

MINUTES

Wisconsin Technical College System State Certification Committee

Tuesday, September 8, 2009

9:30 a.m.

Wisconsin Technical College System Office
4622 University Avenue
Madison, WI 53507

Present: Julie Bosveld
Jeanne Bushman
Alan Dohm
Jean Fish
Kay Fratianne
Jean Kapinsky
Stacy Martin
Gloria Ramos
Dee Warzyn

Excused: Margaret (Peg) Boudreau

Staff: Barbara Miller
Tom Grinde
Mark Johnson
Peggy Meyers
Sandy Schmit
Barbara Schuler
Karen Schwingle
Kelly Shisler
Marge Wood

Barbara Miller called the meeting to order at 9:40 a.m. She read the open-meeting statement and called roll.

Kelly Shisler was introduced to the group as Barbara's supervisor and Associate Vice President of the Office of System Finance and Administration.

Nominations for Chairperson were solicited, and Dee Warzyn offered her name for consideration. **Kay Fratianne seconded Dee's nomination; motion carried unanimously.** The new Chairperson of the State Certification Committee is Dee Warzyn, who is the Human Resources Specialist – Certification and Labor Relations, at Waukesha County Technical College.

Ms. Warzyn called for any changes to the draft minutes of the June 9, 2009 State Certification Committee. **None being heard, it was moved by Jeanne Bushman, seconded by Gloria Ramos, to approve the minutes as written. Motion carried unanimously.**

SCC Membership

New appointments and reappointments to the State Certification Committee were announced:

Certification Support Staff – Julie Bosveld (MPTC)
ISA – Dee Warzyn (WCTC)
AFT WI - Gloria Ramos (MATC Milwaukee)
WEAC – Jean Kapinsky (NTC)

Reappointments are as follows:
Affirmative Action – Stacy Martin (2nd term)
Certification Officer – Jeanne Bushman (2nd term)

Approval of New or Revised Occupational Experience /Academic Preparation

Documents

Education Director Marge Wood presented the following occupational experience/academic preparation documents for consideration:

50-464-1 Maintenance Technician Apprentice (New)
30-614-1 Structural Steel Detailing (New)

Marge Wood explained that 50-464-1, Maintenance Technician Apprentice, is a new program blending two existing, strong apprenticeship programs. Several companies needed both maintenance and electrical skilled workers. This new program will involve cross-training of the journeyworkers. “464” is a new area which acknowledges the blended skills.

30-614-1, Structural Steel Detailing was a program offered at Northcentral Technical College which was suspended, but which is now reactivated due to increased interest.

It was moved by Jean Fish, seconded by Jeanne Bushman, to approve the occupational experience/academic preparation documents 50-464-1, Maintenance Technician Apprentice; and 30-614-1, Structural Steel Detailing with cosmetic changes such as the spelling out of acronyms. Motion carried unanimously.

Education Director Barbara Miller presented the following occupational experience/academic preparation documents for consideration:

31-114-2 Financial Services Representative (New)
31-106-6 Bilingual Office Assistant (2004)
10-170-1 Broadcast Captioning (2004)

It was moved by Kay Fratianne, seconded by Alan Dohm to table 31-114-2, Financial Services Representative due to questions on some of the suggested working titles; and to approve 31-106-6, Bilingual Office Assistant; and 10-170-1, Broadcast Captioning with a few cosmetic changes. Motion carried unanimously.

Education Director Barbara Schuler presented the following occupational experience/academic preparation documents for consideration:

10-314-1 Baking & Pastry Arts (New)
10-325-1 Golf Course Management (2005)
10-109-7 Casino Management (2005)
10-522-2 Instructional Assistant - Associate Degree (2004)
31-522-2 Instructional Assistant (2004)
10-533-1 Educational Interpreter Technician (2004)

It was moved by Kay Fratianne, seconded by Gloria Ramos, to approve the occupational experience/academic preparation documents 10-314-1, Baking & Pastry Arts; 10-325-1, Golf Course Management; 10-109-7, Casino Management; 10-522-2, Instructional Assistant – Associate Degree; 31-522-2, Instructional Assistant; and 10-533-1, Educational Interpreter Technician, with some minor changes such as spelling out acronyms. Motion carried unanimously.

Education Director Sandy Schmit presented the following occupational experience/academic preparation document for consideration:

30-414-6 Industrial Electronics Maintenance (New)

It was moved by Alan Dohm, seconded by Jean Kapinsky, to approve the occupational experience/academic preparation document 30-414-6, Industrial Electronics Maintenance. Motion carried unanimously.

Education Director Tom Heffron presented the following occupational experience/academic preparation documents for consideration:

00-873-0 Students With Disabilities (Courses Only) (2000) (tabled from 6/2009)
00-872-0 Visually Impaired (Courses Only) (2005)

It was moved by Stacy Martin, seconded by Jean Fish, to approve the occupational experience/academic preparation documents 00-873-0, Students With Disabilities (Courses Only); and 00-872-0 Visually Impaired (Courses Only), with some minor edits which include formatting changes, corrected spelling, and spelling out of acronyms. Motion carried unanimously.

