

DRAFT MINUTES
for
Wisconsin Technical College System State Certification Committee
June 8, 2010
9:30 a.m.

Wisconsin Technical College System Office
4622 University Avenue
Madison, WI 53705

Dee Warzyn called the meeting to order at 9:33 a.m. She read the open-meeting statement and called roll.

Present: Julie Bosveld
Jeanne Bushman
Jean Fish
Kay Fratianne
Jean Kapinsky
Stacy Martin
Gloria Ramos
Dee Warzyn
Barbara Miller
Karen Schwingle

Via WisLine: Alan Dohm

Absent: Zina Haywood

Guests: Kathy Loppnow
Michael Tokheim
Tim Weir
Marge Wood
Donna Jordan
Debra Vincent

The minutes of the last State Certification Committee meeting of March 9, 2010 were reviewed and approved with no revisions.

It was moved by Jeanne Bushman, seconded by Gloria Ramos, to approve the minutes as written. Motion carried unanimously.

Approval of New or Revised Occupational Experience / Academic Preparation Documents

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

30-543-1 Nursing Assistant (2009)

Education Director Kathy Loppnow explained that the Department of Health Services (DHS), according to DHS 129.03 (30)(a), currently needs to approve all Nursing Assistant instructors to meet new regulations which were put into place last year. An approval letter from DHS must be in the certification file.

It was moved by Kay Fratianne, seconded by Jeanne Bushman, to approve this Appropriate Occupational Experience and Academic Preparation document with an addition, in Section IV, after "...by a primary instructor of Nurse Aide," add "Nurse Assistant, Nursing Assistant, and Certified Nursing Assistant (as defined in DHS 129.03 (30)(a))." Motion carried unanimously.

10-455-4 Construction Management Technology
50-413-7 Metering Technician Apprentice

Education Director Marge Wood explained that 10-455-4 Construction Management Technology is a groundbreaking program, the first AAS program related to construction management aimed to people with experience in construction. It is assumed that students in this program would articulate to a four-year college following completion.

Apprenticeship Update

Ms. Wood then presented a draft template for apprenticeship programs entitled *Appropriate Occupational Experience and Academic Preparation for Apprenticeship Instructors in the Wisconsin Technical College System*. This template would be used for only Aid Code 50 programs.

Ms. Wood previously presented this template to the Apprenticeship Coordinating Council which had several concerns as follows:

- Under Section IV, "appropriate advisory committee" should be better defined.
- Nick Triscari, Apprenticeship Coordinator at Milwaukee Area Technical College and former labor representative on the State Certification Council, stated that under "Occupational Requirements" there is a conflict between meeting education and occupational requirements of the Wisconsin Technical College System and the statement contained therein, "Journey-level workers are considered fully qualified workers and subject matter experts (SME)."

- In that same section, “Occupational Requirements,” it states, “A fully qualified worker meets job duties listed in Section II.” Does this mean 100% of job duties listed?

It was moved by Kay Fratianne, seconded by Jean Kapinsky, to approve the two Appropriate Occupational Experience and Academic Preparation documents as presented, and to table the template for *Appropriate Occupational Experience and Academic Preparation for Apprenticeship Instructors in the Wisconsin Technical College System* until the September 2010 meeting of the State Certification Committee. Motion carried unanimously.

The WTCS has developed apprenticeship-focused certification courses for #52 - Teaching Methods and #53 - Educational Psychology which may serve as national models. Instructors from five diverse trade areas (Carpentry, Plumbing, Barber-Cosmetology, Line Mechanic, and Maintenance/Millwright) enrolled in Northcentral Technical College’s on-line version of Educational Psychology (Cert #53) with Dan Dougherty as their instructor. In exchange for grant funds covering enrollment costs, apprentice-oriented assignments submitted for this course will be made available as learning activities for future use. MATC-Milwaukee and CVTC have confirmed that their colleges are interested in offering these apprenticeship-oriented Certification courses to a wider apprenticeship audience (for example, Carpentry apprentice programs cover multi-state jurisdictions).

00-140-0 Global Education and Services

Education Director Tim Weir addressed the comment received on this Appropriate Occupational Experience and Academic Preparation document, and stated that the document must be approved as it is. Administrative code requires an occupational instructor shall have 24 months (4,000 hours) of verifiable occupational experience as a fully qualified worker **in each occupational area where certification is requested.**

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

Appropriate Occupational Experience and Academic Preparation Document	Changes
10-558-1 Clinical Research Coordinator	As is.
31-516-3 Opticianry	As is.
10-530-2 Biomedical Informatics	In Section IV, spell out acronyms.
30-536-1 Pharmacy Technician – Community	As is.
10-201-1 Graphic Design	As is.
10-201-2 Graphic and Web Design	In Section II, spell out acronyms.

