



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting**

**September 24, 2015**

Held at

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI

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## **Annotated Agenda**

### **BOARD MEETING NOTICE/AGENDA**

Thursday, September 24, 2015

5:45 p.m. – Kramer Bust Photo

6:00 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting  
Room 492-493 – College Connection

### **ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: “The September 24, 2015, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

#### **A. Roll Call**

#### **B. Reports/Forums/Public Input**

#### **CONSENT AGENDA**

##### **A. Approval of Agenda**

A copy of the agenda is included with the electronic Board material.

##### **B. Minutes of the Regular Meeting of August 27, 2015**

Minutes of the August 27, 2015, Board meeting are included with the electronic Board material.

##### **C. Financial Reports**

###### **1. Purchase Orders Greater than \$2,500**

###### **2. Treasurer’s Cash Balance**

###### **3. Budget Control**

Each report is available electronically with all other Board material. Caleb White, Vice President for Administrative Services, will be at the meeting and available for any questions.

##### **D. Contract Revenue**

Six contracts totaling \$7,316.43 in August 2015 will be presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

##### **E. Personnel Items**

Two employment recommendations are being presented for approval in the Personnel Report. The report is available with the electronic Board material.

**F. 2016 AACC Annual Membership**

The 2015 American Association of Community Colleges (AACC) renewal invoice in the amount of \$3,490 is available electronically with all other Board material.

**Recommendation:** Approve the consent agenda.

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. Wisconsin Code of Ethics Resolution**

A resolution indicating college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies is available electronically with all other material. This is an annual resolution that comes before the Board.

**Recommendation:** Approve the Code of Ethics Resolution as presented.

**B. Program Concept Review: Agribusiness Science & Technology – Agronomy**

Deb Ihm, Agriculture Coordinator and Farm Business & Production Management Instructor, will present the Concept Review for an associate of applied science degree in Agribusiness Science & Technology - Agronomy. The Concept Review is available with all other Board material.

**Recommendation:** Approve the Concept Review for an associate of applied science degree in Agribusiness Science & Technology - Agronomy.

**C. Program Concept Review: Agribusiness Science & Technology – Animal Science**

Deb Ihm, Agriculture Coordinator and Farm Business & Production Management Instructor, will present the Concept Review for an associate of applied science degree in Agribusiness Science & Technology – Animal Science. The Concept Review is available with all other Board material.

**Recommendation:** Approve the Concept Review for an associate of applied science degree in Agribusiness Science & Technology – Animal Science.

**D. Program Concept Review: Agribusiness Science & Technology – Agribusiness Management**

Deb Ihm, Agriculture Coordinator and Farm Business & Production Management Instructor, will present the Concept Review for an associate of applied science degree in Agribusiness Science & Technology – Agribusiness Management. The Concept Review is available with all other Board material.

**Recommendation:** Approve the Concept Review for an associate of applied science degree in Agribusiness Science & Technology – Agribusiness Management.

**E. Program Concept Review: Farm Operations & Management – Dairy**

Deb Ihm, Agriculture Coordinator and Farm Business & Production Management Instructor, will present the Concept Review for a two-year year technical diploma in Farm Operations & Management – Dairy. The Concept Review is available with all other Board material.

**Recommendation:** Approve the Concept Review for a two-year technical diploma in Farm Operations & Management - Dairy.

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. Employee Benefits Consortium**

On July 1, 2015, the WTCS Employee Benefits Consortium began operations. Caleb White and Krista Weber, Director of Human Resources, will be attending a consortium

meeting on September 17 and will provide an update on the consortium at the Board meeting.

**B. Faculty Qualifications for Higher Learning Commission**

Phil Thomas, Vice President for Student & Academic Affairs, and Krista Weber, will present the College's plan, the implications, and the timeline for compliance with the Higher Learning Commission standards. The Guidelines for Determining Qualified Faculty are included with the electronic material.

**C. Health, Education & Public Safety Report**

Included with the electronic Board material is a report on 2014-15 activities within the Health, Education & Public Safety division. Katie Garrity, Dean of Health, Education & Public Safety, will provide a report on 2015-16 activities within the division and measurements for success.

**D. Staffing Update**

Krista Weber will provide an update on College staffing. A summary is available electronically with all other Board material.

**INFORMATION AND CORRESPONDENCE**

**A. Enrollment Report**

The 2015-16 Comparison FTE Report is available electronically with all other Board material.

**B. Chairperson's Report**

1. ACCT Leadership Congress Voting Delegate and Alternate

**C. College President's Report**

1. Campus Master Planning

**D. Other Information Items**

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

**A. Agenda**

1. Board Retreat – Strategic Directions, Operational Plan, Presidential Evaluation
2. Joint Meeting with Foundation Board Meeting on Memorandum of Understanding
3. Faculty Quality Assurance System
4. Resolution for Adoption of 2015 Tax Levy
5. Fund & Account Transfers (2014-15 Budget Modifications)
6. Review of Purchasing Activity
7. Industry, Trades & Agriculture Report

**B. Time and Place**

Board Retreat – Thursday, October 22, 2015, at 1:00 p.m. in Room 303, Kramer Administration Building, Southwest Tech Campus

Joint Meeting with Foundation Board – Thursday, October 22, 2015, at 4:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

**ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of:
  - 1. Discussing General Employment Status per Wis. Statutes 19.85 (1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
  - 2. Discussing a Specific Personnel Issue per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
- B. Approval of Closed Session Minutes of August 27, 2015

**RECONVENE TO OPEN SESSION**

- A. Action, if necessary, on Closed Session Items

**ADJOURNMENT**

## **Open Meeting**

The following statement will be read: "The September 24, 2015, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

### ***A. Roll Call***

### ***B. Reports/ Forums/Public Input***

## **Consent Agenda**

### ***A. Approval of Agenda***

## **BOARD MEETING NOTICE/AGENDA**

Thursday, September 24, 2015

5:45 p.m. – Kramer Photo  
6:00 p.m. – Light Supper  
7:00 p.m. – Regular Board Meeting  
Room 492-493 – College Connection

### **OPEN MEETING**

The following statement will be read: "The September 24, 2015, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

- C. Roll Call
- D. Reports/Forums/Public Input

### **CONSENT AGENDA**

- G. Approval of Agenda
- H. Minutes of the Regular Meeting of August 27, 2015
- I. Financial Reports
  - 4. Purchase Orders Greater than \$2,500
  - 5. Treasurer's Cash Balance
  - 6. Budget Control
- J. Contract Revenue
- K. Personnel Items
- L. 2016 AACC Annual Membership

### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Wisconsin Code of Ethics Resolution
- B. Program Concept Review: Agribusiness Science & Technology – Agronomy
- C. Program Concept Review: Agribusiness Science & Technology – Animal Science
- D. Program Concept Review: Agribusiness Science & Technology – Agribusiness Management
- E. Program Concept Review: Farm Operations & Management – Dairy

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- E. Employee Benefits Consortium
- F. Faculty Qualifications for Higher Learning Commission
- G. Health, Education & Public Safety Report



- H. Marketing & Public Relations Report
- I. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- E. Enrollment Report
- F. Chairperson's Report
- G. College President's Report
- H. Other Information Items

### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- C. Agenda
- D. Time and Place

### **ADJOURNMENT**

{Facilities at Southwest Tech are handicap accessible. For all accommodations call 608-822-2400 or 608-822-2401 to reach the Director of Facilities, or e-mail [accom@swtc.edu](mailto:accom@swtc.edu)}

## ***B. Minutes of the Regular Board Meeting of August 27, 2015***

### **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE AUGUST 27, 2015**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:00 p.m. on August 27, 2015, in Rooms 492-493, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Linda Erickson, Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Sue Reukauf, Krista Weber, and Caleb White. Public present included Fennimore Times editor Rob Callahan.

Chairperson Kohlenberg called the meeting to order. Proof of notice was given as to the time, place, and purpose of the meeting. The following is the official agenda:

### **BOARD MEETING NOTICE/AGENDA**

Thursday, August 27, 2015

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting  
Room 492-493 – College Connection

### **OPEN MEETING**

The following statement will be read: "The August 27, 2015, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

- A. Roll Call
- B. Oath of Office
  - 1. Linda Erickson
  - 2. Melissa Fitzsimons
- C. Reports/Forums/Public Input

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Annual Meeting of July 13, 2015
- C. Financial Reports

1. Purchase Orders Greater than \$2,500
  2. Treasurer's Cash Balance
  3. Budget Control
- D. Contract Revenue  
E. Personnel Items

### **OTHER ITEMS REQUIRING BOARD ACTION**

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. College Values Update and Discussion
- B. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report
- D. Other Information Items

### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

### **ADJOURN TO CLOSED SESSION**

- C. Consideration of adjourning to closed session for the purpose of:
  3. Discussing the Memorandum of Understanding between Southwest Wisconsin Technical College, the Southwest Wisconsin Technical College Foundation, Inc., and the Southwest Wisconsin Technical College Foundation Real Estate Foundation per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session}.
  4. Discussing a Specific Personnel Issue per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- D. Approval of Closed Session Minutes of June 25, 2015

### **RECONVENE TO OPEN SESSION**

- B. Action, if necessary, on Closed Session Items

### **ADJOURNMENT**

{Facilities at Southwest Tech are handicap accessible. For all accommodations call 608-822-2400 or 608-822-2401 to reach the Director of Facilities, or e-mail [accom@swtc.edu](mailto:accom@swtc.edu)}

Newly appointed Board member Linda Erickson and recently re-appointed Board member Melissa Fitzsimons read and signed the Oath of Office.

After a review of the Consent Agenda, including the August 27, 2015, agenda; July 13, 2015, Board minutes; financial reports; 12 contracts totaling \$179,157.65 in July 2015; the employment recommendations of Krista Demo - Dental Assistant Instructor, Tim Evans – Dining Services Cook, Holly Clendenen – Executive Director of the Foundation/ Real Estate Foundation, Marijke van Roojen - Midwifery Clinical Coordinator, Renae Blaschke – Early Childhood Education Instructor, Susan Friederick – Dining Services Cook; and the resignations of Samantha Goss – Foundation Assistant and Cindy Albrecht – Communications Instructor, Mr. Moyer moved to approve the Consent Agenda. Mr. Prange seconded the motion; motion carried.

Dr. Wood presented information on behalf of the Culture Committee to update and adopt new College values based on input from faculty and staff. The history of the College's culture and process used to develop this input was shared and discussed. The Board shared concerns on definitions and organizational values versus behavior standards.

Krista Weber, Director of Human Resources, provided an update on College staffing. Current open positions in various stages of the hiring process included Learning Services Assistant, Director of External Relations & Alumni Development, and a Criminal Justice Instructor.

Enrollment for FY2015 compared to the previous fiscal year reflected a seven percent decrease in enrollment, with the year finishing at 1,533 FTEs. For FY2016 enrollment is trending flat compared to FY2015.

In the College President's Report, a Board retreat in October was discussed with topics for the retreat to include strategic directions, operational plan, and presidential evaluation process. Dr. Wood informed the Board that the John "Nick" Kramer bust has been relocated from the City of Fennimore to the Kramer Administration Building on campus. The Board members will meet with the Kramer family for a photo opportunity and dinner prior to the September Board meeting.

Mr. Tuescher moved to adjourn to closed session to discuss the Memorandum of Understanding between Southwest Wisconsin Technical College, the Southwest Wisconsin Technical College Foundation, Inc., and the Southwest Wisconsin Technical College Foundation Real Estate Foundation per Wis. Statutes 19.85(1)(e) and to discuss a specific personnel issue per Wis. Statutes 19.85(1)(f). Ms. Mickelson seconded the motion. Upon a roll call vote with all members voting affirmatively, the meeting adjourned to closed session at 7:52 p.m. The Board meeting reconvened to Open Session at 8:58 p.m. with no action taken on Closed Session items.

With no further business to come before the Board, Ms. Mickelson moved to adjourn the meeting with Ms. Fitzsimons seconding the motion. The motion carried and the meeting adjourned at 8:59 p.m.

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Darlene Mickelson, Secretary

## ***C. Financial Reports***

### ***1. Expenditures Greater Than \$2500***

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500  
FOR THE PERIOD 08/01/2015 TO 08/31/2015**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<b><u>GENERAL FUND</u></b>				
8/5/2015	6335	3M Health Information Systems Inc.	\$ 2,688.30	#172 Grant: Coding, Classification & Reimbursement Software
<b>SUBTOTAL</b>			<b>\$ 2,688.30</b>	
<b><u>CAPITAL FUND</u></b>				
None this month				
<b>SUBTOTAL</b>			<b>\$ -</b>	
<b><u>ENTERPRISE FUND</u></b>				
None this month				
<b>SUBTOTAL</b>			<b>\$ -</b>	
<b>TOTAL</b>			<b>\$ 2,688.30</b>	

## 2. Treasurer's Cash Balance

### Southwest Wisconsin Technical College Report of Treasurers Cash Balance 08/31/2015

Liability End of Month Balances		
FICA	71,948.16	
Federal Withholding	52,101.91	
State Withholding	17,395.43	
Teachers Retirement	-	
Wisconsin Retirement	-	
Hospitalization	-	
Dental Insurance	-	
Credit Union	-	
Tax Sheltered Annuity		
Deferred Compensation		
American Family Insurance	-	
Foundation	-	
PSA Dues	-	
SWACTE Dues	-	
Garnishment	-	
Child Care	-	
Accrued Vacation Payable	337,323.00	
Sick Leave Payable	500,798.00	
Other (Due To)	<u>9,507,360.34</u>	
Total Liability Adjustment	10,486,926.84	
Beginning Treasurers Balance		(1,911,254.89)
Receipt		
Fund		
1 General	3,276,361.22	
2 Special Revenue	-	
3 Capital Projects	2,500,000.00	
4 Debt Service	44,575.00	
5 Enterprise	541,137.42	
6 Internal Service	307,284.44	
7 Financial Aid/Activities	<u>189,506.78</u>	
Total Receipts		<u>6,858,864.86</u>
Cash Available		4,947,609.97
Expenses		
Fund		
1 General	1,767,340.82	
2 Special Revenue	-	
3 Capital Projects	286,293.59	
4 Debt Service	-	
5 Enterprise	173,060.62	
6 Internal Service	399,842.35	
7 Financial Aid/Activities	<u>40,285.52</u>	
Total Expenses		<u>2,666,822.90</u>
Treasurers Cash Balance		2,280,787.07
Liability Adjustment		<u>10,486,926.84</u>
Cash in Bank		\$12,767,713.91

### ***3. Budget Control***

**Southwest Wisconsin Technical College  
YTD Summary for Funds 1-7  
For 2 Months ended August 2015**

	<b><u>2015-16 Budget</u></b>	<b><u>2015-16 YTD Actual</u></b>	<b><u>2015-16 Percent</u></b>	<b><u>2014-15 Percent</u></b>	<b><u>2013-14 Percent</u></b>	<b><u>2012-13 Percent</u></b>	<b><u>2011-12 Percent</u></b>
General Fund Revenue	23,568,000.00	3,847,085.22	16.32	15.20	14.70	18.30	16.01
General Fund Expenditures	23,968,000.00	3,956,409.73	16.51	15.58	16.48	13.88	10.67
Capital Projects Fund Revenue	2,530,000.00	2,500,000.00	98.81	100.26	100.03	99.14	101.26
Capital Projects Fund Expenditures	2,357,000.00	3,122.43	0.13	17.19	16.14	22.41	32.38
Debt Service Fund Revenue	5,194,000.00	44,575.00	0.86	-	-	-	-
Debt Service Fund Expenditures	5,261,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	2,132,000.00	582,139.17	27.30	30.32	32.17	35.28	35.96
Enterprise Fund Expenditure	1,966,000.00	263,151.16	13.39	17.26	16.55	14.94	10.67
Internal Service Fund Revenue	4,100,000.00	754,696.43	18.41	16.87	15.08	13.23	3.65
Internal Service Fund Expenditures	4,100,000.00	1,274,375.00	31.08	22.22	13.09	18.13	19.25
Trust & Agency Fund Revenue	8,500,000.00	315,887.84	3.72	3.17	2.84	2.93	2.96
Trust & Agency Fund Expenditures	8,450,000.00	193,258.32	2.29	1.93	1.89	1.76	1.97
Grand Total Revenue	46,024,000.00	8,044,383.66	17.48	16.73	16.46	18.42	16.74
Grand Total Expenditures	46,102,000.00	5,690,316.64	12.34	12.18	11.51	11.07	10.15

## D. Contract Revenue

Six contracts totaling \$7,316.43 in August 2015 will be presented for Board approval. The Contract Revenue Report follows.

### 2015-2016 CONTRACTS 08/01/15 through 08/31/15

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2015-0142-I-13 Lancaster School District	Case Management	Brek Schneider	1	\$ 404.75	No		X	
03-2016-0053-I-41 METCO	CISCO Networking	Amy Charles	3	\$ 1,620.00	No		X	
03-2016-0062-I-42 Lone Rock Fire Department	Heartsaver CPR/AED	Kris Wubben	21	\$ 872.00	No		X	
03-2016-0064-I-21 Fennimore Police Department	Tactical Response	Kris Wubben	2	\$ 34.68	No		X	
03-2016-0066-I-42 Southwest CAP Headstart	Heartsaver CPR/AED First Aid	Kris Wubben	47	\$ 2,900.00	No		X	
03-2016-0068-I-42 Boscobel Care and Rehab	BLS for Healthcare Provider-CPR Recertification	Kris Wubben	33	\$ 1,485.00	No		X	
<b>TOTAL of all Contracts</b>			<b>107</b>	<b>\$ 7,316.43</b>				
Exchange of Services			-	\$ -				
For Pay Service			107	\$ 7,316.43				



### ***E. Personnel Items***

Two employment recommendations are being presented for approval in the Personnel Report. The report is available below.