Education Directors Mark Johnson and Peggy Meyers presented the following occupational experience/academic preparation document for consideration:

850-862 Adult Basic Education

Mark Johnson stated that the Adult Basic Education document is still a difficult document to comprehend by district personnel; particularly the levels. The ABE Deans are meeting in

three weeks and will make comments to the document. Mark and Peggy will report back at the State-Called Meeting on October 15.

It was moved by Jean Kapinsky, seconded by Jeanne Bushman, to table the occupational experience/academic preparation document 850-862, Adult Basic education. Motion carried unanimously.

Barbara Miller suggested that the following occupational experience/academic preparation documents be tabled until the Education Director for Fire Service is filled.

00-503-a Fire Instructor Courses (Adult CE Courses) (2003) (tabled from 6/2009)
10-503-2 Fire Protection Technician (2004)
10-503-3 Fire Protection Engineering Technology (2004)
30-503-1 Fire Service Training (2004)
30-503-2 Fire Service Certification (2004)

It was moved by Kay Fratianne, seconded by Julie Bosveld, to table the occupational experience/academic preparation documents 00-503-a, Fire Instructor Courses (Adult CE Courses); 10-503-2, Fire Protection Technician; 10-503-3, Fire Protection Engineering Technology; 30-503-1 Fire Service Training; and 30-503-2, Fire Service Certification. Motion carried unanimously.

Barbara Miller presented the following occupational experience/academic preparation documents for consideration:

00-890-0 General Studies (Courses Only) (2002)
30-510-2 Health Unit Coordinator (2004)
30-510-5 Medication Assistant (2004)
10-526-4 Nuclear Medicine Technologist (2005)
30-537-1 Therapeutic Massage (2005)
30-538-1 Language Interpreter for Health Services (2004)
10-543-1 Nursing - Associate Degree (2004)
30-543-1 Nursing Assistant (2004)
31-543-1 Practical Nursing (2004)

It was moved by Kay Fratianne, seconded by Gloria Ramos, to table the occupational experience/academic preparation documents 10-526-4, Nuclear Medicine Technologist; 30-538-1, Language Interpreter for Health Services; 10-543-1, Nursing – Associate Degree; 30-543-1, Nursing Assistant; and 31-543-1 Practical Nursing. It was also moved by Kay Fratianne, and seconded by Gloria Ramos, to approve the occupational experience/academic preparation documents 00-090-0, General Studies (Courses Only); 30-510-2, Health Unit Coordinator; 30-510-5, Medication Assistant; and 30-537-1, Therapeutic Massage. Motion carried unanimously (with minor modifications).

Barbara Miller presented the following occupational experience/academic preparation documents for consideration:

31-443-2 Facilities Maintenance (2004)
32-444-2 CNC/Tool & Die Technologies (2004)
00-625-0 Quality Interdisciplinary and Six Sigma (Courses Only) (2005)

It was moved by Alan Dohm, seconded by Stacy Martin, to approve the occupational experience/academic preparation documents with some minor corrections such as spelling out acronyms: 31-443-2, Facilities Maintenance; 32-444-2, CNC/Tool & Die Technologies; and 00-625-0, Quality Interdisciplinary and Six Sigma (Courses Only). Motion carried unanimously.

Apprenticeship Update

Education Director Marge Wood presented an update regarding Potential Recognition of Instructor Professional Development Provided by National Apprenticeship Sponsors.

Background: Instructors in WTCS programs of apprentice-related technical instruction have long been granted 10 hour re-certification credit for specified coursework provided by national apprenticeship sponsors. While these programs are most often sponsored by unions seeking to transition skilled journeyworkers into trade instructors, the open-shop Associated Builders and Contractors of Wisconsin (ABC of WI) also provides a solid 10-hour annual professional development seminar for their WTCS trade instructors.

New federal standards for apprenticeship now require all instructors of apprentices to meet their State Department of Education's requirements for a vocational-technical expert OR be recognized as a subject matter expert (journeyworker). In addition, **all instructors must have training in teaching techniques and adult learning styles** (29CFR29.5(b)(4)). Since WTCS Requirements #53 and #52 appear to meet the intent of this federal requirement there is a potential for a wider (even national) audience for these courses or course competencies. There are likely to be additional certification recognition requests similar to the assessment recently completed for the Construction Electricians by CVTC facilitator Margaret Brunn and Barbara Miller.

Future: Additional national apprenticeship training entities may seek recognition of their instructor professional development programs or coursework. Examples:

- Ironworker Qualified Instructor Certificate Program at University of San Diego; Jeanne Bushman, MSTC facilitator, recommendations from Kenneth Urban are pending review by district certification committee.
- UA (Plumbers, Steamfitters, Pipefitters) annual instructor training program at Washtenaw Community College, Ann Arbor, MI.
- National Labor College (NLC), offers on-line certificates and a Bachelor of Arts degree
- The National Center for Construction Education and Research (NCCER) is affiliated with the University of Florida. ABC of WI has strong ties to the NCCER and ABC apprentice programs use NCCER curriculum materials.

