be spelled out.

It was moved by Mr. Dominguez, seconded by Ms. Smoody, to accept with slight modifications noted, occupational experience/academic preparation document 00-871-0. Motion carried unanimously.

Barbara Miller presented the following occupational experience/academic preparation document:

00-873-0 Students with Disabilities (2003)

This document was reformatted to follow the correct format of other occupational experience/academic preparation documents. Some minor edits are needed. The sentence, "No programs Offered in this Academic Area" needs to be added. It needs to be clearer that a total of nine credits is needed under "Educational Requirements." All references to Fox Valley Technical College must be removed.

It was moved by Ms. Smoody, seconded by Ms. Fratianne, to table the occupational experience/academic preparation document 00-873-0 and bring it back to the September meeting. Motion carried unanimously.

Requirements for Teaching WTCS Certification Courses

Barbara Miller indicated guidelines for on-line teachers who are teaching certification renewal courses must be developed. Discussion of this problem might explain reported course inconsistencies.

Barb asked committee members to collect information on guidelines for instructors teaching on-line at their district and submit them to her by mid-August. A subcommittee may need to be established to recommend guidelines for certification courses. Ms. Smoody volunteered to serve on this subcommittee.

Five-Year Professional Growth Plans

The following plans have been approved by the district certification committees and are presented to the State Certification Committee for approval:

Department of Corrections – It was noted that Step 2 on page 8 requires modification to read that a request for an appeal should be made to the Department of Corrections and the local technical college district certification committee. Their committee membership must be revised as well. The time limit for appeal was also questioned – the number of days for state section. **It was moved by Ms. Bushman, seconded by Ms. Fratianne, to table DOC's Five-Year Professional Growth Plan until modifications can be made so that it is acceptable. Motion carried unanimously.**

Lakeshore Technical College – The reference to AODA Facilitator will need to be removed. **It was moved by Ms. Fish, seconded by Mr. Dominguez, to approve Lakeshore Technical College's Five-Year Professional Growth Plan with modifications. Motion carried unanimously.**

Milwaukee Area Technical College – Minor modifications are necessary. **It was moved by Mr. Dominguez, seconded by Ms. Bushman, to approve Milwaukee Area Technical College's Five-Year Professional Growth Plan with modifications. Motion carried unanimously.**

Madison Area Technical College - There is no reference to an appeal process. **It was moved by Ms. Smoody, seconded by Mr. Dominguez, to table Madison Area Technical College's Five-Year Professional Growth Plan until necessary modifications can be made so that it is acceptable Motion carried unanimously.**

Chippewa Valley Technical College (revision) – **It was moved by Mr. Dominguez, seconded by Ms. Fratianne, to approve Chippewa Valley Technical College’s Five-Year Professional Growth Plan. Motion carried unanimously.**

Mid-State Technical College (revision) – **It was moved by Ms. Smoody, seconded by Ms. Fratianne, to approve Mid-State Technical College’s Five-Year Professional Growth Plan. Motion carried unanimously.** The revision date can now be revised.

Updates

Tabled Items – Form 103

Mr. Tokheim, Education Director, Business Information Technology, presented Form 103 which he stated was shortened for efficiency purposes. The form is locally driven, and remains the Dean’s responsibility to ensure that the instructor has sufficient competencies to teach the computer software course(s).

Review of the form brought to light a few changes:

- Change first column of chart title to “Course Title” rather than “Course Tile.”
- Remove the semi-colon in the sentence, “Please provide Rationale “Why;” I am ...
- Change the title of the form to: Certification for 103 Courses Required for Credit or Non-Credit Courses

It was moved by Ms. Fratianne, seconded by Ms. Fish, to accept the form as revised for Certification of 103 Courses. Motion carried unanimously.

Miscellaneous

No updates were available for the Instructional Services Administrators or the Affirmative Action Committee.

System Office Update – Barb Miller noted that the renewal certification courses have been taken over by the state office and are offered here through SignUp4. The fee is currently \$125 but may need to be increased to adequately cover the cost of the instructor expenses. An evaluation form has been developed and students are encouraged to submit it before they receive their completion certificates.

Barb has two more certification audits to finalize.

ImageNow software is in the process of being upgraded.

Save the Date – October 15 for the Certification State-Called Meeting. The agenda is largely based on feedback received from the audits. The state-called meeting will not have a dual track for professional development staff.

Next Meeting Agenda Topics and Date

The next State Certification Committee meeting was set for September 8, 2009 (Tuesday, following Labor Day). Possible agenda items were suggested:

- 850 doc – what is the process?
- Walk through the web site
- Orientation package, including TCS 3, categories, etc.
- Apprenticeship update by Marge Wood.
- Review of cycled occupational experience/academic preparation documents, including those tabled at this meeting.
- District Five-Year Professional Growth Plans

Certificates of Appreciation were presented by James Zylstra, Vice President of Finance and Administration, and Barbara Miller, Certification Education Director, to Patricia Smoody, Edelmiro Dominguez, and Donna Freund, whose terms on the State Certification Committee have ended.

Meeting adjourned at 1:13 p.m.

Submitted by Karen Schwingle, Executive Staff Assistant, WTCS.