#### **PERSONNEL REPORT SEPTEMBER 24, 2015**

##### **Employment: NEW HIRE**

<b>Name</b>	Holly Bigelow
<b>Title</b>	Dean of Student Services
<b>Number of Applicants and Number Interviewed</b>	64 Applicants / 4 Interviewed
<b>Start Date</b>	September 14, 2015 (Part-Time) November 2, 2015 (Full-Time)
<b>Salary/Wages</b>	\$93,000
<b>Classification</b>	Regular Full -Time Academic
<b>Education and/or Experience</b>	Master in Educational Leadership from Winona State University. 13 years of experience in working at colleges in admissions and student services.

<b>Name</b>	Kelly Flynn (KJ)
<b>Title</b>	IT Instructional/Lab Assistant- LTE
<b>Number of Applicants and Number Interviewed</b>	3 Applicants / 2 Interviewed
<b>Start Date</b>	September 7, 2015
<b>Salary/Wages</b>	\$18.75/hour
<b>Classification</b>	Temporary Full-Time Support Staff
<b>Education and/or Experience</b>	SWTC Graduate and worked in retail electronics for 14 years.

##### **PROMOTIONS/TRANSFERS**

N/A	
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##### **RETIREMENTS / RESIGNATIONS**

N/A	
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***F. 2016 AACC Annual Membership***

The 2015 American Association of Community Colleges (AACC) renewal invoice in the amount of \$3,490 is available below.

**Recommendation:** Approve the Consent Agenda.



American Association of Community Colleges  
One Dupont Circle, NW, Suite 410, Washington, DC, 20036, USA  
Phone: (202) 728-0200 Fax: (202) 833-2467

Page: 1 of 1

### ANNUAL DUES NOTICE

Date: 08-Sep-2015  
Ship-To: 000000001102-0

Order Number: 1000159675  
Order Date: 31-Aug-2015  
Invoice Number :

Southwest Wisconsin Technical College  
Attn: Jason S. Wood  
President  
1800 Bronson Blvd  
Fennimore, WI 53809

Product	Fulfill Status	Status	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
AACC/INST_MBR-AACC - Institutional Member 01-Jan-2016 to 31-Dec-2016	Active	Proforma	1	3,440.00	0.00	0.00	0.00	3,440.00
AACC/PRES_ACADEMY-AACC - Presidents Academy Fee 01-Jan-2016 to 31-Dec-2016	Active	Proforma	1	50.00	0.00	0.00	0.00	50.00
Shipping:								0.00
Total :								3,490.00
Paid To Date								0.00
Current Amount Due :								3,490.00

### Corrected Annual Dues Notice

Please detach the lower portion and return it with your payment. Thank you.

Customer:	000000001102-0	Southwest Wisconsin Technical College	Balance Due(USD):	3,490.00
Order No.:	1000159675	Invoice No:		
Credit Card #	_____	Exp. Date: ____ / ____	Amount:	_____

Send payments to: American Association of Community Colleges  
PO Box 75263  
Baltimore, MD 21275

## **Other Items Requiring Board Action**

### ***A. Wisconsin Code of Ethics Resolution***

A resolution indicating college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies is available below. This is an annual resolution that comes before the Board.

## **RESOLUTION CODE OF ETHICS FOR PUBLIC OFFICIALS AND EMPLOYEES**

Resolved that for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, sec. 19.41 through 19.59, Stats., the Southwest Wisconsin Technical College District Board has designated the following positions deputy, associate, or assistant district directors and indicated its understanding that the current occupants of those positions and their successors to those positions are state public officials to whom Wisconsin's Ethics Code applies:

Jason S. Wood	College President
J. Phillip Thomas	Vice President for Student & Academic Affairs
Caleb J. White	Vice President for Administrative Services

---

James Kohlenberg, District Chairperson

---

Date

**Recommendation** – Approve the Code of Ethics resolution.

***B. Program Concept Review: Agribusiness Science & Technology - Agronomy***

Deb Ihm, Agriculture Coordinator and Farm Business & Production Management Instructor, will present the Concept Review for an associate of applied science degree in Agribusiness Science & Technology - Agronomy. The Concept Review is available below.

**Recommendation:** Approve the Concept Review for an associate of applied science degree in Agribusiness Science & Technology - Agronomy.

CONCEPT REVIEW/PROGRAM APPROVAL Wisconsin Technical  
District Request (TC-OCCCRPA-1A)

College System

For Applied Associate Degree (Code 10), Technical Diploma (Codes 30, 31, and 32), and  
Apprenticeship (Code 50).

District: Southwest Wisconsin Technical College\_ Date: 9/2/15

Program Title: **Agribusiness Science & Technology – Agronomy**

Program Aid Code and Number: 10-006-5

District Contact Person : Derek Dachelet Phone : 608-822-2417

Primary Education Director : Carrie Morgan Phone : 608-266-2654

For Program Approval Stage:

Date of State Board Concept Review Approval Date : \_\_\_\_\_

---

#### **CONCEPT REVIEW CRITERIA and SIGNATURE**

- a. Proposed Aid Code and Proposed Program Number : 10-006-5
- b. Proposed Program Title : Agribusiness Science & Technology – Agronomy
- c. Tentative Program Description: The Agribusiness Science & Technology associate degree program with an agronomy emphasis prepares students for entry into career fields focused on producing and using plants for food, fuel, and fiber. Agronomy encompasses work in the areas of plant genetics, plant physiology, meteorology, and soil science. Students taking the agronomy track of Agribusiness Science & Technology will explore exciting technologies and techniques like biotechnology, plant breeding, soil science, pest control, precision farming, and sustainable agriculture. Agronomists today are involved with many issues including producing food, creating healthier food, managing environmental impact of agriculture, and extracting energy from plants. In addition to a solid foundation of agronomy, students completing the associate degree in Agribusiness Science & Technology – Agronomy will also develop skills in business management that agriculture industry employers look for when hiring.
- d. Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) : 13-1021 Buyers and Purchasing Agents, Farm Products; 19-2041 Environmental Scientists and Specialist, Including Health; 19-4093 Forest and Conservation Technicians; 19-4099 Life, Physical, and Social Science Technicians, All Other; 45-1011 First-Line Supervisors of Farming, Fishing, and Forestry Workers; 45-2041 Graders and Sorters, Agriculture Products
- e. Mean Starting Hourly Salary: \$21.43/hour Median Earnings
- f. Source of Single Source Request (If applicable): N/A

- g. Analysis of how this program supports employment demand: (attached)
- h. Documentation of member participation and outcomes of the Ad Hoc group (attached)
- i. Summary of initial discussions with other WTCS districts offering a similar or same program (attached).
- j. Expected State Board “Program Approval” meeting date: 1/26/16 (If not the meeting immediately following the Concept Review meeting, attach narrative)
- k. Documentation of District Board Approval of the Concept Review (attached)

☑ Notification of districts with the same or similar program has been completed.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
President or Instructional Services  
Administrator

## Occupation Overview

# Associate Degree Agri-Business Science & Technology: Agronomy Emphasis



1800 Bronson Boulevard  
Fennimore, Wisconsin 53809



# Parameters

## Occupations

Code	Description
13-1021	Buyers and Purchasing Agents, Farm Products
19-2041	Environmental Scientists and Specialists, Including Health
19-4093	Forest and Conservation Technicians
19-4099	Life, Physical, and Social Science Technicians, All Other
45-1011	First-Line Supervisors of Farming, Fishing, and Forestry Workers
45-2041	Graders and Sorters, Agricultural Products

## Regions

Code	Description
17085	Jo Daviess County, IL
19043	Clayton County, IA
19061	Dubuque County, IA
55023	Crawford County, WI
55043	Grant County, WI
55049	Iowa County, WI
55065	Lafayette County, WI
55103	Richland County, WI

## Timeframe

2013 - 2023

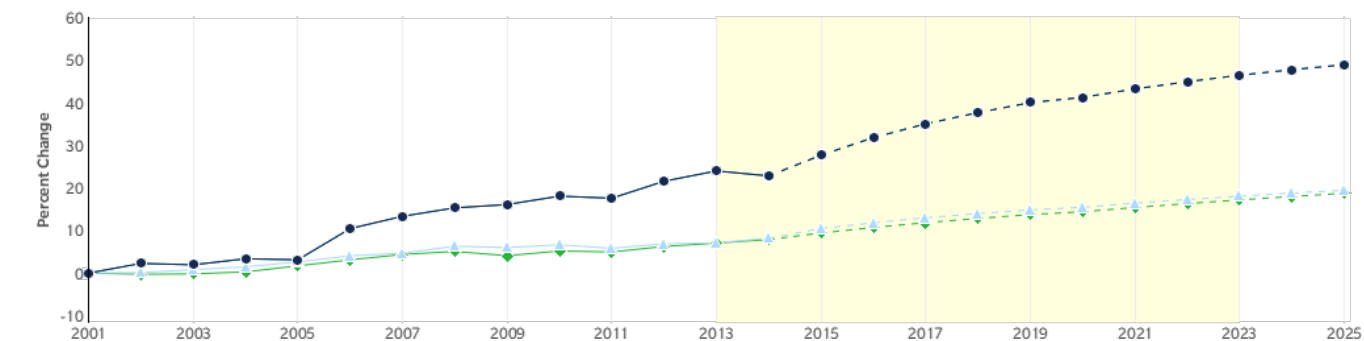
## Datarun

2015.2 – QCEW Employees, Non-QCEW Employees, and Self-Employed

## Occupation Summary for 6 Occupations

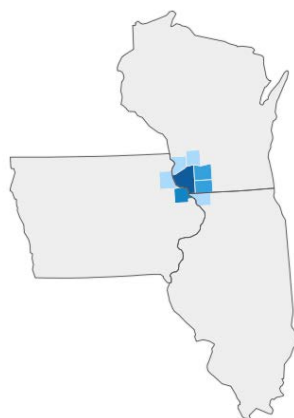
<b>215</b> <b>Jobs (2015)</b> 22% below National average	<b>18.1%</b> <b>% Change (2013-2023)</b> Nation: 9.5%	<b>\$21.43/hr</b> <b>Median Earnings</b> Nation: \$22.11/hr
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## Regional Trends




	Region	2013 Jobs	2023 Jobs	% Change
●	Region	208	246	18.3%
●	District plus borders	208	246	18.3%
●	Wisconsin	5,024	5,539	10.3%
●	United States	310,336	339,716	9.5%

## Regional Breakdown



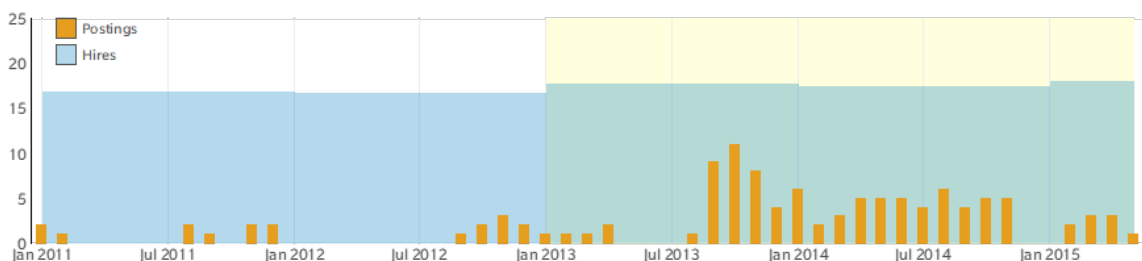
County	2023 Jobs
Grant County, WI	64
Dubuque County, IA	52
Iowa County, WI	28
Lafayette County, WI	27
Crawford County, WI	21

## Job Postings Summary

<b>1</b> <b>Unique Postings (May 2015)</b>  1 Total Postings	<b>1 : 1</b> <b>Posting Intensity (May 2015)</b> Regional Average: 7 : 1 
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## Postings vs. Hires

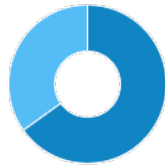
<b>3</b> <b>Avg. Monthly Postings (Jan 2013 - May 2015)</b>	<b>18</b> <b>Avg. Monthly Hires (Jan 2013 - May 2015)</b>
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Occupation	Avg Monthly Postings (Jan 2013 - May 2015)	Avg Monthly Hires (Jan 2013 - May 2015)
Buyers and Purchasing Agents, Farm Products	2	1
Life, Physical, and Social Science Technicians, All Other	1	2
First-Line Supervisors of Farming, Fishing, and Forestry Workers	1	7
Forest and Conservation Technicians	0	1
Environmental Scientists and Specialists, Including Health	0	1
Graders and Sorters, Agricultural	0	6

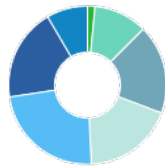
Occupation	Avg Monthly Postings (Jan 2013 - May 2015)	Avg Monthly Hires (Jan 2013 - May 2015)
Products		

## Occupation Gender Breakdown



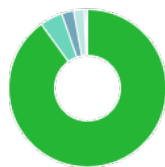
	Gender	2015 Jobs	2015 Percent	
•	Males	140	65.1%	<div></div>
•	Females	75	34.9%	<div></div>








## Occupation Age Breakdown



	Age	2015 Jobs	2015 Percent	
•	14-18	3	1.5%	<div></div>
•	19-24	23	11.0%	<div></div>
•	25-34	39	18.2%	<div></div>
•	35-44	40	18.5%	<div></div>
•	45-54	50	23.4%	<div></div>
•	55-64	41	19.0%	<div></div>
•	65+	18	8.5%	<div></div>

## Occupation Race/Ethnicity Breakdown



	Race/Ethnicity	2015 Jobs	2015 Percent
●	White	193	90.0% 
●	Hispanic or Latino	10	4.7% 
●	Asian	5	2.5% 
●	Black or African American	5	2.1% 
●	American Indian or Alaska Native	1	0.3% 
●	Two or More Races	1	0.3% 
●	Native Hawaiian or Other Pacific Islander	0	0.0% 

## Occupational Programs

4 Programs (2013)		32 Completions (2013)	8 Openings (2013)
CIP Code	Program	Completions (2013)	
03.0104	Environmental Science	14	
01.0105	Agricultural/Farm Supplies Retailing and Wholesaling	9	
03.9999	Natural Resources and Conservation, Other	9	
03.0103	Environmental Studies	0	

## Industries Employing these Occupations

Industry	Occupation Group Jobs in Industry (2015)	% of Occupation Group in Industry (2015)	% of Total Jobs in Industry (2015)
Animal Production and Aquaculture	51	23.7%	1.7%
Crop Production	25	11.6%	2.5%
Farm Labor Contractors and Crew Leaders	19	9.0%	5.8%
Colleges, Universities, and Professional Schools (State Government)	11	5.3%	0.8%
Local Government, Excluding Education and Hospitals	11	5.2%	0.2%

# Appendix A - Data Sources and Calculations

## Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

## Job Postings Data

In partnership with EMSI's parent company CareerBuilder and other third party aggregators, EMSI collects its job postings data by scraping approximately 30,000 websites. EMSI then cleans the data and applies a two-step deduplication process to present an estimate of total unique postings. Normalization of data fields is performed using machine-learning technologies, which leverage not just job postings data but also CareerBuilder's extensive database of résumés and profiles.

## Hires Data

EMSI produces hires data using a proprietary methodology which incorporates data from the Quarterly Workforce indicators (QWI) and American Community Survey (ACS).

## Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

## Industry Data

EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections published by individual states.

## State Data Sources

This report uses state data from the following agencies: Illinois Department of Employment Security, Employment Projections; Iowa Workforce Development; Wisconsin Department of Workforce Development, Bureau of Workforce Information



## Attachment H.

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This new program is a result of the work done under the two “Career Pathways” GPR grants “Breaking Down the Silos-Career Pathways in Agriculture I & II”. As seen in the attached minutes, the development of specific program emphasize enhancements (Agronomy, Animal Science, and Agribusiness Management) to the existing Agribusiness Science & Technology associate degree were developed over the course of this two-year grant project and included input from a diverse cross section of the agricultural industry. Additionally, between 2013 and 2015 Southwest Tech sought input from other WTCS districts and three highly respected agriculture colleges outside of Wisconsin (Lake Area Technical College, Ridgewater College, and South Central College). Additionally, Southwest Tech has sought input and partnerships with the Wisconsin Department of Agriculture, Trade, and Consumer Protection, and the Wisconsin Association of Agricultural Educators.

### **SOUTHWEST WISCONSIN TECHNICAL COLLEGE OFFICIAL MINUTES**

**MEETING OF:** Agri-Business/Science Technology Advisory Committee Meeting

**DATE & TIME:** November 20, 2014 – 12 p.m.

**LOCATION:** Southwest Wisconsin Technical College, Room 493

**MEMBERS PRESENT:** Jerry Brunner Corey Hartbecke  
Jamie Horsfall

**MEMBERS ABSENT:** Jack Carlson Kory Stalsberg  
Tracy Brunton Kevin Raisbeck  
Arin Crooks

**STAFF PRESENT:** Paul Cutting Christina Winch

**STUDENTS PRESENT:** Jared White Chet Scott

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator & Derek Dachelet, Dean of Industry, Trades, & Ag

Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

Field Experience in Agri-Business Report: About 10 years ago, Paul Cutting began offering an option for students to enroll in a 3 credit summer course for industry exposure in other regions across the country. This course is like a classroom on wheels, as students spend 7 or 8 days in a van. As a group, the students select one of the following options for the course theme: animal industry, value added in sustainable agriculture, emerging technology and trends, or agricultural diversity production and marketing. Agricultural diversity production and marketing was the focus course the students chose this year and 10 students traveled from Fennimore to New Orleans. The students shared a PowerPoint demonstration of places they visited during their trip. This summer course is optional and not required for graduation, and students pay for 3 credits of tuition and expenses.

Field Test Plot Update: This is the 3<sup>rd</sup> production year of the plot which consisted of 10 acres soybeans and 7 acres corn. \$10,000 dollars for 2014 crops. After paying rent to the college, the remaining money is used for student professional development at the college. A Career Center staff member, Pete, and Paul went to the Lands End summer sale and purchased clothes so students in the Ag programs have a set of clothes for interviews. Finney Implement and CASE IH provides equipment for setup and use for planting and harvesting. Reddy Ag Service provides crop inputs. Every student is going to harvest some corn before they leave the program. This fall some deep tilling was done to see how it works for next year's crops.