Questions for consideration by members of the State Certification Committee:

- Is your college interested in working with one or more of these organizations?
- *Assuming outside funding for curriculum development could be secured:*
- Would you support development of apprenticeship-oriented instructor professional development courses that would also meet WTCS certification requirements #53 (Ed Psych) and #52 (Teaching Methods)?
- Would you support a college(s) (i.e. MATC-Milwaukee) offering these courses to apprentice instructors outside of the WTCS?
- Would you support development of modules to “fill in the gaps”; the competencies that are not currently addressed in instructor professional development provided by national apprenticeship sponsors?

Summary: The current district facilitator evaluation process works very well and has generated good will with industry and labor groups. WTCS Colleges are well-positioned to be seen as leaders in recognizing training provided by national apprenticeship programs. Proactive colleges could now expand into providing newly-required instruction related to teaching techniques and adult learning styles to journeyworkers interested in becoming trade instructors.

Revisions to Guideline 10 and 49

Certification Guideline 10: High School Teachers Teaching Wisconsin Technical College System (WTCS) Courses to High School Students. **It was moved by Alan Dohm, seconded by Jean Kapinsky, to table revisions to Guideline 10. Motion carried unanimously.** The Certification Committee requested an explanation of the general education exceptions included. They also questioned whether Math and Science should be included. Minor changes include spelling out DPI and any other acronyms.

Certification Guideline 49: Certification Process for Adult and Continuing Education (for Aid Codes 42 and 47) **It was moved by Stacy Martin, seconded by Jeanne Bushman, to approve revisions to Guideline 49. Motion carried unanimously.** The motion included recommendations to remove “current” from 311; remove a “449 Industrial Safety” link; and add the 449 occupational document’s language to the Guideline.

Five-Year Professional Growth Plans

Blackhawk Technical College

It was moved by Jean Kapinsky, seconded by Jeanne Bushman, to approval BTC’s Professional Growth Plan with suggested changes. Motion carried unanimously. The following changes need to be made:

- Under B – Occupational Experience – from 54 hours = 1 credit, to 55 hours = 1 credit
- Formula: 2 months of occupational experience = 2,000 hours/12 months = 166 hours x 2 months = 333 hours / 6 credits = 55 hours.

Western Technical College

It was moved by Alan Dohm, seconded by Stacy Martin, to table Western Technical College's Professional Growth Plan. Motion carried unanimously. The Certification Committee requests Western Technical College's reasoning to include audits for in-service activity credit, and require an hour-for-hour value rather than clustering (on page 1). The credit value of 55 hours = 1 credit (on page 4) is not to include unpaid experience.

Madison Area Technical College (tabled from 6/2009) – Barbara Miller had requested the college to add an appeal process to their plan. No revision has been submitted as of this date.

Department of Corrections The DOC Professional Growth Plan was modified as requested to include an appeal process and a listing of DOC Committee membership. One suggestion was made to clarify 15 days in the appeal process to "15 business days." **It was moved by Stacy Martin, seconded by Alan Dohm, to approve DOC's Professional Growth Plan. Motion carried unanimously.**

Planning for October State-Called Meeting

The Wisconsin Technical College System (WTCS) is sponsoring a State-Called Meeting for College Certification Officers and Certification Support Staff on Thursday, October 15, 2009 at the Lunda Center on the Western Technical College campus in La Crosse, WI. The fee for the meeting is \$40 which includes lunch, breaks, and meeting materials. However, State Certification Committee members are complimentary, and should contact Karen Schwingle if they wish to attend so that she can sign them up. Contact Karen at (608)267-9060, or karen.schwingle@wtcsystem.edu Registration deadline is October 1.

Education Directors Mark Johnson and Peggy Meyers will be in attendance to report back on the Adult High School and Developmental Studies following their meeting with the ABE Deans.

Jean Fish will facilitate certification scenarios and best practices.

Annual Report to the President

Barbara Miller, Education Director summarized the State Certification Committee activities for the period July 2, 2008 through June 30, 2009 for the System President.

It was moved by Jeanne Bushman, seconded by Gloria Ramos, to accept the Annual Report to the System President. Motion carried unanimously.

Updates

Instructional Services Administrators – no report.

Affirmative Action Committee – Stacy Martin reported that the next meeting is October 29-30.

System Office Reports –

- Barbara Miller summarized the FY 08-09 on-line enrollments of the eTech/System Office Certification course offerings.
- She also reported on Mid-State and Western Technical College's qualifications for teaching Certification courses. More input is requested from the districts to establish minimum teaching requirements.

Next Meeting Agenda Topics

- Audited courses – how often used for certification renewal credit? What about those we've previously approved?
- Occupational experience/academic preparation documents (tabled and new)
- Guideline 10
- Professional Growth Plans

FY 2009-2010 State Certification Committee Meeting Dates

Following are the next four State Certification Committee dates (all Tuesdays):

- December 1, 2009
- March 9, 2010
- June 8, 2010
- September 14, 2010

The meetings will be held at the System Office.

It was moved by Jeanne Bushman, seconded by Julie Bosveld, to adjourn the meeting of the State Certification Committee at 2:20 p.m. Motion carried unanimously.

Submitted by Karen Schwingle, Executive Staff Assistant.