Appropriate Occupational Experience and Academic Preparation Document	Changes
10-203-1 Photography	In Section II, spell out acronyms; move information contained within parentheses under the bullet, “Photo Processing Operations.”
10-204-1 Printing and Publishing	As is.
10-204-2 Graphic Communication Technologies	In Section II, delete “Step & Repeat Operator;” and in Section III, delete “Pressperson” and “Perfect Binder Operator.”
10-204-3 Graphic Communications	In Section II, spell out acronyms.
10-204-4 Package and Label Printing Technician	In Section II, delete “Step & Repeat Operator,” and in Section III, delete “Perfect Binder Operator.”
31-204-1 Printing	In Section II, delete “Step & Repeat Operator,” and in Section III, delete “Pressperson” and “Perfect Binder Operator.”
31-204-6 Package and Label Printing	In Section II, delete “Step & Repeat Operator,” and in Section III, delete “Perfect Binder Operator.”
10-206-1 Visual Communication	In Sections I and II, spell out acronyms.
10-206-3 Visual Communication/Computer Graphics	In Sections I and II, spell out acronyms.
10-206-5 Digital Media Technology	In Section II, spell out acronyms.
10-207-1 Animation	In Sections I and II, spell out acronyms.
30-519-1 Custodial Services	In Section II, remove punctuation after job duties.
10-313-1 Dietetic Technician	As is.

It was moved by Jean Fish, seconded by Gloria Ramos, to approve the above 19 Appropriate Occupational Experience and Academic Preparation documents with changes noted above. Motion carried unanimously.

Five-Year Professional Growth Plans

Northeast Wisconsin Technical College

It was moved by Jeanne Bushman, seconded by Julie Bosveld, to approve Northeast Wisconsin Technical College’s Certification Handbook and Plan for Recertification Activities as submitted. Motion carried unanimously.

Southwest Wisconsin Technical College

It was moved by Jeanne Bushman, seconded by Jean Kapinsky, to approve Southwest Wisconsin Technical College's District Plan of Recertification Activities with one minor modification: changing language from "State Office" to "Board." Motion carried unanimously.

Lakeshore Technical College (Revision Only)

It was moved by Kay Fratianne, seconded by Julie Bosveld, to approve Lakeshore Technical College's revised District Plan of Activities for Initial Certification/Recertification as submitted. This motion was passed but was not unanimous; Gloria Ramos and Jean Kapinsky voted Nay. A second motion was made to table this plan by Jean Kapinsky. It was seconded by Gloria Ramos, but was not approved by committee.

Before lunch was served, two certificates of appreciation were presented by Dee Warzyn. The first was to Jean Fish who is leaving the State Certification Committee after serving six years, and to Michael Tokheim, who is retiring from the State Board in June. Barbara Miller stated that Mr. Tokheim exemplified cooperation between this Committee and the districts.

Donna Jordan was introduced to the group; she is helping out with the Certification Specialist responsibilities. Deb Vincent was reintroduced as well. Ms. Vincent keeps the Certification web pages current as well as working with instructors in posting the on-line courses, and keeping waiting lists.

Guideline 49 Form

Guideline 49 is the Certification Process for Adult and Continuing Education (ACE) (for Aid Codes 42 and 47), and has been in place since 2001. The Guidelines allows three versions of documentation to qualify for appropriate occupational experience for teaching ACE courses: 1) Program Certification; 2) Unique Qualifications; and 3) Alternative Certification Criteria.

Barbara Miller presented a form that was developed by a subcommittee of the State Certification Committee. This form will help ensure that district documentation meets with Guideline 49 requirements, similar to how Form 103 is used in the IT area. The form requests that the hiring manager / supervisor/ or dean review the criteria and find which of the three areas the employee being certified falls under.

Districts are encouraged to begin using the Guideline 49 form now. Effective FY 2011-12, the completed and signed form will be **required** for all new ACE instructors.

Jean Fish requested placing the definitions on the back of Guideline 49 for easy access to that information.

Barbara Miller will send the revised form to the District Certification Officers and the Vice Presidents of Instruction. District Certification Officers are asked to share it with ACE Deans and Supervisors. The form and Guideline 49 will be an agenda item at our October 20, 2010 State-Called Certification Meeting.

It was moved by Jean Kapinsky, seconded by Jean Fish, to accept the Guideline 49 Form as revised. Motion carried unanimously.

Updates

Instructional Services Administrators - no report.

Affirmative Action Committee – Stacy Martin reported the Committee will be having a meeting on August 18-19. Because this conflicts with the first week of school, Norm Kenney is looking into changing the date. A national Title IX officer is invited to give the keynote address.

System Office – Barbara Miller reported:

- On-line collaborative certification courses facilitated by the System Office are receiving a good response. Two courses for #55 - Guidance and Counseling are full. The course #69 - Educational Diversity is also full. The next cycle of courses for 2010-11 will probably not be posted until late August. It was recommended that we offer these courses in October rather than September, to allow faculty and students and opportunity to first settle in for the fall semester.
- The Certification Specialist position has been approved to be filled.
- The audits for Madison Area and Milwaukee Area Technical Colleges will be completed near the end of this month. The FY 2008-2009 audit cycle will then be completed.
- Barbara Miller developed a template for districts to use in submitting certification information to the State Office. District Certification Officers' willingness to use the template has been tremendously helpful because it provides uniformity and efficiency in the review of certification documentation .

Next Meeting Date and Agenda Topics

Mark your calendar for the future State Certification Committee dates:

- September 14, 2010
- December 8, 2010
- March 9, 2011
- June 7, 2011

- September 15, 2011
- December 7, 2011

Items to be discussed: Guideline 49; the next cycle of Appropriate Occupational Experience and Academic Preparation documents.

It was moved by Stacy Martin, seconded by Gloria Ramos, that the meeting of the State Certification Committee adjourn. Motion carried unanimously.

Submitted by Karen Schwingle, Executive Staff Assistant.