Technical Skill Attainment-Program Outcomes: Kristal Davenport, Instructional Technology Support Specialist

Technical Skill Attainment (TSA) is a state initiative of direct measures to see if students are ready for employment. Dairy Herd will start phase 1 and Ag Power is starting phase 2. When reviewing Phase 2 in the advisory meeting, it needs to be documented in the minutes as approved if you like it.

Discussion on GPR Grant: *Breaking Down the Silos-Career Pathways in Agriculture*

- Summary of Best Practices College Tour – Paul
- Discussion to identify agriculture job opportunities and corresponding skill sets needed

We applied for a GRP grant and received additional funding to look at other career pathways for entry level jobs in our industry. Today, we are going to consider what we should be doing over the next couple of years to focus on career opportunities for our students/programs. Our current programs are built in a silo, and we should be looking at the synergies between all the programs and maybe break down these silos. We will be holding two more meetings to collect feedback from other individuals outside of the advisory committees.

How do we get students from outside of our district? With declining K-12 enrollments, we need to look at other avenues and continue to grow within agriculture. Results were shared of a survey that was sent to our high school agriculture instructors to answer some questions relating to students that are sitting in their classrooms currently. Feedback was also provided relating to job opportunities within our district and if there are any gaps that Southwest Tech is not meeting the needs of.

Program curriculum was shared for Agri-business/Science Technology, Agricultural Power & Equipment Technician, and Dairy Herd Management. Job posting analytics was shared for 15 counties surrounding our area for 21 O\*Net related occupations.

In August Paul, Pete, Jeff, Derek, and Sue Price from UW-Platteville did a 3-day road trip to three other colleges outside of Wisconsin for some best practices on how they structured their ag programs and to help us determine where Southwest Tech could go. The three colleges visited were Ridgewater College, Lake Area Technical Institute, and South Central Technical College. These were all three very good colleges doing the same thing, but differently. The main focus is: what are our student needs, employer needs, and how can our college meet these needs. If we can have offerings that complement each other, it would be a strength for all involved. We would like some initial direction and thoughts from you as to where the college should go. Meeting attendees were broken into four groups to complete the ag career pathways-entry level careers for industry clusters.

The Agri-business/Science Technology advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Agri-business/Science Technology program.

Meeting was called to order at 2:30 p.m. Jamie Horsfall was elected as Chairperson.

Minutes from the December 4, 2013 meeting were presented. Motion by Jerry Brunner to accept the minutes as written, 2<sup>nd</sup> by Corey Hartbecke, motion passed.

#### Instructor Report & Program Review

Application numbers for next fall are good. Current numbers are: students in 4<sup>th</sup> semester = 0, students in 3<sup>rd</sup> semester = 24, students in 2<sup>nd</sup> semester = 4, students in 1<sup>st</sup> semester = 31, waiting list students enrolled in available students = 0, and Individual Technical Studies (ITS) students = 4. There are three new students to start in December. Discussed what an ITS student was and what they do. It is important for students to take the required courses for each semester and not go over and beyond that. There are a total of 25 students signed up for the program next year and are wondering if we will need to run two sections again or not. Decisions will be based upon the end of the second semester. We will also have to add more facility if we run two sections of each year.

Paul provided an overview sheet with data on activities that have or will be occurring, including marketing activities. Internships went well for summer 2014, and the plans are underway for next year 2015 internships. We have 35 possible homes to find for this group of individuals. Companies have already come in to do interviews and more to come. The field experience course should run for next summer. At this time, we have 12-15 people asking to go. At Fall Leadership conference, three of Southwest Tech Agribusiness students sought and were elected to the State Office.

The farmland lab demonstration was a great success. We are in a partnership with Reddy Ag in Stitzer. They donated items to make different row spacing's to see if there is more a less success with narrower rows. We made a profit of \$8800. The crops ran great. This money was put into the scholarship foundation to help any students entering an agriculture program.

Discussed next semester's classes and who will be teaching what. Paul will be teaching all second year Agribusiness students and then giving up Plant Science but will be teaching Nutrient Management and Precision Agriculture. Christina will be leaving the Animal Nutrition side and will be teaching Plant Science and Principles of Pest Management. Sue Price, retired teacher from the University of Wisconsin Platteville, will be teaching the Animal Nutrition class.

There was also talk about transfer students. There are many high schools around the area that are doing transcribed credit. These are credits that you can take in high school that apply towards college classes that we offer here. Some classes are Animal Science, Accounting and Plant Science.

#### Program Modification/General Education Report

Introductory Statistics seems to be a continuous problem with the Agribusiness students to graduate. More than one half of the class doesn't pass, preventing them from graduation. We have come up with an opportunity to change that. We are still going to offer Introductory Statistics for those who want to transfer to a four year college; and for those not pursuing the 4 year track will take Math with Business Applications. This course will help students gain knowledge about mortgages and interest. Jerry motioned to modify the curriculum to be Introductory Statistics or Math with Business Applications. Cory seconded it. Motion was passed.

#### Advisory Committee: Member Input

No specific items were discussed outside of the numerous items mentioned above.

#### Other Business:

Discussion regarding online classes. If there were to be a total of 25 students, could some of them take the classes online? How hard would it be? Time consuming?

Motion to adjourn, seconded, motion carried. Meeting adjourned at 4:10 p.m.

Minutes submitted by Chet Scott

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<b>MEETING OF:</b>	Agricultural Power & Equipment Technician Advisory Committee Meeting	
<b>DATE &amp; TIME:</b>	November 20, 2014 – 12 p.m.	
<b>LOCATION:</b>	Southwest Wisconsin Technical College, Room 493	
<b>MEMBERS PRESENT:</b>	Jerry Buening John Finney Steve Brogley	Kurt Lucey Jon Saleska
<b>MEMBERS ABSENT:</b>	Clint Freiburger Geoff Lee	Seth Oliver
<b>STAFF PRESENT:</b>	Pete Hoffman Amy Loy	John Kvigne Derek Dachelet
<b>GUEST PRESENT:</b>	Lee Fiedler (WITC) Josh Harris (Scott Implement)	Russell Lindner (Mid-State Equipment) Eric Johannesen (Iowa-Grant School District)

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator and Derek Dachelet, Dean of Industry, Trades, & Ag

Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

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How do we get students from outside of our district? With declining K-12 enrollments, we need to look at other avenues and continue to grow within agriculture. Results were shared of a survey that was sent to our high school agriculture instructors to answer some questions relating to students that are sitting in their classrooms currently. Feedback was also provided relating to job opportunities within our district and if there are any gaps that Southwest Tech is not meeting the needs of.

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The Agricultural Power & Equipment Technician advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Ag Power program.

Minutes from the December 4, 2013 meeting were presented by Pete Hoffman. Motion by Steve Brogley to accept the minutes as written, 2<sup>nd</sup> by Jerry Buening, motion passed.

1. Program Report: Instructors

- a. Enrollment Report: John Kvigne reported that his first year program accepted 22 students and two dropped out of the program. Current enrollment is 20 students. Enrollment in the second year is currently at 20 students. This represents a 100% return from the previous year. Applications for 2015-16 are very strong and there is already a waiting list.
- b. Program Activities: A report was given during the lunch session on the various activities that the Ag Power students conduct within the Ag Demonstration Plot. National Ag Day within the WTCS was hosted in the Ag Power labs. Governor Walker and other dignitaries were in attendance along with industry partners and producers for the event. Pete and John also reported on industry tours that they incorporate into the curriculum. Various technical activity projects done within the curriculum were discussed and the importance of industry parts. The importance and interaction with the spare parts industry was a specific area of discussion. On December 10, 2014 both years of the program will be visiting the CASE IH Magnum Plant and taking an industry tour. It was recommended that the instructors consider visiting the SnapOn plant in Kenosha or the Briggs & Stratton plant while in Racine visiting with CASE IH.
- c. Program Promotion: Participate in every College recruitment and promotion activity. Additionally, the instructors have personal interaction with interested students both on campus and through high school activities. Pete reported on a new Hartung Brothers scholarship to benefit Ag Power students. Other donations largely go to supporting student club activities. In-kind donations continue to be important to offset costs associated with purchasing equipment and supplies.
- d. Placement Opportunities: Many students in the second year program are already employed and job opportunities are strong for graduates. Many internships are turning into full-time career opportunities. Employers interested in hiring students are encouraged to work with the program instructors to partner on placing students in internships.
- e. Program Budget: Pete Hoffman reported that capital items and program operations budgets will be set in the next month. Pete solicited input on tools/equipment that the program should consider purchasing in the next budget. Donations of in-kind items were also solicited and good dialogue occurred on potential donations. Feedback was collected on training opportunities. The Briggs & Stratton "Master Service Tech" was discussed and the feedback is that these are transferable skills. Eric Johannesen from Iowa Grant High School also reported that he puts some of his high school students through the MST program. The employers present shared other program opportunities in small engine/consumer products by Kohler & Honda.
- f. Graduate Placement Report, Employer Survey, Student Satisfaction Survey, Score Cards: Multiple job offers from employers and Pete and John both reported that employers are working to partner with the College and engage students through donations, job fairs, in-class donations.
- g. QRP Improvement Plan Progress: This item was discussed at length during the day because the QRP is due for Ag Power. The group had met the entire day and an outside report out on QRP would be coming out after this meeting.

2. General Education Report: Gen Ed Instructor(s): Kelly Knox was not able to attend the meeting due to a teaching conflict. Her written report to the group was that the Ag Power students are responsive positively to the Gen Eds and this is a reflection of the program instructors supporting the importance of Gen Eds.

3. Technical Skills Attainment (TSA): Amy Loy handed out TSA information and gave a report on the current progress of TSA in Ag Power. Amy shared the results from recent meetings that happened statewide with TSA. These items were validated by the advisory board and a motion was made by Jon Saleska to accept the TSA outcomes, seconded by Russell Lindner, motion passed. The one item of critical feedback was that “safety” did not appear in the welding curriculum area.

#### Target Program Outcomes

- 1 Repair electrical systems
- 2 Analyze an electronic system
- 3 Repair hydraulic systems
- 4 Repair internal combustion engines
- 5 Repair power trains/transmissions
- 6 Follow industry safety standards

#### Rating Scale

Value	Description
MET	Met the program outcome performance standard/criteria.
NOT MET	Did not meet the program outcome performance standard/criteria.

#### Scoring Standard

To meet the requirements of the technical skill outlined in the program outcome, all criterion must receive a MET”.

#### Scoring Guide

	Criteria	Ratings	
1	<b>Repair electrical systems</b>	<b>Met</b>	<b>Not Met</b>
	Learner diagnoses circuitry	Met	Not Met
	Learner diagnoses lighting and accessory circuits	Met	Not Met
	Learner diagnoses charging circuits	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
	Learner repairs and rebuilds to manufacturer's specifications	Met	Not Met
2	<b>Analyze an electronic system</b>	<b>Met</b>	<b>Not Met</b>
	Learner uses computer-based diagnostics	Met	Not Met
	Learner verifies electrical communications within system	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
3	<b>Repair hydraulic systems</b>	<b>Met</b>	<b>Not Met</b>
	Learner diagnoses hydraulic flow and pressure	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
	Learner replaces or rebuilds hydraulic components to manufacturer's specifications	Met	Not Met
4	<b>Repair internal combustion engines</b>	<b>Met</b>	<b>Not Met</b>
	Learner diagnoses spark ignition engine	Met	Not Met
	Learner diagnoses diesel engine conditions	Met	Not Met
	Learner repairs engine to manufacturer's specifications	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
5	<b>Repair power trains/transmissions</b>	<b>Met</b>	<b>Not Met</b>
	Learner diagnoses power train conditions	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
	Learner repairs and rebuilds a power train to manufacturer's specifications	Met	Not Met
6	<b>Follow industry safety standards</b>	<b>Met</b>	<b>Not Met</b>
	Learner adheres to campus and industry policy standards	Met	Not Met
	Learner practices electrical/electronic safety standards in the work place	Met	Not Met
	Learner practices hydraulic safety standards in the work place	Met	Not Met
	Learner practices power train safety standards in the work place	Met	Not Met
	Learner practices engine safety standards in the work place	Met	Not Met

4. Shop Safety: New safety concerns happening in industry were discussed and input solicited. Pete shared that he recently visited a local dealership that is limiting customer access to the shop floor. Industry partners shared that many shops are not allowing customer on the floor without escorts, steel toe shoes, and safety glasses. The feedback is that our program should mimic industry expectations. Steel toe shoes, prescription glasses that have a safety rating, etc. should be seen as a required purchase like tools. In short, the request was to find ways for the program to mimic the “real world”.
5. Program Modifications: No program modifications were discussed.
6. Advisory Board Feedback/Future Trends: Industry feedback was that we need to be considering subjects like: Precision Agriculture/GPS, increases in safety requirements due to insurance requirements and OSHA. Some safety skillsets would be forklift training cards, MSDS/Fluids, lift training, etc.

Meeting adjourned. Minutes submitted by Derek Dachelet

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**MEETING OF:** Dairy Herd Management Advisory Committee Meeting

**DATE & TIME:** November 20, 2014 – 12 p.m.

**LOCATION:** Southwest Wisconsin Technical College, Room 493

**MEMBERS PRESENT:** Dan Steffensmeier Tom Friar  
Suzie Jackson Peggy Breitsprecker

**MEMBERS ABSENT:** Mark Brown John Gile

**STAFF PRESENT:** Jeff Dornink Chantel Hampton

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator & Derek Dachelet, Dean of Industry, Trades, & Ag

Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

Field Experience in Agri-Business Report: About 10 years ago, Paul Cutting began offering an option for students to enroll in a 3 credit summer course for industry exposure in other regions across the country. This course is like a classroom on wheels, as students spend 7 or 8 days in a van. As a group, the students select one of the following options for the course theme: animal industry, value added in sustainable agriculture, emerging technology and trends, or agricultural diversity production and marketing. Agricultural diversity production and marketing was the focus course the students chose this year and 10 students traveled from Fennimore to New Orleans. The students shared a PowerPoint demonstration of places they visited during their trip. This summer course is optional and not required for graduation, and students pay for 3 credits of tuition and expenses.

Field Test Plot Update: This is the 3<sup>rd</sup> production year of the plot which consisted of 10 acres soybeans and 7 acres corn. \$10,000 dollars for 2014 crops. After paying rent to the college, the remaining money is used for student professional development at the college. A Career Center staff member, Pete, and Paul went to the Lands End summer sale and purchased clothes so students in the



Ag programs have a set of clothes for interviews. Finney Implement and CASE IH provides equipment for setup and use for planting and harvesting. Reddy Ag Service provides crop inputs. Every student is going to harvest some corn before they leave the program. This fall some deep tilling was done to see how it works for next year's crops.

Technical Skill Attainment-Program Outcomes: Kristal Davenport, Instructional Technology Support Specialist

Technical Skill Attainment (TSA) is a state initiative of direct measures to see if students are ready for employment. Dairy Herd will start phase 1 and Ag Power is starting phase 2. When reviewing Phase 2 in the advisory meeting, it needs to be documented in the minutes as approved if you like it.

Discussion on GPR Grant: *Breaking Down the Silos-Career Pathways in Agriculture*

- Summary of Best Practices College Tour – Paul
- Discussion to identify agriculture job opportunities and corresponding skill sets needed

We applied for a GRP grant and received additional funding to look at other career pathways for entry level jobs in our industry. Today, we are going to consider what we should be doing over the next couple of years to focus on career opportunities for our students/programs. Our current programs are built in a silo, and we should be looking at the synergies between all the programs and maybe break down these silos. We will be holding two more meetings to collect feedback from other individuals outside of the advisory committees.

How do we get students from outside of our district? With declining K-12 enrollments, we need to look at other avenues and continue to grow within agriculture. Results were shared of a survey that was sent to our high school agriculture instructors to answer some questions relating to students that are sitting in their classrooms currently. Feedback was also provided relating to job opportunities within our district and if there are any gaps that Southwest Tech is not meeting the needs of.

Program curriculum was shared for Agri-business/Science Technology, Agricultural Power & Equipment Technician, and Dairy Herd Management. Job posting analytics was shared for 15 counties surrounding our area for 21 O\*Net related occupations.

In August Paul, Pete, Jeff, Derek, and Sue Price from UW-Platteville did a 3-day road trip to three other colleges outside of Wisconsin for some best practices on how they structured their ag programs and to help us determine where Southwest Tech could go. The three colleges visited were Ridgewater College, Lake Area Technical Institute, and South Central Technical College. These were all three very good colleges doing the same thing, but differently. The main focus is: what are our student needs, employer needs, and how can our college meet these needs. If we can have offerings that complement each other, it would be a strength for all involved. We would like some initial direction and thoughts from you as to where the college should go. Meeting attendees were broken into four groups to complete the ag career pathways-entry level careers for industry clusters.

The Dairy Herd Management advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Dairy Herd Management program.

Meeting was called to order at 2:30 p.m.

Welcome and introductions were made.

Minutes from the December 4, 2013 meeting were presented. Motion to accept the minutes as written, seconded, motion passed.

#### Instructor Report & Program Review

Group discussion centered on the GPR grant and future initiatives that are proposed through the grant. After clarification of some topics discussed in the round-table discussion, the group fully endorsed the proposal set forth by the grant.

Jeff advised the members that the 2015-2016 year would be the next QRP site visit. Updates on the last QRP visit is that we are on track to meet the revised QRP report.

December 12, 2014 is the date selected for TSA meetings to be held at the state office in Madison WI. Jeff will represent DHM at this meeting.

The final item for discussion was a capital budget purchase of a refractometer. The group suggested and voted unanimously to approve the purchase of 4 refractometers at the cost of \$650.00 per item.

Motion to adjourn, seconded, motion carried. Meeting adjourned at 3:30 p.m.

Minutes submitted by Jeff Dornink

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<b>MEETING OF:</b>	Farm Business & Production Management Advisory Committee Meeting	
<b>DATE &amp; TIME:</b>	November 20, 2014 – 12 p.m.	
<b>LOCATION:</b>	Southwest Wisconsin Technical College, Room 493	
<b>MEMBERS PRESENT:</b>	Laurie Makos Mike Ryan	Lynda Schweikert
<b>MEMBERS ABSENT:</b>	Steve Achenbach Josh Bailie Sarah Daugherty Tim Jones Dennis Hottenstein Ginger Jacobs	Gretchen Kamps Troy Lobdell Joe Klein Shari Zenz
<b>STAFF PRESENT:</b>	Deb Ihm JoAnn Peterson	Jody Millin

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator & Derek Dachelet, Dean of Industry, Trades, & Ag

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How do we get students from outside of our district? With declining K-12 enrollments, we need to look at other avenues and continue to grow within agriculture. Results were shared of a survey that was sent to our high school agriculture instructors to answer some questions relating to students that are sitting in their classrooms currently. Feedback was also provided relating to job opportunities within our district and if there are any gaps that Southwest Tech is not meeting the needs of.

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The Farm Business & Production Management advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Farm Business & Production Management program.

Meeting was called to order at 2:30 p.m.

Minutes from the December 4, 2013 meeting were presented. Motion to accept the minutes as written, seconded, motion passed.

1. Conversation took place about farmers and what skills they should have to complete the Entry-Level Careers cluster document. Question was raised if we need to break these down into a Beginning Farmer or Advanced Farmer. It was determined we could have three levels that could be considered: Exploring, Target/Focused, and Transitioning Out.
  - a. Possibilities for the future that were mentioned: greenhouse or grow house at Southwest Tech; Hoop House – course on how to set it up; offer a program in Ag Finance; and CSA track (local food markets – develop a certificate for this).
2. All programs have a TSA and have outcomes that students need to meet. Last year, FBPM changed their model to Business & Industry. We have to approve what our program would like as an assessment. Last year, we approved the program outcomes at the advisory meeting. Each outcome has more specific skills/criteria that they have to meet. These skills/criteria have been set across the state for the FBPM programs. Do we approve these skills/criteria for the FBPM? Motion by Lynda to approve, seconded by Mike. Motion passed.
3. Current list of courses was shared which consists of: Beginning Farm Management will start in January; Advanced Farm Management is running right now; Guidelines for Farm Success might

be pushed back; and Nutrient Management is currently running in Seneca and Fennimore. Individual on farm time to work with one of the FBPM instructors is also available for farmers. An email should be sent to all county agencies, including the County Executive Directors, with a list of FBPM course offerings.

4. FBPM is a Business & Industry Model and can charge differently. There are no expectations that we need to be a cost recovery program, but we need to recover more costs than we have in the past. We are making good strides in this direction, and recently have received a lot of grant funding that has impacted our revenue.
5. Grants:
  - a. DATCP Goats is a 2 year grant to explore the goat industry and educational needs. We are in year one of the grant in exploring the educational needs right now. We will be creating an advisory board. Looking for us to come out with some sort of curriculum/certificate to meet the needs for the Midwest, not just our area.
  - b. Nutrient Management Farmer-Written Plans – training producers to write their own nutrient management plans. Bulk of the dollars of the grant are given back to the producers to support their soil expenses and tuition. FBPM instructor salary/fringe is not part of this grant.
  - c. Rural Development Partners – Meister Cheese has received some money through Rural Development Partners for expanding their business. In turn, they have provided a grant opportunity which we have received. Grant activities include providing tuition assistance to our farmers enrolled in Advanced Farm Management, Beginning Farm Management, and individual assistance; providing a dairy financial seminar and farm succession course, and working with Riverdale HS on articulation with agriculture programs.
  - d. UW-P NIFA – last year wrote curriculum for a one-credit weeklong class for under grad students that have a non-Agriculture background but could likely be working in an agriculture field. In May, the class will be offered for four days on production ag at the UW Platteville Pioneer Farm.
  - e. Farm Benchmarking - Our college and other colleges in the WTCS contribute farm financial data to FINBIN database. The Wisconsin data is used to generate our annual report that benchmarks against other farmers.
6. Deb will be speaking on behalf of the FBPM program at the Ag Women Summit and WI Bankers Association in the spring of 2015.
7. Following are classes to consider teaching:
  - a. Livestock Management – facilities, housing & animal comfort
  - b. Financial Management – machinery management
  - c. Crop Management – nitrogen management/cover crops
  - d. Beginning Farm Management
  - e. Nutrient Management
    - i. If in the Farmland Preservation Program, individuals have to have a plan by 12/31/15.
  - f. Commodity Marketing
  - g. Dairy Financial Seminar (RDP Grant)
  - h. Goat classes
  - i. Local Food

j. Intermediate QuickBooks

8. Technology/Tools to consider implementing: GPS, drones, iPad

Motion to adjourn at 3:45 p.m., seconded, motion carried. Meeting adjourned.

Minutes submitted by Jody Millin

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**Minutes-Dairy Goat Advisory Committee Meeting**

**Thursday January 22, 2015 10:00 a.m.**

**Southwest Tech Campus Room 493**

**Members Present:** Larry Hendrich, Patricia Lund, Norm Monsen, Barry Midtling, Dr. Chris Duemler, Cody Taft, Jeanne Meier, Joe Gingerch, Nathalie Schattner, Katlyne Hill, and Remy Colas

**Staff Present:** Deb Ihm, Edmund Ruff, and Clare Heberlein

**Meeting was called to order. Welcome/introductions were given.**

1. **Overview of Southwest Tech Dairy Goat Grant Project** – Deb Ihm began the meeting by telling the group about Southwest Tech’s work on the DATCP Goat Grant thus far. The college received the grant in June of 2014 and immediately began dialog with producers, shadowing Montchevre’s field representative, and visiting the Woolwich manufacturing facility. Clare Heberlein joined the project in December after the resignation of a previous faculty member and began organizing the Dairy Goat Advisory Committee.
2. **History of Southwest Tech Dairy Goat Work** – Previously Southwest Tech has offered a 2-day workshop to the goat industry in 2009, with approximately 20 participants. The Farm Business & Production Management instructor team has also worked with a few commercial dairy goat producers through the adult farm management classes and individual on-farm assistance. In 2014, Southwest Tech offered a Producer and Processor breakfast during the Focus on Goats Meeting and conducted a survey at that meeting to gain knowledge of the needs of the goat industry as a whole.
3. **Review of existing Wisconsin Technical College System (WTCS) Goat Curriculum**-Clare Heberlein presented two curriculum options currently available for use in a potential goat course.
  - The first curriculum option was a DACUM curriculum outline compiled by industry representatives, technical college instructors, and producers. Currently this is available for use in the technical college system. It covers the areas needed for instruction and the competencies that would go with each area. (See Attached DACUM Curriculum)
  - The second curriculum option was developed by Southwest Tech through another agriculture related grant. This curriculum outlines the whole goat industry including meat and mohair. It lists the course competencies and assessment strategies for each area. (See Attached Curriculum)

4. **Overview of producers and processors survey from Focus on Goats Breakfast** – Clare presented a power point presentation including the key eight areas that were listed as highest need from Southwest Tech’s previously conducted producer and processors survey at the 2014 Focus on Goats Conference. (See Attached Power Point)
5. **Small group sessions** - The Advisory Board split into small groups and worked together to discuss and address in more detail the eight areas that were listed as highest need from the producer and processors survey. Each group recorded their notes for the eight topics. In a large group setting, the eight topics were reviewed again and confirmed to be viable areas of focus when developing curriculum for the dairy goat industry. (See Attached Notes on the 8 Topics)
6. **Dairy Goat Management Certificate proposal** –The Advisory Committee discussed what a dairy goat certificate might look like at the college. It was established that there should be two Dairy Goat Management Certificates, one for beginner producers and another for advanced producers.

<b>Beginning</b>	<b>Advanced</b>
Records	Records
Starting your business	
8 key topics referenced earlier	
Animal Welfare	Animal Welfare
Business Plan	Business Plan
Johnes – CAE – CL – Mycoplasma	
Herd Health Plan	
Consumers	
Legislation	Legislation

<b>Skills: Beginning</b>	<b>Skills: Advanced</b>
Hoof trimming	Year Herd Plan
Milking Standard Operating Procedures (SOPs)	Management Skills – SOPs
Labor and Delivery	Genetic Evaluation – Judging
Start kids – colostrum & milk	Breeding Plans
Dehorning	Dairy Comp
Vaccines	
Tubing	
DHIA	

The committee also identified the following key topics that impact profitability of commercial goat farms:

- Production levels on a per animal basis
- Minimizing feed cost – corn gluten – by products – growing own feed – (costs/working with others, on a share type operation )
- Animal health – udder health – lab information such as SSC and Plate Counts
- Employees – management, training, and profitability

**Establishment of financial benchmarks for dairy goat farms:** Deb led a discussion on FINPACK software from University of Minnesota Center for Farm Financial Management and how it would be of value to the dairy goat industry to have a database of financial information.

**7. Highlight other activities in the grant**

- Focus on Goats Conference-It was established through our discussion that Focus on Goats is a conference of value to the industry and should be continued on a semi-annual basis. It was also discussed that the previous Focus on Goats Committee had disbanded and a new one would need to be established. Southwest Tech is willing to offer some limited leadership and perhaps contracted employee services to help with the collaboration of another Focus on Goats Conference. Funding for the conference is limited and would need vendors to help supply the financial needs. The Advisory Committee established that the conference should be changed to one day only and should continue to include the cheese reception.
- Establishment of a Southwest Tech Foundation Dairy Goat Fund – Southwest Tech has the ability to start a fund for the goat project (to include scholarship funding, curriculum and workshop potential needs as well) through the Southwest Tech Foundation. It was decided that there is a need for such a fund and the question was posed as to how much money would be needed to open a fund. Deb Ihm agreed to find out more about what would be required to start a fund through the foundation and report back at the next advisory meeting.

A second Advisory Committee meeting will be scheduled in September or October of 2015.

Respectfully Submitted,

Clare Heberlein

Farm Business & Production Management Instructor



## **Attachment I.**

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Direct input from other WTCS districts was collected via email and during face-to-face discussions with campus leaders in agriculture at events like the Wisconsin Association of Agricultural Educators annual conference, and various WTCS state-called meetings between 2013 and 2015.

**Below is an email sent to the colleges. We received three responses from other colleges in which all had positive feedback and no objections.**

From: Derek Dachelet [<mailto:ddachelet@swtc.edu>]  
Sent: Thursday, September 03, 2015 3:33 PM  
To: [alsupkir@matc.edu](mailto:alsupkir@matc.edu); [JAlt@madisoncollege.edu](mailto:JAlt@madisoncollege.edu); Cattelino, Mike A. <[cattelin@fvtc.edu](mailto:cattelin@fvtc.edu)>; [randy.deli@witc.edu](mailto:randy.deli@witc.edu); [gamerj@westernntc.edu](mailto:gamerj@westernntc.edu); [shorvath1@morainepark.edu](mailto:shorvath1@morainepark.edu); [amy.kox@nwtc.edu](mailto:amy.kox@nwtc.edu); [mdenk1@cvtc.edu](mailto:mdenk1@cvtc.edu); [gmccounoughey@blackhawk.edu](mailto:gmccounoughey@blackhawk.edu); [pietz@ntc.edu](mailto:pietz@ntc.edu); Tenpas, Randy S <[tenpas@fvtc.edu](mailto:tenpas@fvtc.edu)>; [rlzogbaum@madisoncollege.edu](mailto:rlzogbaum@madisoncollege.edu); [koukarir@gtc.edu](mailto:koukarir@gtc.edu); [Rich.Hoerth@gotoltc.edu](mailto:Rich.Hoerth@gotoltc.edu); [tstanton@cvtc.edu](mailto:tstanton@cvtc.edu); [patrick.staszak@gotoltc.edu](mailto:patrick.staszak@gotoltc.edu); [awebling@cvtc.edu](mailto:awebling@cvtc.edu); [Woodhouse@madisoncollege.edu](mailto:Woodhouse@madisoncollege.edu); Zillmer, Ronald E <[Ronald.Zillmer@mstc.edu](mailto:Ronald.Zillmer@mstc.edu)>  
Cc: Deb Ihm <[dihm@swtc.edu](mailto:dihm@swtc.edu)>; Jody Millin <[jmillin@swtc.edu](mailto:jmillin@swtc.edu)>; Phil Thomas <[pthomas@swtc.edu](mailto:pthomas@swtc.edu)>  
Subject: New Agriculture Offerings at Southwest Tech - Concept Review

Hi All,

Southwest Tech is in the Concept Review phase of launching multiple new agriculture-based programs. I believe that either Deb Ihm or myself have spoken with almost everyone on this email at some point in the last two years about our overall plan to revamp our agriculture programs in an effort to develop new ag-industry career pathway offerings for our District. The first programs we plan to launch are three pathways developed from our existing associate degree in Agribusiness. Instead of having one comprehensive Agribusiness program, students in 2016 will have the ability to pick from three tracks within the field of agribusiness (Agronomy, Animal Science, & Management). These would be three new associate degree programs. We feel that this will serve our students well as they pursue agricultural careers in their specialization. These programs also mesh nicely with our Farm Operations & Management programs that we anticipate starting in 2017.

The fourth program for your consideration is an expansion of our existing Dairy Herd Management technical diploma to a 2-year technical diploma in Farm Operations & Management – Dairy. The second year of the programs enhances student pathway options and includes advanced technical skills in dairy herd management and agribusiness management that the modern dairy farmer must have. This is the first of four new programs in farm operations that Southwest Tech will be rolling out between the 2016 and 2017 school year. We will retain the existing 1-year technical diploma as a technician pathway option and also as a way for students to more seamlessly take the 1-year dairy herd program and then finish their associate degree in Agribusiness – Animal Science. All those offerings will be run under associate degree codes in order to allow us to continue and expand our articulations agreements with UW-Platteville and other universities with agriculture programs.

Thank you for any feedback on these four new offerings.

Derek

Derek Dachelet, Ph.D.  
Dean of Industry, Trades, & Agriculture  
Southwest Tech  
1800 Bronson Blvd., Fennimore, WI 53809  
Office: 608.822.2417 Mobile: 608.732.6276  
[ddachelet@swtc.edu](mailto:ddachelet@swtc.edu)

Proposed Program Title : Agribusiness Science & Technology – Agronomy

Tentative Program Description: The Agribusiness Science & Technology associate degree program with an agronomy emphasis prepares students for entry into career fields focused on producing and using plants for food, fuel, and fiber. Agronomy encompasses work in the areas of plant genetics, plant physiology, meteorology, and soil science. Students taking the agronomy track of Agribusiness Science & Technology will explore exciting technologies and techniques like biotechnology, plant breeding, soil science, pest control, precision farming, and sustainable agriculture. Agronomists today are involved with many issues including producing food, creating healthier food, managing environmental impact of agriculture, and extracting energy from plants. In addition to a solid foundation of agronomy, students completing the Associate degree in Agribusiness Science & Technology – Agronomy will also develop skills in business management that agriculture industry employers look for when hiring.

Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) :

13-1021 Buyers and Purchasing Agents, Farm Products  
19-2041 Environmental Scientists and Specialists, Including Health  
19-4093 Forest and Conservation Technicians  
19-4099 Life, Physical, and Social Science Technicians, All Other  
45-1011 First-Line Supervisors of Farming, Fishing, and Forestry Workers  
45-2041 Graders and Sorters, Agricultural Products

Mean Starting Hourly Salary: \$21.43/hour Median Earnings

Proposed Program Title : Agribusiness Science & Technology – Animal Science

Tentative Program Description: The Agribusiness/Science Technology associate degree program with an animal science emphasis prepares students for entry into the field of marketing, sales, and production of animal products and animal management operations. Animal Science students explore advances in animal nutrition and health, livestock housing, meat and milk quality, reproduction, and animal selection and improvement. Additionally, students taking this associate degree program also take courses in agribusiness management as they prepare for managerial careers in the agriculture industry sector.

Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) :

19-2041 Environmental Scientists and Specialists, Including Health

31-9096 Veterinary Assistants and Laboratory Animal Caretakers

33-9011 Animal Control Workers

45-1011 First-Line Supervisors of Farming, Fishing, and Forestry Workers

Mean Starting Hourly Salary: \$19.83/hour Median Earnings

Proposed Program Title : Agribusiness Science & Technology – Agribusiness Management

Tentative Program Description: The Agribusiness/Science Technology associates degree program with an agribusiness management emphasize prepares students for entry into the dynamic field of agriculture business management. The program includes a broad mix of agriculture-related classes related to agricultural input supply, agricultural production, agricultural finance, commodity assembly and processing, and agricultural marketing. Additionally, students taking this program also choose from electives in animal and plant science as they prepare for managerial careers in the agriculture industry sector.

Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) :

11-2022 Sales Managers

11-9013 Farmers, Ranchers, and Other Agricultural Managers

13-1111 Management Analysts

13-2041 Credit Analysts

13-2072 Loan Officers

41-3031 Securities, Commodities, and Financial Services Sales Agents

45-2011 Agricultural Inspectors

Mean Starting Hourly Salary: \$17.56/hour Median Earnings

Proposed Program Title: Farm Operations & Management – Dairy

Tentative Program Description: The Dairy Herd Management technical diploma program provides training in business management, livestock, crops, finances, record-keeping, feeding, housing, breeding, and milking. Students gain the knowledge to maintain a productive, healthy dairy herd, learn computerized records analysis, and study genetics and marketing. Operating a profitable and progressive dairy farm in today's agricultural climate involves learning to work smarter, not just harder. Successful operations are built on solid herds person skills, effective management skills, and use of technology.

Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) :

11-9013 Farmers, Ranchers, and Other Agricultural Managers

19-4011 Agricultural and Food Science Technicians

45-1011 First-Line Supervisors of Farming, Fishing, and Forestry Workers

45-2021 Animal Breeders  
45-2091 Agricultural Equipment Operators  
45-2092 Farmworkers and Laborers, Crop, Nursery, and Greenhouse  
45-2093 Farmworkers, Farm, Ranch, and Aquacultural Animals

Mean Starting Hourly Salary: \$12.11/hour Median Earnings

Responses to Email:

Re: New Agriculture Offerings at Southwest Tech - Concept Review Cattelino, Mike A.  
[cattelin@fvtc.edu] You replied on 9/13/2015 2:41 PM.

Sent: Thursday, September 03, 2015 4:14 PM

To: Derek Dachelet

Derek,

We have been running the embedded technical diplomas (Dairy, Agronomy, Management) within our Ag-Business program for a couple of years now. Not ready to claim statistical success yet but from all indications it is working for the students. Some have left after one year, others have stayed three years to get a TD and an AAS. Depends on the individual goals.

Mike Cattelino, Associate Dean  
Manufacturing and Agriculture Technologies Division  
Fox Valley Technical College

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RE: New Agriculture Offerings at Southwest Tech - Concept Review Zillmer, Ronald E  
[Ronald.Zillmer@mstc.edu]

Sent: Friday, September 04, 2015 8:15 AM

To: Derek Dachelet

Cc: Morgan, Carrie ([carrie.morgan@wtcsystem.edu](mailto:carrie.morgan@wtcsystem.edu)) Derek,

This is great stuff. I asked Carrie to include time at our next meeting to discuss new programs and sharing experiences from districts that have made changes to their delivery model. I would like to hear more about this process and follow the results. MSTC is looking at growing AG and potentially changing our delivery model for FBPM. Your experience and data could help other districts.

Ron

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From: Gamer, Joshua [GamerJ@westernnc.edu]

Sent: Wednesday, September 09, 2015 9:07 PM

To: Derek Dachelet

Subject: RE: New Agriculture Offerings at Southwest Tech - Concept Review

Hi Derek-

I like the thoughts included here. A track in agronomy seems especially vital. This support job in the ag field is a growth area and is connected to sustainable ag practices. The proposed operations focused one is intriguing. How does this differ than the Farm Business component which we all have?

Do you see it as a replacement at some point? Would the farm business program transfer into the operations track? The 100 level courses seem appropriate in order to ensure transferability as well as keep the cost to the college down as opposed to 300 level courses.

Josh

Joshua J. Gamer  
Dean- Integrated Technology Division  
Western Technical College

RE: New Agriculture Offerings at Southwest Tech - Concept Review Derek Dachelet

Sent: Sunday, September 13, 2015 2:53 PM

To: Gamer, Joshua [GamerJ@westernnc.edu]

Cc: Deb Ihm

Hi Josh,

Thanks for the feedback. No, the Farm Ops programs launching in 2017 won't take the place of FBPM. Our three trainers in FBPM offer direct producer training. With that said, every one of our students going through Farm Ops will have some interaction and possible courses or technical assistance with the FBPM staff. We are currently working out all the different ways we can have synergy between the program students on the FBPM trainers. We have been asked to make a short presentation on our program and FBPM changes during the next statewide meeting.

Derek

## **Attachment K**

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This Concept Review will be presented to the Southwest Wisconsin Technical College District Board at their September 24, 2015 meeting. Approval will be forwarded to the WTCS Office after that date.

**PROGRAM APPROVAL CRITERIA and SIGNATURE**

- l. Validate the Concept Review information (use strike-out and bolding and/or attach narrative as necessary to modify any criteria previously reviewed in the Concept Review stage).
- m. Response to issues/concerns raised by the State Board at the Concept Review (attach).
- n. Pathway and Laddering opportunities (attach).
- o. Documentation of costs: Fill in the worksheet. (\*Attach narrative if CAI > 1.25).

	Estimates for the proposed program (to the nearest \$100)
1. Total Capital Costs (if > \$50,000)	
2. Total Instructional (Function 1) Costs	
3. Estimated Student FTEs	
4. Program Instructional Costs/FTE	
5. Average Cost/FTE (from Schedule B)	
6. Cost Analysis Indicator (CAI)*	

- p. Analysis of the cost/benefit to district stakeholders. (attach).

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**President or Instructional Services Administrator**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
Business  
Office staff

- ☐ CONCEPT REVIEW
- ☐ PROGRAM APPROVAL

Wisconsin Technical  
College System

System Office Response (TC-OCCCRPA-1B)

Date Received: \_\_\_\_\_ Program Number: \_\_\_\_\_

Program Title: \_\_\_\_\_

District: \_\_\_\_\_

Date Routed: \_\_\_\_\_

Check One: \_\_\_\_\_ Technical Diploma (Code 30) \_\_\_\_\_

Associate Degree (Code 10) \_\_\_\_\_ Technical Diploma (Code 31) \_\_\_\_\_

Apprenticeship – New to State \_\_\_\_\_ Technical Diploma (Code 32) \_\_\_\_\_

(Code 50) \_\_\_\_\_



Primary Education Director Recommendation: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Comments: \_\_\_\_\_

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Primary Education Director

\_\_\_\_\_  
Associate Vice President

Date:

\_\_\_\_\_

*Upon approval of Concept Review, district may continue with Program Approval.  
Upon Program Approval, District may submit electronic course files.*

***C. Program Concept Review: Agribusiness Science & Technology –  
Animal Science***

Deb Ihm, Agriculture Coordinator and Farm Business & Production Management Instructor, will present the Concept Review for an associate of applied science degree in Agribusiness Science & Technology – Animal Science. The Concept Review is available below.

**Recommendation:** Approve the Concept Review for an associate of applied science degree in Agribusiness Science & Technology – Animal Science.

CONCEPT REVIEW/PROGRAM APPROVAL  
District Request (TC-OCCCRPA-1A)

Wisconsin Technical  
College System

For Applied Associate Degree (Code 10), Technical Diploma (Codes 30, 31, and 32), and  
Apprenticeship (Code 50).

District: Southwest Wisconsin Technical College\_ Date: 9/2/15

Program Title: **Agribusiness Science & Technology – Animal Science**

Program Aid Code and Number: 10-006-6

District Contact Person : Derek Dachelet Phone : 608-822-2417

Primary Education Director : Carrie Morgan Phone : 608-266-2654

For Program Approval Stage:

Date of State Board Concept Review Approval Date : \_\_\_\_\_

---

**CONCEPT REVIEW CRITERIA and SIGNATURE**

- a. Proposed Aid Code and Proposed Program Number : 10-006-6
- b. Proposed Program Title : Agribusiness Science & Technology – Animal Science
- c. Tentative Program Description: The Agribusiness/Science Technology associate degree program with an animal science emphasis prepares students for entry into the field of marketing, sales, and production of animal products and animal management operations. Animal Science students explore advances in animal nutrition and health, livestock housing, meat and milk quality, reproduction, and animal selection and improvement. Additionally, students taking this associate degree program also take courses in agribusiness management as they prepare for managerial careers in the agriculture industry sector.
- d. Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) : 19-2041 Environmental Scientists and Specialist, Including Health; 31-9096 Veterinary Assistants and Laboratory Animal Caretakers; 33-9011 Animal Control Workers; 45-1011 First-Line Supervisors of Farming, Fishing, and Forestry Workers;
- e. Mean Starting Hourly Salary: \$19.83/hour Median Earnings
- f. Source of Single Source Request (If applicable): N/A
- g. Analysis of how this program supports employment demand: (attached)
- h. Documentation of member participation and outcomes of the Ad Hoc group (attached)
- i. Summary of initial discussions with other WTCS districts offering a similar or same program (attached).
- j. Expected State Board “Program Approval” meeting date: 1/26/16 (If not the meeting immediately following the Concept Review meeting, attach narrative)
- k. Documentation of District Board Approval of the Concept Review (attached)

☒ Notification of districts with the same or similar program has been completed.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
President or Instructional Services  
Administrator

## Occupation Overview

# Associate Degree Agri-Business Science & Technology: Animal Science Emphasis



1800 Bronson Boulevard  
Fennimore, Wisconsin 53809

# Parameters

## Occupations

Code	Description
19-2041	Environmental Scientists and Specialists, Including Health
31-9096	Veterinary Assistants and Laboratory Animal Caretakers
33-9011	Animal Control Workers
45-1011	First-Line Supervisors of Farming, Fishing, and Forestry Workers

## Regions

Code	Description
17085	Jo Daviess County, IL
19043	Clayton County, IA
19061	Dubuque County, IA
55023	Crawford County, WI
55043	Grant County, WI
55049	Iowa County, WI
55065	Lafayette County, WI
55103	Richland County, WI

## Timeframe

2013 - 2023

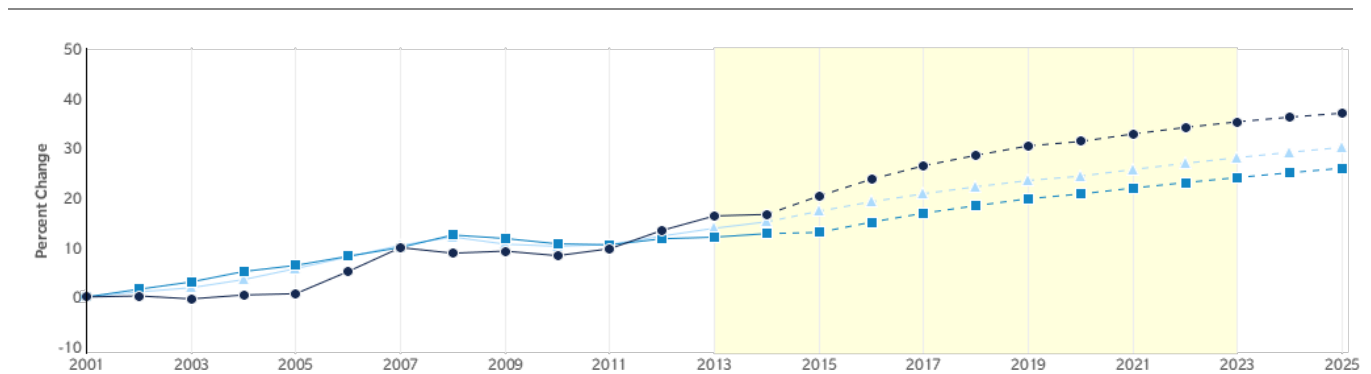
## Datarun

2015.2 – QCEW Employees, Non-QCEW Employees, and Self-Employed

## Occupation Summary for 4 Occupations

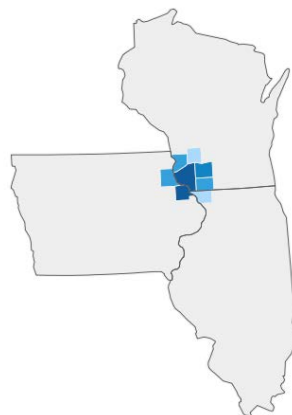
<b>193</b> <b>Jobs (2015)</b> 6% below National average	<b>16.3%</b> <b>% Change (2013-2023)</b> Nation: 12.5%	<b>\$19.83/hr</b> <b>Median Hourly Earnings</b> Nation: \$21.86/hr
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## Regional Trends



	Region	2013 Jobs	2023 Jobs	Change	% Change
●	Region	187	217	30	16.0%
■	Wisconsin	3,708	4,105	397	10.7%
▲	United States	231,642	260,572	28,930	12.5%


## Regional Breakdown



County	2023 Jobs
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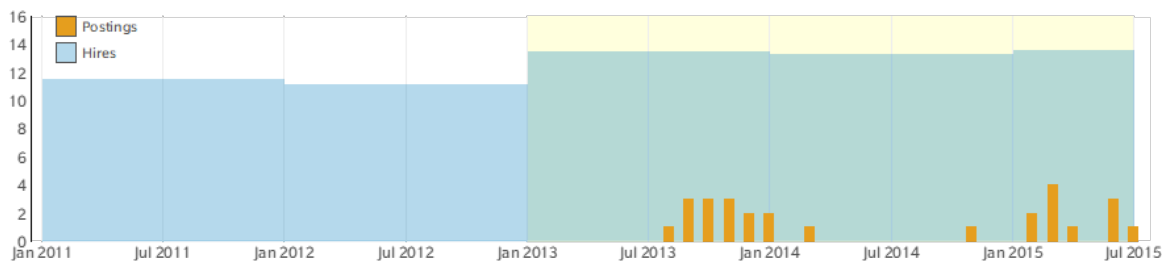
County	2023 Jobs
Dubuque County, IA	56
Grant County, WI	56
Iowa County, WI	27
Lafayette County, WI	18
Crawford County, WI	18

## Job Postings Summary

<b>1</b> <b>Unique Postings (Jul 2015)</b>  1 Total Postings	<b>1 : 1</b> <b>Posting Intensity (Jul 2015)</b> Regional Average: 8 : 1 
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## Postings vs. Hires

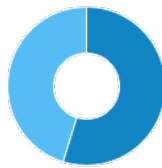
<b>1</b> <b>Avg. Monthly Postings (Jan 2013 - Jul 2015)</b>	<b>14</b> <b>Avg. Monthly Hires (Jan 2013 - Jul 2015)</b>
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Occupation	Avg Monthly Postings (Jan 2013 - Jul 2015)	Avg Monthly Hires (Jan 2013 - Jul 2015)
First-Line Supervisors of Farming, Fishing, and Forestry Workers	1	7
Environmental Scientists and Specialists, Including Health	0	1
Animal Control Workers	0	0
Veterinary Assistants and Laboratory Animal Caretakers	0	5



## Occupation Gender Breakdown



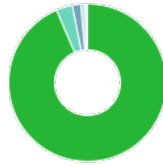
	Gender	2015 Jobs	2015 Percent
•	Males	106	54.8%
•	Females	87	45.2%

## Occupation Age Breakdown



	Age	2015 Jobs	2015 Percent
•	14-18	6	3.2%
•	19-24	22	11.5%
•	25-34	40	20.7%
•	35-44	40	20.5%
•	45-54	41	21.0%
•	55-64	32	16.7%
•	65+	12	6.4%

## Occupation Race/Ethnicity Breakdown



	Race/Ethnicity	2015 Jobs	2015 Percent
●	White	181	93.5%
●	Hispanic or Latino	6	3.3%
●	Black or African American	3	1.7%
●	Asian	2	0.8%
●	Two or More Races	1	0.3%
●	American Indian or Alaska Native	0	0.2%
●	Native Hawaiian or Other Pacific Islander	0	0.0%

## Occupational Programs

2 Programs (2014)		17 Completions (2014)	12 Openings (2014)
CIP Code	Program	Completions (2014)	
03.0104	Environmental Science	14	
03.0103	Environmental Studies	3	

## Industries Employing 4 Occupations

Industry	Occupation Group Jobs in Industry (2015)	% of Occupation Group in Industry (2015)	% of Total Jobs in Industry (2015)
Veterinary Services	61	31.8%	14.3%
Animal Production and Aquaculture	44	22.6%	1.5%
Local Government, Excluding Education and Hospitals	18	9.1%	0.3%
Crop Production	13	6.7%	1.3%

Race/Ethnicity	2015 Jobs	2015 Percent	
Logging	<10	3.7%	7.5%

# Appendix A - Data Sources and Calculations

## Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

## Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

## Job Postings Data

In partnership with EMSI's parent company CareerBuilder and other third party aggregators, EMSI collects its job postings data by scraping approximately 30,000 websites. EMSI then cleans the data and applies a two-step deduplication process to present an estimate of total unique postings. Normalization of data fields is performed using machine-learning technologies, which leverage not just job postings data but also CareerBuilder's extensive database of résumés and profiles.

## Hires Data

EMSI produces hires data using a proprietary methodology which incorporates data from the Quarterly Workforce indicators (QWI) and American Community Survey (ACS).

## Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

## Industry Data

EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County

Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections published by individual states.

## **State Data Sources**

This report uses state data from the following agencies: Illinois Department of Employment Security, Employment Projections; Iowa Workforce Development; Wisconsin Department of Workforce Development, Bureau of Workforce Information

## Attachment H.

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This new program is a result of the work done under the two “Career Pathways” GPR grants “Breaking Down the Silos-Career Pathways in Agriculture I & II”. As seen in the attached minutes, the development of specific program emphasize enhancements (Agronomy, Animal Science, and Agribusiness Management) to the existing Agribusiness Science & Technology associate degree were developed over the course of this two-year grant project and included input from a diverse cross section of the agricultural industry. Additionally, between 2013 and 2015 Southwest Tech sought input from other WTCS districts and three highly respected agriculture colleges outside of Wisconsin (Lake Area Technical College, Ridgewater College, and South Central College). Additionally, Southwest Tech has sought input and partnerships with the Wisconsin Department of Agriculture, Trade, and Consumer Protection, and the Wisconsin Association of Agricultural Educators.

### **SOUTHWEST WISCONSIN TECHNICAL COLLEGE OFFICIAL MINUTES**

**MEETING OF:** Agri-Business/Science Technology Advisory Committee Meeting

**DATE &  
TIME:** November 20, 2014 – 12 p.m.

**LOCATION:** Southwest Wisconsin Technical College, Room 493

**MEMBERS  
PRESENT:** Jerry Brunner Corey Hartbecke  
Jamie Horsfall

**MEMBERS  
ABSENT:** Jack Carlson Kory Stalsberg  
Tracy Brunton Kevin Raisbeck  
Arin Crooks

**STAFF  
PRESENT:** Paul Cutting Christina Winch

**STUDENTS  
PRESENT:** Jared White Chet Scott

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator & Derek Dachelet, Dean of Industry, Trades, & Ag

Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have

quality employees for the future. We are always looking at new things to make our programs better and stronger.

Field Experience in Agri-Business Report: About 10 years ago, Paul Cutting began offering an option for students to enroll in a 3 credit summer course for industry exposure in other regions across the country. This course is like a classroom on wheels, as students spend 7 or 8 days in a van. As a group, the students select one of the following options for the course theme: animal industry, value added in sustainable agriculture, emerging technology and trends, or agricultural diversity production and marketing. Agricultural diversity production and marketing was the focus course the students chose this year and 10 students traveled from Fennimore to New Orleans. The students shared a PowerPoint demonstration of places they visited during their trip. This summer course is optional and not required for graduation, and students pay for 3 credits of tuition and expenses.

Field Test Plot Update: This is the 3<sup>rd</sup> production year of the plot which consisted of 10 acres soybeans and 7 acres corn. \$10,000 dollars for 2014 crops. After paying rent to the college, the remaining money is used for student professional development at the college. A Career Center staff member, Pete, and Paul went to the Lands End summer sale and purchased clothes so students in the Ag programs have a set of clothes for interviews. Finney Implement and CASE IH provides equipment for setup and use for planting and harvesting. Reddy Ag Service provides crop inputs. Every student is going to harvest some corn before they leave the program. This fall some deep tilling was done to see how it works for next year's crops.

Technical Skill Attainment-Program Outcomes: Kristal Davenport, Instructional Technology Support Specialist

Technical Skill Attainment (TSA) is a state initiative of direct measures to see if students are ready for employment. Dairy Herd will start phase 1 and Ag Power is starting phase 2. When reviewing Phase 2 in the advisory meeting, it needs to be documented in the minutes as approved if you like it.

Discussion on GPR Grant: *Breaking Down the Silos-Career Pathways in Agriculture*

- Summary of Best Practices College Tour – Paul
- Discussion to identify agriculture job opportunities and corresponding skill sets needed

We applied for a GRP grant and received additional funding to look at other career pathways for entry level jobs in our industry. Today, we are going to consider what we should be doing over the next couple of years to focus on career opportunities for our students/programs. Our current programs are built in a silo, and we should be looking at the synergies between all the programs and maybe break down these silos. We will be holding two more meetings to collect feedback from other individuals outside of the advisory committees.

How do we get students from outside of our district? With declining K-12 enrollments, we need to look at other avenues and continue to grow within agriculture. Results were shared of a survey that was sent to our high school agriculture instructors to answer some questions relating to students that are sitting in their classrooms currently. Feedback was also provided relating to job opportunities within our district and if there are any gaps that Southwest Tech is not meeting the needs of.

Program curriculum was shared for Agri-business/Science Technology, Agricultural Power & Equipment Technician, and Dairy Herd Management. Job posting analytics was shared for 15 counties surrounding our area for 21 O\*Net related occupations.

In August Paul, Pete, Jeff, Derek, and Sue Price from UW-Platteville did a 3-day road trip to three other colleges outside of Wisconsin for some best practices on how they structured their ag programs and to help us determine where Southwest Tech could go. The three colleges visited were Ridgewater College, Lake Area Technical Institute, and South Central Technical College. These were all three very good colleges doing the same thing, but differently. The main focus is: what are our student needs, employer needs, and how can our college meet these needs. If we can have offerings that complement each other, it would be a strength for all involved. We would like some initial direction and thoughts from you as to where the college should go. Meeting attendees were broken into four groups to complete the ag career pathways-entry level careers for industry clusters.

The Agri-business/Science Technology advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Agri-business/Science Technology program.

Meeting was called to order at 2:30 p.m. Jamie Horsfall was elected as Chairperson.

Minutes from the December 4, 2013 meeting were presented. Motion by Jerry Brunner to accept the minutes as written, 2<sup>nd</sup> by Corey Hartbecke, motion passed.

#### Instructor Report & Program Review

Application numbers for next fall are good. Current numbers are: students in 4<sup>th</sup> semester = 0, students in 3<sup>rd</sup> semester = 24, students in 2<sup>nd</sup> semester = 4, students in 1<sup>st</sup> semester = 31, waiting list students enrolled in available students = 0, and Individual Technical Studies (ITS) students = 4. There are three new students to start in December. Discussed what an ITS student was and what they do. It is important for students to take the required courses for each semester and not go over and beyond that. There are a total of 25 students signed up for the program next year and are wondering if we will need to run two sections again or not. Decisions will be based upon the end of the second semester. We will also have to add more facility if we run two sections of each year.

Paul provided an overview sheet with data on activities that have or will be occurring, including marketing activities. Internships went well for summer 2014, and the plans are underway for next year 2015 internships. We have 35 possible homes to find for this group of individuals. Companies have already come in to do interviews and more to come. The field experience course should run for next summer. At this time, we have 12-15 people asking to go. At Fall Leadership conference, three of Southwest Tech Agribusiness students sought and were elected to the State Office.

The farmland lab demonstration was a great success. We are in a partnership with Reddy Ag in Stitzer. They donated items to make different row spacing's to see if there is more a less success with narrower rows. We made a profit of \$8800. The crops ran great. This money was put into the scholarship foundation to help any students entering an agriculture program.

Discussed next semester’s classes and who will be teaching what. Paul will be teaching all second year Agribusiness students and then giving up Plant Science but will be teaching Nutrient Management and Precision Agriculture. Christina will be leaving the Animal Nutrition side and will be teaching Plant Science and Principles of Pest Management. Sue Price, retired teacher from the University of Wisconsin Platteville, will be teaching the Animal Nutrition class.

There was also talk about transfer students. There are many high schools around the area that are doing transcribed credit. These are credits that you can take in high school that apply towards college classes that we offer here. Some classes are Animal Science, Accounting and Plant Science.

Program Modification/General Education Report

Introductory Statistics seems to be a continuous problem with the Agribusiness students to graduate. More than one half of the class doesn’t pass, preventing them from graduation. We have come up with an opportunity to change that. We are still going to offer Introductory Statistics for those who want to transfer to a four year college; and for those not pursuing the 4 year track will take Math with Business Applications. This course will help students gain knowledge about mortgages and interest. Jerry motioned to modify the curriculum to be Introductory Statistics or Math with Business Applications. Cory seconded it. Motion was passed.

Advisory Committee: Member Input

No specific items were discussed outside of the numerous items mentioned above.

Other Business:

Discussion regarding online classes. If there were to be a total of 25 students, could some of them take the classes online? How hard would it be? Time consuming?

Motion to adjourn, seconded, motion carried. Meeting adjourned at 4:10 p.m.

Minutes submitted by Chet Scott

---

<b>MEETING OF:</b>	Agricultural Power & Equipment Technician Advisory Committee Meeting	
<b>DATE &amp; TIME:</b>	November 20, 2014 – 12 p.m.	
<b>LOCATION:</b>	Southwest Wisconsin Technical College, Room 493	
<b>MEMBERS PRESENT:</b>	Jerry Buening John Finney Steve Brogley	Kurt Lucey Jon Saleska
<b>MEMBERS ABSENT:</b>	Clint Freiburger Geoff Lee	Seth Oliver
<b>STAFF PRESENT:</b>	Pete Hoffman Amy Loy	John Kvigne Derek Dachelet



<b>GUEST</b>	Lee Fiedler (WITC)	Russell Lindner (Mid-State Equipment)
<b>PRESENT:</b>	Josh Harris (Scott Implement)	Eric Johannesen (Iowa-Grant School District)

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator and Derek Dachelet, Dean of Industry, Trades, & Ag

Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

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The Agricultural Power & Equipment Technician advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Ag Power program.

Minutes from the December 4, 2013 meeting were presented by Pete Hoffman. Motion by Steve Brogley to accept the minutes as written, 2<sup>nd</sup> by Jerry Buening, motion passed.

#### 7. Program Report: Instructors

- a. Enrollment Report: John Kvigne reported that his first year program accepted 22 students and two dropped out of the program. Current enrollment is 20 students. Enrollment in the second year is currently at 20 students. This represents a 100% return from the previous year. Applications for 2015-16 are very strong and there is already a waiting list.
- b. Program Activities: A report was given during the lunch session on the various activities that the Ag Power students conduct within the Ag Demonstration Plot. National Ag Day within the WTCS was hosted in the Ag Power labs. Governor Walker and other dignitaries were in attendance along with industry partners and producers for the event. Pete and John also reported on industry tours that they incorporate into the curriculum. Various technical activity projects done within the curriculum were discussed and the importance of industry parts. The importance and interaction with the spare parts industry was a specific area of discussion. On December 10, 2014 both years of the program will be visiting the CASE IH Magnum Plant and taking an industry tour. It was recommended that the instructors consider visiting the SnapOn plant in Kenosha or the Briggs & Stratton plant while in Racine visiting with CASE IH.
- c. Program Promotion: Participate in every College recruitment and promotion activity. Additionally, the instructors have personal interaction with interested students both on campus and through high school activities. Pete reported on a new Hartung Brothers scholarship to benefit Ag Power students. Other donations largely go to supporting student club activities. In-kind donations continue to be important to offset costs associated with purchasing equipment and supplies.
- d. Placement Opportunities: Many students in the second year program are already employed and job opportunities are strong for graduates. Many internships are turning into full-time career opportunities. Employers interested in hiring students are encouraged to work with the program instructors to partner on placing students in internships.
- e. Program Budget: Pete Hoffman reported that capital items and program operations budgets will be set in the next month. Pete solicited input on tools/equipment that the program should consider purchasing in the next budget. Donations of in-kind items were also solicited and good dialogue occurred on potential donations. Feedback was collected on training opportunities. The Briggs & Stratton "Master Service Tech" was discussed and the feedback is that these are transferable skills. Eric Johannesen from Iowa Grant High School also reported that he puts some of his high school students through the MST program. The employers present shared other program opportunities in small engine/consumer products by Kohler & Honda.

- f. Graduate Placement Report, Employer Survey, Student Satisfaction Survey, Score Cards: Multiple job offers from employers and Pete and John both reported that employers are working to partner with the College and engage students through donations, job fairs, in-class donations.
  - g. QRP Improvement Plan Progress: This item was discussed at length during the day because the QRP is due for Ag Power. The group had met the entire day and an outside report out on QRP would be coming out after this meeting.
8. General Education Report: Gen Ed Instructor(s): Kelly Knox was not able to attend the meeting due to a teaching conflict. Her written report to the group was that the Ag Power students are responsive positively to the Gen Eds and this is a reflection of the program instructors supporting the importance of Gen Eds.
  9. Technical Skills Attainment (TSA): Amy Loy handed out TSA information and gave a report on the current progress of TSA in Ag Power. Amy shared the results from recent meetings that happened statewide with TSA. These items were validated by the advisory board and a motion was made by Jon Saleska to accept the TSA outcomes, seconded by Russell Lindner, motion passed. The one item of critical feedback was that "safety" did not appear in the welding curriculum area.

#### Target Program Outcomes

- 1 Repair electrical systems
- 2 Analyze an electronic system
- 3 Repair hydraulic systems
- 4 Repair internal combustion engines
- 5 Repair power trains/transmissions
- 6 Follow industry safety standards

#### Rating Scale

Value	Description
MET	Met the program outcome performance standard/criteria.
NOT MET	Did not meet the program outcome performance standard/criteria.

#### Scoring Standard

To meet the requirements of the technical skill outlined in the program outcome, all criterion must receive a MET".

#### Scoring Guide

Criteria	Ratings	
<b>1 Repair electrical systems</b>	<b>Met</b>	<b>Not Met</b>
Learner diagnoses circuitry	Met	Not Met
Learner diagnoses lighting and accessory circuits	Met	Not Met
Learner diagnoses charging circuits	Met	Not Met
Learner uses diagnostic tools and resources	Met	Not Met
Learner repairs and rebuilds to manufacturer's specifications	Met	Not Met
<b>2 Analyze an electronic system</b>	<b>Met</b>	<b>Not Met</b>
Learner uses computer-based diagnostics	Met	Not Met
Learner verifies electrical communications within system	Met	Not Met
Learner uses diagnostic tools and resources	Met	Not Met
<b>3 Repair hydraulic systems</b>	<b>Met</b>	<b>Not Met</b>
Learner diagnoses hydraulic flow and pressure	Met	Not Met
Learner uses diagnostic tools and resources	Met	Not Met
Learner replaces or rebuilds hydraulic components to manufacturer's specifications	Met	Not Met
<b>4 Repair internal combustion engines</b>	<b>Met</b>	<b>Not Met</b>
Learner diagnoses spark ignition engine	Met	Not Met
Learner diagnoses diesel engine conditions	Met	Not Met
Learner repairs engine to manufacturer's specifications	Met	Not Met
Learner uses diagnostic tools and resources	Met	Not Met
<b>5 Repair power trains/transmissions</b>	<b>Met</b>	<b>Not Met</b>
Learner diagnoses power train conditions	Met	Not Met
Learner uses diagnostic tools and resources	Met	Not Met
Learner repairs and rebuilds a power train to manufacturer's specifications	Met	Not Met
<b>6 Follow industry safety standards</b>	<b>Met</b>	<b>Not Met</b>
Learner adheres to campus and industry policy standards	Met	Not Met
Learner practices electrical/electronic safety standards in the work place	Met	Not Met
Learner practices hydraulic safety standards in the work place	Met	Not Met
Learner practices power train safety standards in the work place	Met	Not Met
Learner practices engine safety standards in the work place	Met	Not Met

10. Shop Safety: New safety concerns happening in industry were discussed and input solicited. Pete shared that he recently visited a local dealership that is limiting customer access to the shop floor. Industry partners shared that many shops are not allowing customer on the floor without escorts, steel toe shoes, and safety glasses. The feedback is that our program should mimic industry expectations. Steel toe shoes, prescription glasses that have a safety rating, etc. should be seen as a required purchase like tools. In short, the request was to find ways for the program to mimic the "real world".
11. Program Modifications: No program modifications were discussed.
12. Advisory Board Feedback/Future Trends: Industry feedback was that we need to be considering subjects like: Precision Agriculture/GPS, increases in safety requirements due to insurance requirements and OSHA. Some safety skillsets would be forklift training cards, MSDS/Fluids, lift training, etc.

Meeting adjourned. Minutes submitted by Derek Dachelet

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**MEETING OF:** Dairy Herd Management Advisory Committee Meeting

**DATE & TIME:** November 20, 2014 – 12 p.m.

**LOCATION:** Southwest Wisconsin Technical College, Room 493

**MEMBERS PRESENT:** Dan Steffensmeier Tom Friar  
Suzie Jackson Peggy Breitsprecker

**MEMBERS ABSENT:** Mark Brown John Gile

**STAFF PRESENT:** Jeff Dornink Chantel Hampton

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator & Derek Dachelet, Dean of Industry, Trades, & Ag

Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

Field Experience in Agri-Business Report: About 10 years ago, Paul Cutting began offering an option for students to enroll in a 3 credit summer course for industry exposure in other regions across the country. This course is like a classroom on wheels, as students spend 7 or 8 days in a van. As a group, the students select one of the following options for the course theme: animal industry, value added in sustainable agriculture, emerging technology and trends, or agricultural diversity production and marketing. Agricultural diversity production and marketing was the focus course the students chose this year and 10 students traveled from Fennimore to New Orleans. The students shared a PowerPoint demonstration of places they visited during their trip. This summer course is optional and not required for graduation, and students pay for 3 credits of tuition and expenses.

Field Test Plot Update: This is the 3<sup>rd</sup> production year of the plot which consisted of 10 acres soybeans and 7 acres corn. \$10,000 dollars for 2014 crops. After paying rent to the college, the remaining money is used for student professional development at the college. A Career Center staff member, Pete, and Paul went to the Lands End summer sale and purchased clothes so students in the Ag programs have a set of clothes for interviews. Finney Implement and CASE IH provides equipment for setup and use for planting and harvesting. Reddy Ag Service provides crop inputs. Every student is going to harvest some corn before they leave the program. This fall some deep tilling was done to see how it works for next year's crops.

Technical Skill Attainment-Program Outcomes: Kristal Davenport, Instructional Technology Support Specialist

Technical Skill Attainment (TSA) is a state initiative of direct measures to see if students are ready for employment. Dairy Herd will start phase 1 and Ag Power is starting phase 2. When reviewing Phase 2 in the advisory meeting, it needs to be documented in the minutes as approved if you like it.

Discussion on GPR Grant: *Breaking Down the Silos-Career Pathways in Agriculture*

- Summary of Best Practices College Tour – Paul
- Discussion to identify agriculture job opportunities and corresponding skill sets needed

We applied for a GRP grant and received additional funding to look at other career pathways for entry level jobs in our industry. Today, we are going to consider what we should be doing over the next couple of years to focus on career opportunities for our students/programs. Our current programs are built in a silo, and we should be looking at the synergies between all the programs and maybe

break down these silos. We will be holding two more meetings to collect feedback from other individuals outside of the advisory committees.

How do we get students from outside of our district? With declining K-12 enrollments, we need to look at other avenues and continue to grow within agriculture. Results were shared of a survey that was sent to our high school agriculture instructors to answer some questions relating to students that are sitting in their classrooms currently. Feedback was also provided relating to job opportunities within our district and if there are any gaps that Southwest Tech is not meeting the needs of.

Program curriculum was shared for Agri-business/Science Technology, Agricultural Power & Equipment Technician, and Dairy Herd Management. Job posting analytics was shared for 15 counties surrounding our area for 21 O\*Net related occupations.

In August Paul, Pete, Jeff, Derek, and Sue Price from UW-Platteville did a 3-day road trip to three other colleges outside of Wisconsin for some best practices on how they structured their ag programs and to help us determine where Southwest Tech could go. The three colleges visited were Ridgewater College, Lake Area Technical Institute, and South Central Technical College. These were all three very good colleges doing the same thing, but differently. The main focus is: what are our student needs, employer needs, and how can our college meet these needs. If we can have offerings that complement each other, it would be a strength for all involved. We would like some initial direction and thoughts from you as to where the college should go. Meeting attendees were broken into four groups to complete the ag career pathways-entry level careers for industry clusters.

The Dairy Herd Management advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Dairy Herd Management program.

Meeting was called to order at 2:30 p.m.

Welcome and introductions were made.

Minutes from the December 4, 2013 meeting were presented. Motion to accept the minutes as written, seconded, motion passed.

#### Instructor Report & Program Review

Group discussion centered on the GPR grant and future initiatives that are proposed through the grant. After clarification of some topics discussed in the round-table discussion, the group fully endorsed the proposal set forth by the grant.

Jeff advised the members that the 2015-2016 year would be the next QRP site visit. Updates on the last QRP visit is that we are on track to meet the revised QRP report.

December 12, 2014 is the date selected for TSA meetings to be held at the state office in Madison WI. Jeff will represent DHM at this meeting.

The final item for discussion was a capital budget purchase of a refractometer. The group suggested and voted unanimously to approve the purchase of 4 refractometers at the cost of \$650.00 per item.

Motion to adjourn, seconded, motion carried. Meeting adjourned at 3:30 p.m.

Minutes submitted by Jeff Dornink

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**MEETING OF:** Farm Business & Production Management Advisory Committee Meeting

**DATE &  
TIME:** November 20, 2014 – 12 p.m.

**LOCATION:** Southwest Wisconsin Technical College, Room 493

**MEMBERS  
PRESENT:** Laurie Makos Lynda Schweikert  
Mike Ryan

**MEMBERS  
ABSENT:** Steve Achenbach Gretchen Kamps  
Josh Bailie Troy Lobdell  
Sarah Daugherty Joe Klein  
Tim Jones Shari Zenz  
Dennis Hottenstein  
Ginger Jacobs

**STAFF  
PRESENT:** Deb Ihm Jody Millin  
JoAnn Peterson

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator & Derek Dachelet, Dean of Industry, Trades, & Ag

Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

Field Experience in Agri-Business Report: About 10 years ago, Paul Cutting began offering an option for students to enroll in a 3 credit summer course for industry exposure in other regions across the country. This course is like a classroom on wheels, as students spend 7 or 8 days in a van. As a group, the students select one of the following options for the course theme: animal industry, value added in sustainable agriculture, emerging technology and trends, or agricultural diversity production and marketing. Agricultural diversity production and marketing was the focus course the students chose this year and 10 students traveled from Fennimore to New Orleans. The students shared a PowerPoint demonstration of places they visited during their trip. This summer course is optional and not required for graduation, and students pay for 3 credits of tuition and expenses.

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How do we get students from outside of our district? With declining K-12 enrollments, we need to look at other avenues and continue to grow within agriculture. Results were shared of a survey that was sent to our high school agriculture instructors to answer some questions relating to students that are sitting in their classrooms currently. Feedback was also provided relating to job opportunities within our district and if there are any gaps that Southwest Tech is not meeting the needs of.

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The Farm Business & Production Management advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Farm Business & Production Management program.

Meeting was called to order at 2:30 p.m.

Minutes from the December 4, 2013 meeting were presented. Motion to accept the minutes as written, seconded, motion passed.

9. Conversation took place about farmers and what skills they should have to complete the Entry-Level Careers cluster document. Question was raised if we need to break these down into a Beginning Farmer or Advanced Farmer. It was determined we could have three levels that could be considered: Exploring, Target/Focused, and Transitioning Out.
  - a. Possibilities for the future that were mentioned: greenhouse or grow house at Southwest Tech; Hoop House – course on how to set it up; offer a program in Ag Finance; and CSA track (local food markets – develop a certificate for this).
10. All programs have a TSA and have outcomes that students need to meet. Last year, FBPM changed their model to Business & Industry. We have to approve what our program would like as an assessment. Last year, we approved the program outcomes at the advisory meeting. Each outcome has more specific skills/criteria that they have to meet. These skills/criteria have been set across the state for the FBPM programs. Do we approve these skills/criteria for the FBPM? Motion by Lynda to approve, seconded by Mike. Motion passed.
11. Current list of courses was shared which consists of: Beginning Farm Management will start in January; Advanced Farm Management is running right now; Guidelines for Farm Success might be pushed back; and Nutrient Management is currently running in Seneca and Fennimore. Individual on farm time to work with one of the FBPM instructors is also available for farmers. An email should be sent to all county agencies, including the County Executive Directors, with a list of FBPM course offerings.
12. FBPM is a Business & Industry Model and can charge differently. There are no expectations that we need to be a cost recovery program, but we need to recover more costs than we have in the past. We are making good strides in this direction, and recently have received a lot of grant funding that has impacted our revenue.
13. Grants:
  - a. DATCP Goats is a 2 year grant to explore the goat industry and educational needs. We are in year one of the grant in exploring the educational needs right now. We will be creating an advisory board. Looking for us to come out with some sort of curriculum/certificate to meet the needs for the Midwest, not just our area.
  - b. Nutrient Management Farmer-Written Plans – training producers to write their own nutrient management plans. Bulk of the dollars of the grant are given back to the producers to support their soil expenses and tuition. FBPM instructor salary/fringe is not part of this grant.

- c. Rural Development Partners – Meister Cheese has received some money through Rural Development Partners for expanding their business. In turn, they have provided a grant opportunity which we have received. Grant activities include providing tuition assistance to our farmers enrolled in Advanced Farm Management, Beginning Farm Management, and individual assistance; providing a dairy financial seminar and farm succession course, and working with Riverdale HS on articulation with agriculture programs.
  - d. UW-P NIFA – last year wrote curriculum for a one-credit weeklong class for under grad students that have a non-Agriculture background but could likely be working in an agriculture field. In May, the class will be offered for four days on production ag at the UW Platteville Pioneer Farm.
  - e. Farm Benchmarking - Our college and other colleges in the WTCS contribute farm financial data to FINBIN database. The Wisconsin data is used to generate our annual report that benchmarks against other farmers.
14. Deb will be speaking on behalf of the FBPM program at the Ag Women Summit and WI Bankers Association in the spring of 2015.
15. Following are classes to consider teaching:
- a. Livestock Management – facilities, housing & animal comfort
  - b. Financial Management – machinery management
  - c. Crop Management – nitrogen management/cover crops
  - d. Beginning Farm Management
  - e. Nutrient Management
    - i. If in the Farmland Preservation Program, individuals have to have a plan by 12/31/15.
  - f. Commodity Marketing
  - g. Dairy Financial Seminar (RDP Grant)
  - h. Goat classes
  - i. Local Food
  - j. Intermediate QuickBooks
16. Technology/Tools to consider implementing: GPS, drones, iPad

Motion to adjourn at 3:45 p.m., seconded, motion carried. Meeting adjourned.

Minutes submitted by Jody Millin

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**Minutes-Dairy Goat Advisory Committee Meeting**

**Thursday January 22, 2015 10:00 a.m.**

**Southwest Tech Campus Room 493**

**Members Present:** Larry Hendrich, Patricia Lund, Norm Monsen, Barry Midtling, Dr. Chris Duemler, Cody Taft, Jeanne Meier, Joe Gingerch, Nathalie Schattner, Katlyne Hill, and Remy Colas

**Staff Present:** Deb Ihm, Edmund Ruff, and Clare Heberlein

**Meeting was called to order. Welcome/introductions were given.**

8. **Overview of Southwest Tech Dairy Goat Grant Project** – Deb Ihm began the meeting by telling the group about Southwest Tech’s work on the DATCP Goat Grant thus far. The college received the grant in June of 2014 and immediately began dialog with producers, shadowing Montchevre’s field representative, and visiting the Woolwich manufacturing facility. Clare Heberlien joined the

project in December after the resignation of a previous faculty member and began organizing the Dairy Goat Advisory Committee.

9. **History of Southwest Tech Dairy Goat Work** – Previously Southwest Tech has offered a 2-day workshop to the goat industry in 2009, with approximately 20 participants. The Farm Business & Production Management instructor team has also worked with a few commercial dairy goat producers through the adult farm management classes and individual on-farm assistance. In 2014, Southwest Tech offered a Producer and Processor breakfast during the Focus on Goats Meeting and conducted a survey at that meeting to gain knowledge of the needs of the goat industry as a whole.
10. **Review of existing Wisconsin Technical College System (WTCS) Goat Curriculum**-Clare Heberlein presented two curriculum options currently available for use in a potential goat course.
  - The first curriculum option was a DACUM curriculum outline compiled by industry representatives, technical college instructors, and producers. Currently this is available for use in the technical college system. It covers the areas needed for instruction and the competencies that would go with each area. (See Attached DACUM Curriculum)
  - The second curriculum option was developed by Southwest Tech through another agriculture related grant. This curriculum outlines the whole goat industry including meat and mohair. It lists the course competencies and assessment strategies for each area. (See Attached Curriculum)
11. **Overview of producers and processors survey from Focus on Goats Breakfast** – Clare presented a power point presentation including the key eight areas that were listed as highest need from Southwest Tech’s previously conducted producer and processors survey at the 2014 Focus on Goats Conference. (See Attached Power Point)
12. **Small group sessions** - The Advisory Board split into small groups and worked together to discuss and address in more detail the eight areas that were listed as highest need from the producer and processors survey. Each group recorded their notes for the eight topics. In a large group setting, the eight topics were reviewed again and confirmed to be viable areas of focus when developing curriculum for the dairy goat industry. (See Attached Notes on the 8 Topics)
13. **Dairy Goat Management Certificate proposal** –The Advisory Committee discussed what a dairy goat certificate might look like at the college. It was established that there should be two Dairy Goat Management Certificates, one for beginner producers and another for advanced producers.

Beginning	Advanced
Records	Records
Starting your business	
8 key topics referenced earlier	

Animal Welfare	Animal Welfare
Business Plan	Business Plan
Johnes – CAE – CL – Mycoplasma	
Herd Health Plan	
Consumers	
Legislation	Legislation

<b>Skills: Beginning</b>	<b>Skills: Advanced</b>
Hoof trimming	Year Herd Plan
Milking Standard Operating Procedures (SOPs)	Management Skills – SOPs
Labor and Delivery	Genetic Evaluation – Judging
Start kids – colostrum & milk	Breeding Plans
Dehorning	Dairy Comp
Vaccines	
Tubing	
DHIA	

The committee also identified the following key topics that impact profitability of commercial goat farms:

- Production levels on a per animal basis
- Minimizing feed cost – corn gluten – by products – growing own feed – (costs/working with others, on a share type operation )
- Animal health – udder health – lab information such as SSC and Plate Counts
- Employees – management, training, and profitability

**Establishment of financial benchmarks for dairy goat farms:** Deb led a discussion on FINPACK software from University of Minnesota Center for Farm Financial Management and how it would be of value to the dairy goat industry to have a database of financial information.

#### **14. Highlight other activities in the grant**

- Focus on Goats Conference-It was established through our discussion that Focus on Goats is a conference of value to the industry and should be continued on a semi-annual basis. It was also discussed that the previous Focus on Goats Committee had disbanded and a new one would need to be established. Southwest Tech is willing to offer some limited leadership and perhaps contracted employee services to help with the collaboration of another Focus on Goats Conference. Funding for the conference is limited and would need vendors to help supply the financial needs. The Advisory Committee established that the conference should be changed to one day only and should continue to include the cheese reception.
- Establishment of a Southwest Tech Foundation Dairy Goat Fund – Southwest Tech has the ability to start a fund for the goat project (to include scholarship funding, curriculum and workshop potential needs as well) through the Southwest Tech Foundation. It was decided

that there is a need for such a fund and the question was posed as to how much money would be needed to open a fund. Deb Ihm agreed to find out more about what would be required to start a fund through the foundation and report back at the next advisory meeting.

A second Advisory Committee meeting will be scheduled in September or October of 2015.

Respectfully Submitted,

Clare Heberlein

Farm Business & Production Management Instructor

## **Attachment I.**

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Direct input from other WTCS districts was collected via email and during face-to-face discussions with campus leaders in agriculture at events like the Wisconsin Association of Agricultural Educators annual conference, and various WTCS state-called meetings between 2013 and 2015.

**Below is an email sent to the colleges. We received three responses from other colleges in which all had positive feedback and no objections.**

From: Derek Dachelet [<mailto:ddachelet@swtc.edu>]  
Sent: Thursday, September 03, 2015 3:33 PM  
To: [alsupkir@matc.edu](mailto:alsupkir@matc.edu); [JAlt@madisoncollege.edu](mailto:JAlt@madisoncollege.edu); Cattelino, Mike A. <[cattelin@fvtc.edu](mailto:cattelin@fvtc.edu)>; [randy.deli@witc.edu](mailto:randy.deli@witc.edu); [gamerj@westernnc.edu](mailto:gamerj@westernnc.edu); [shorvath1@morainepark.edu](mailto:shorvath1@morainepark.edu); [amy.kox@nwtc.edu](mailto:amy.kox@nwtc.edu); [mdenk1@cvtc.edu](mailto:mdenk1@cvtc.edu); [gmconoughey@blackhawk.edu](mailto:gmconoughey@blackhawk.edu); [pietz@ntc.edu](mailto:pietz@ntc.edu); Tenpas, Randy S <[tenpas@fvtc.edu](mailto:tenpas@fvtc.edu)>; [rlzogbaum@madisoncollege.edu](mailto:rlzogbaum@madisoncollege.edu); [koukarir@gtc.edu](mailto:koukarir@gtc.edu); [Rich.Hoerth@gotoltc.edu](mailto:Rich.Hoerth@gotoltc.edu); [tstanton@cvtc.edu](mailto:tstanton@cvtc.edu); [patrick.staszak@gotoltc.edu](mailto:patrick.staszak@gotoltc.edu); [awebling@cvtc.edu](mailto:awebling@cvtc.edu); [Woodhouse@madisoncollege.edu](mailto:Woodhouse@madisoncollege.edu); Zillmer, Ronald E <[Ronald.Zillmer@mstc.edu](mailto:Ronald.Zillmer@mstc.edu)>  
Cc: Deb Ihm <[dihm@swtc.edu](mailto:dihm@swtc.edu)>; Jody Millin <[jmillin@swtc.edu](mailto:jmillin@swtc.edu)>; Phil Thomas <[pthomas@swtc.edu](mailto:pthomas@swtc.edu)>  
Subject: New Agriculture Offerings at Southwest Tech - Concept Review

Hi All,

Southwest Tech is in the Concept Review phase of launching multiple new agriculture-based programs. I believe that either Deb Ihm or myself have spoken with almost everyone on this email at some point in the last two years about our overall plan to revamp our agriculture programs in an effort to develop new ag-industry career pathway offerings for our District. The first programs we plan to launch are three pathways developed from our existing associate degree in Agribusiness. Instead of having one comprehensive Agribusiness program, students in 2016 will have the ability to pick from three tracks within the field of agribusiness (Agronomy, Animal Science, & Management). These would be three new associate degree programs. We feel that this will serve our students well as they pursue agricultural careers in their specialization. These programs also mesh nicely with our Farm Operations & Management programs that we anticipate starting in 2017.

The fourth program for your consideration is an expansion of our existing Dairy Herd Management technical diploma to a 2-year technical diploma in Farm Operations & Management – Dairy. The second year of the programs enhances student pathway options and includes advanced technical skills in dairy herd management and agribusiness management that the modern dairy farmer must have. This is the first of four new programs in farm operations that Southwest Tech will be rolling out between the 2016 and 2017 school year. We will retain the existing 1-year technical diploma as a technician pathway option and also as a way for students to more seamlessly take the 1-year dairy herd program and then finish their associate degree in Agribusiness – Animal Science. All those offerings will be run under associate degree codes in order to allow us to continue and expand our articulations agreements with UW-Platteville and other universities with agriculture programs.

Thank you for any feedback on these four new offerings.

Derek

Derek Dachelet, Ph.D.  
Dean of Industry, Trades, & Agriculture  
Southwest Tech  
1800 Bronson Blvd., Fennimore, WI 53809  
Office: 608.822.2417 Mobile: 608.732.6276  
[ddachelet@swtc.edu](mailto:ddachelet@swtc.edu)

Proposed Program Title : Agribusiness Science & Technology – Agronomy

Tentative Program Description: The Agribusiness Science & Technology associate degree program with an agronomy emphasis prepares students for entry into career fields focused on producing and using plants for food, fuel, and fiber. Agronomy encompasses work in the areas of plant genetics, plant physiology, meteorology, and soil science. Students taking the agronomy track of Agribusiness Science & Technology will explore exciting technologies and techniques like biotechnology, plant breeding, soil science, pest control, precision farming, and sustainable agriculture. Agronomists today are involved with many issues including producing food, creating healthier food, managing environmental impact of agriculture, and extracting energy from plants. In addition to a solid foundation of agronomy, students completing the Associate degree in Agribusiness Science & Technology – Agronomy will also develop skills in business management that agriculture industry employers look for when hiring.

Occupational Area to be Served (occupational title and Standard Occupational Classification (SOC Code) :

13-1021 Buyers and Purchasing Agents, Farm Products  
19-2041 Environmental Scientists and Specialists, Including Health  
19-4093 Forest and Conservation Technicians  
19-4099 Life, Physical, and Social Science Technicians, All Other  
45-1011 First-Line Supervisors of Farming, Fishing, and Forestry Workers  
45-2041 Graders and Sorters, Agricultural Products

Mean Starting Hourly Salary: \$21.43/hour Median Earnings

Proposed Program Title : Agribusiness Science & Technology – Animal Science

Tentative Program Description: The Agribusiness/Science Technology associate degree program with an animal science emphasis prepares students for entry into the field of marketing, sales, and production of animal products and animal management operations. Animal Science students explore advances in animal nutrition and health, livestock housing, meat and milk quality, reproduction, and animal selection and improvement. Additionally, students taking this associate degree program also take courses in agribusiness management as they prepare for managerial careers in the agriculture industry sector.

Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) :

19-2041 Environmental Scientists and Specialists, Including Health

31-9096 Veterinary Assistants and Laboratory Animal Caretakers

33-9011 Animal Control Workers

45-1011 First-Line Supervisors of Farming, Fishing, and Forestry Workers

Mean Starting Hourly Salary: \$19.83/hour Median Earnings

Proposed Program Title : Agribusiness Science & Technology – Agribusiness Management

Tentative Program Description: The Agribusiness/Science Technology associates degree program with an agribusiness management emphasize prepares students for entry into the dynamic field of agriculture business management. The program includes a broad mix of agriculture-related classes related to agricultural input supply, agricultural production, agricultural finance, commodity assembly and processing, and agricultural marketing. Additionally, students taking this program also choose from electives in animal and plant science as they prepare for managerial careers in the agriculture industry sector.

Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) :

11-2022 Sales Managers

11-9013 Farmers, Ranchers, and Other Agricultural Managers

13-1111 Management Analysts

13-2041 Credit Analysts

13-2072 Loan Officers

41-3031 Securities, Commodities, and Financial Services Sales Agents

45-2011 Agricultural Inspectors

Mean Starting Hourly Salary: \$17.56/hour Median Earnings

Proposed Program Title: Farm Operations & Management – Dairy

Tentative Program Description: The Dairy Herd Management technical diploma program provides training in business management, livestock, crops, finances, record-keeping, feeding, housing, breeding, and milking. Students gain the knowledge to maintain a productive, healthy dairy herd, learn computerized records analysis, and study genetics and marketing. Operating a profitable and progressive dairy farm in today's agricultural climate involves learning to work smarter, not just harder. Successful operations are built on solid herdsman skills, effective management skills, and use of technology.

Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) :

11-9013 Farmers, Ranchers, and Other Agricultural Managers

19-4011 Agricultural and Food Science Technicians

45-1011 First-Line Supervisors of Farming, Fishing, and Forestry Workers



45-2021 Animal Breeders  
45-2091 Agricultural Equipment Operators  
45-2092 Farmworkers and Laborers, Crop, Nursery, and Greenhouse  
45-2093 Farmworkers, Farm, Ranch, and Aquacultural Animals

Mean Starting Hourly Salary: \$12.11/hour Median Earnings

Responses to Email:

Re: New Agriculture Offerings at Southwest Tech - Concept Review Cattelino, Mike A.  
[cattelin@fvtc.edu] You replied on 9/13/2015 2:41 PM.

Sent: Thursday, September 03, 2015 4:14 PM

To: Derek Dachelet

Derek,

We have been running the embedded technical diplomas (Dairy, Agronomy, Management) within our Ag-Business program for a couple of years now. Not ready to claim statistical success yet but from all indications it is working for the students. Some have left after one year, others have stayed three years to get a TD and an AAS. Depends on the individual goals.

Mike Cattelino, Associate Dean  
Manufacturing and Agriculture Technologies Division  
Fox Valley Technical College

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RE: New Agriculture Offerings at Southwest Tech - Concept Review Zillmer, Ronald E  
[Ronald.Zillmer@mstc.edu]

Sent: Friday, September 04, 2015 8:15 AM

To: Derek Dachelet

Cc: Morgan, Carrie ([carrie.morgan@wtcsystem.edu](mailto:carrie.morgan@wtcsystem.edu)) Derek,

This is great stuff. I asked Carrie to include time at our next meeting to discuss new programs and sharing experiences from districts that have made changes to their delivery model. I would like to hear more about this process and follow the results. MSTC is looking at growing AG and potentially changing our delivery model for FBPM. Your experience and data could help other districts.

Ron

---

From: Gamer, Joshua [GamerJ@westernnc.edu]

Sent: Wednesday, September 09, 2015 9:07 PM

To: Derek Dachelet

Subject: RE: New Agriculture Offerings at Southwest Tech - Concept Review

Hi Derek-

I like the thoughts included here. A track in agronomy seems especially vital. This support job in the ag field is a growth area and is connected to sustainable ag practices. The proposed operations focused one is intriguing. How does this differ than the Farm Business component which we all have?

Do you see it as a replacement at some point? Would the farm business program transfer into the operations track? The 100 level courses seem appropriate in order to ensure transferability as well as keep the cost to the college down as opposed to 300 level courses.

Josh

Joshua J. Gamer  
Dean- Integrated Technology Division  
Western Technical College

RE: New Agriculture Offerings at Southwest Tech - Concept Review Derek Dachelet

Sent: Sunday, September 13, 2015 2:53 PM

To: Gamer, Joshua [GamerJ@westerntc.edu]

Cc: Deb Ihm

Hi Josh,

Thanks for the feedback. No, the Farm Ops programs launching in 2017 won't take the place of FBPM. Our three trainers in FBPM offer direct producer training. With that said, every one of our students going through Farm Ops will have some interaction and possible courses or technical assistance with the FBPM staff. We are currently working out all the different ways we can have synergy between the program students on the FBPM trainers. We have been asked to make a short presentation on our program and FBPM changes during the next statewide meeting.

Derek

## **Attachment K**

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This Concept Review will be presented to the Southwest Wisconsin Technical College District Board at their September 24, 2015 meeting. Approval will be forwarded to the WTCS Office after that date.

**PROGRAM APPROVAL CRITERIA and SIGNATURE**

- l. Validate the Concept Review information (use strike-out and bolding and/or attach narrative as necessary to modify any criteria previously reviewed in the Concept Review stage).
- m. Response to issues/concerns raised by the State Board at the Concept Review (attach).
- n. Pathway and Laddering opportunities (attach).
- o. Documentation of costs: Fill in the worksheet. (\*Attach narrative if CAI > 1.25).

	Estimates for the proposed program (to the nearest \$100)
1. Total Capital Costs (if > \$50,000)	
2. Total Instructional (Function 1) Costs	
3. Estimated Student FTEs	
4. Program Instructional Costs/FTE	
5. Average Cost/FTE (from Schedule B)	
6. Cost Analysis Indicator (CAI)*	

- p. Analysis of the cost/benefit to district stakeholders. (attach).

**Signed:** \_\_\_\_\_

**President or Instructional Services Administrator**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
Business  
Office staff

- ☐ CONCEPT REVIEW
- ☐ PROGRAM APPROVAL

Wisconsin Technical  
College System

System Office Response (TC-OCCCRPA-1B)

Date Received: \_\_\_\_\_ Program Number: \_\_\_\_\_

Program Title: \_\_\_\_\_

District: \_\_\_\_\_

Date Routed: \_\_\_\_\_

Check One: \_\_\_\_\_ Technical Diploma (Code 30) \_\_\_\_\_

Associate Degree (Code 10) \_\_\_\_\_ Technical Diploma (Code 31) \_\_\_\_\_

Apprenticeship – New to State \_\_\_\_\_ Technical Diploma (Code 32) \_\_\_\_\_

(Code 50) \_\_\_\_\_

Primary Education Director Recommendation: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Education Director

\_\_\_\_\_  
Associate Vice President

Date:

*Upon approval of Concept Review, district may continue with Program Approval.  
Upon Program Approval, District may submit electronic course files.*

***D. Program Concept Review: Agribusiness Science & Technology –  
Agribusiness Management***

Deb Ihm, Agriculture Coordinator and Farm Business & Production Management Instructor, will present the Concept Review for an associate of applied science degree in Agribusiness Science & Technology – Agribusiness Management. The Concept Review is available below.

**Recommendation:** Approve the Concept Review for an associate of applied science degree in Agribusiness Science & Technology – Agribusiness Management.

CONCEPT REVIEW/PROGRAM APPROVAL  
District Request (TC-OCCCRPA-1A)

Wisconsin Technical  
College System

For Applied Associate Degree (Code 10), Technical Diploma (Codes 30, 31, and 32), and  
Apprenticeship (Code 50).

District: Southwest Wisconsin Technical College\_ Date: 9/2/15

Program Title: **Agribusiness Science & Technology – Agribusiness Management**

Program Aid Code and Number: 10-006-7

District Contact Person : Derek Dachelet Phone : 608-822-2417

Primary Education Director : Carrie Morgan Phone : 608-266-2654

For Program Approval Stage:

Date of State Board Concept Review Approval Date : \_\_\_\_\_

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**CONCEPT REVIEW CRITERIA and SIGNATURE**

- a. Proposed Aid Code and Proposed Program Number : 10-006-7
- b. Proposed Program Title : Agribusiness Science & Technology – Agribusiness Management
- c. Tentative Program Description: The Agribusiness/Science Technology associates degree program with an agribusiness management emphasis prepares students for entry into the dynamic field of agriculture business management. The program includes a broad mix of agriculture-related classes related to agricultural input supply, agricultural production, agricultural finance, commodity assembly and processing, and agricultural marketing. Additionally, students taking this program also choose from electives in animal and plant science as they prepare for managerial careers in the agriculture industry sector.
- d. Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) : 11-2022 Sales Managers; 11-9013 Farmers, Ranchers, and Other Agricultural Managers; 13-1111 Management Analysts; 13-2041 Credit Analysts; 13-2072 Loan Officers; 41-3031 Securities, Commodities, and Financial Services Sales Agents; 45-2011 Agricultural Inspectors
- e. Mean Starting Hourly Salary: ~~\$17.56/hour~~ Median Earnings
- f. Source of Single Source Request (If applicable): N/A
- g. Analysis of how this program supports employment demand: (attached)
- h. Documentation of member participation and outcomes of the Ad Hoc group (attached)
- i. Summary of initial discussions with other WTCS districts offering a similar or same program (attached).
- j. Expected State Board “Program Approval” meeting date: 1/26/16 (If not the meeting immediately following the Concept Review meeting, attach narrative)
- k. Documentation of District Board Approval of the Concept Review (attached)



☒ Notification of districts with the same or similar program has been completed.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
President or Instructional Services  
Administrator

## Occupation Overview

# Associate Degree Agri-Business Science & Technology: Business Management



1800 Bronson Boulevard  
Fennimore, Wisconsin 53809

# Parameters

## Occupations

Code	Description
11-2022	Sales Managers
11-9013	Farmers, Ranchers, and Other Agricultural Managers
13-1111	Management Analysts
13-2041	Credit Analysts
13-2072	Loan Officers
41-3031	Securities, Commodities, and Financial Services Sales Agents
45-2011	Agricultural Inspectors

## Regions

Code	Description
17085	Jo Daviess County, IL
19043	Clayton County, IA
19061	Dubuque County, IA
55023	Crawford County, WI
55043	Grant County, WI
55049	Iowa County, WI
55065	Lafayette County, WI
55103	Richland County, WI

## Timeframe

2013 - 2023

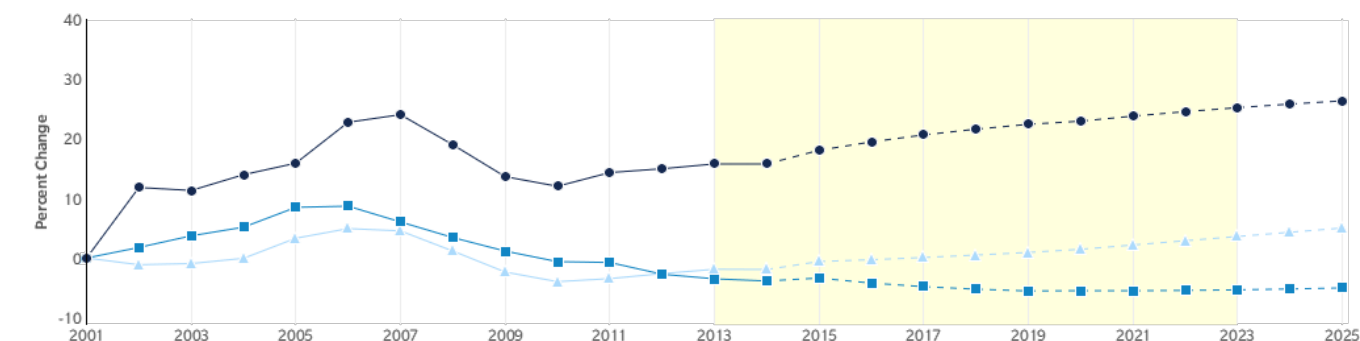
## Datarun

7 Occupations in 8 Counties

## Occupation Summary for 7 Occupations

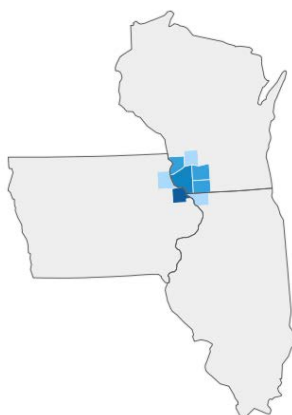
<b>3,369</b> <b>Jobs (2015)</b> 62% above National average	<b>8.2%</b> <b>% Change (2013-2023)</b> Nation: 5.6%	<b>\$17.56/hr</b> <b>Median Hourly Earnings</b> Nation: \$32.83/hr
--	--	--

## Regional Trends



	Region	2013 Jobs	2023 Jobs	Change	% Change
●	Region	3,303	3,573	270	8.2%
■	Wisconsin	56,616	55,530	-1,086	-1.9%
▲	United States	2,368,949	2,501,642	132,693	5.6%


## Regional Breakdown



County	2023 Jobs
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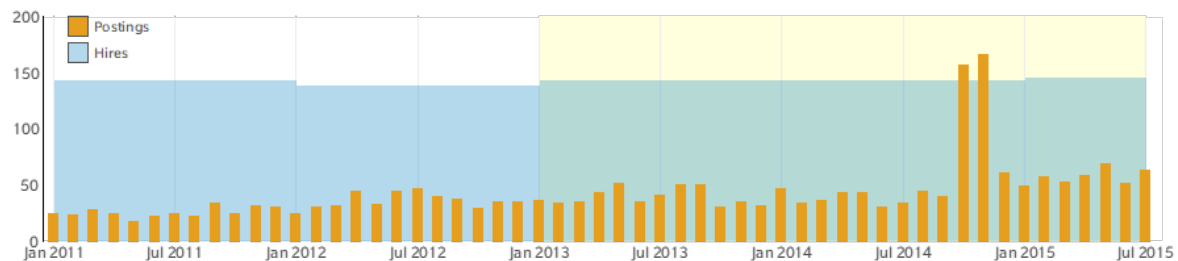
County	2023 Jobs
Dubuque County, IA	901
Grant County, WI	898
Lafayette County, WI	446
Iowa County, WI	412
Crawford County, WI	345

## Job Postings Summary

<b>63</b> <b>Unique Postings (Jul 2015)</b>  258 Total Postings	<b>4 : 1</b> <b>Posting Intensity (Jul 2015)</b> Regional Average: 8 : 1 
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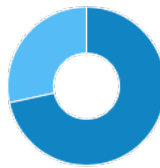
## Postings vs. Hires

<b>52</b> <b>Avg. Monthly Postings (Jan 2013 - Jul 2015)</b>	<b>144</b> <b>Avg. Monthly Hires (Jan 2013 - Jul 2015)</b>
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Occupation	Avg Monthly Postings (Jan 2013 - Jul 2015)	Avg Monthly Hires (Jan 2013 - Jul 2015)
Securities, Commodities, and Financial Services Sales Agents	18	5
Management Analysts	14	10
Sales Managers	12	10
Loan Officers	5	6
Credit Analysts	2	1
Farmers, Ranchers, and Other Agricultural Managers	1	112
Agricultural Inspectors	0	1

## Occupation Gender Breakdown



	Gender	2015 Jobs	2015 Percent
•	Males	2,413	71.6%
•	Females	955	28.4%

## Occupation Age Breakdown




	Age	2015 Jobs	2015 Percent
•	14-18	21	0.6%
•	19-24	165	4.9%
•	25-34	501	14.9%
•	35-44	673	20.0%
•	45-54	897	26.6%
•	55-64	660	19.6%
•	65+	451	13.4%

## Occupation Race/Ethnicity Breakdown



	Race/Ethnicity	2015 Jobs	2015 Percent
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	Race/Ethnicity	2015 Jobs	2015 Percent
●	White	3,317	98.5% 
●	Hispanic or Latino	17	0.5%
●	Asian	13	0.4%
●	Black or African American	13	0.4%
●	Two or More Races	6	0.2%
●	American Indian or Alaska Native	2	0.0%
●	Native Hawaiian or Other Pacific Islander	1	0.0%

## Occupational Programs

12 Programs (2014)		666 Completions (2014)	141 Openings (2014)
CIP Code	Program	Completions (2014)	
52.0201	Business Administration and Management, General	308	
52.0301	Accounting	87	
01.0901	Animal Sciences, General	82	
01.0102	Agribusiness/Agricultural Business Operations	73	
52.1401	Marketing/Marketing Management, General	34	

## Industries Employing 7 Occupations

Industry	Occupation Group Jobs in Industry (2015)	% of Occupation Group in Industry (2015)	% of Total Jobs in Industry (2015)
Animal Production and Aquaculture	1,602	47.6%	53.9%
Crop Production	572	17.0%	57.3%
Commercial Banking	328	9.7%	15.9%
Credit Unions	81	2.4%	17.1%
Portfolio Management	73	2.2%	12.0%

# Appendix A - Data Sources and Calculations

## Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

## Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

## Job Postings Data

In partnership with EMSI's parent company CareerBuilder and other third party aggregators, EMSI collects its job postings data by scraping approximately 30,000 websites. EMSI then cleans the data and applies a two-step deduplication process to present an estimate of total unique postings. Normalization of data fields is performed using machine-learning technologies, which leverage not just job postings data but also CareerBuilder's extensive database of résumés and profiles.

## Hires Data

EMSI produces hires data using a proprietary methodology which incorporates data from the Quarterly Workforce indicators (QWI) and American Community Survey (ACS).

## Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

## Industry Data

EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections published by individual states.



## State Data Sources

This report uses state data from the following agencies: Illinois Department of Employment Security, Employment Projections; Iowa Workforce Development; Wisconsin Department of Workforce Development, Bureau of Workforce Information

## Attachment H.

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This new program is a result of the work done under the two “Career Pathways” GPR grants “Breaking Down the Silos-Career Pathways in Agriculture I & II”. As seen in the attached minutes, the development of specific program emphasize enhancements (Agronomy, Animal Science, and Agribusiness Management) to the existing Agribusiness Science & Technology associate degree were developed over the course of this two-year grant project and included input from a diverse cross section of the agricultural industry. Additionally, between 2013 and 2015 Southwest Tech sought input from other WTCS districts and three highly respected agriculture colleges outside of Wisconsin (Lake Area Technical College, Ridgewater College, and South Central College). Additionally, Southwest Tech has sought input and partnerships with the Wisconsin Department of Agriculture, Trade, and Consumer Protection, and the Wisconsin Association of Agricultural Educators.

### **SOUTHWEST WISCONSIN TECHNICAL COLLEGE OFFICIAL MINUTES**

**MEETING OF:** Agri-Business/Science Technology Advisory Committee Meeting

**DATE &  
TIME:** November 20, 2014 – 12 p.m.

**LOCATION:** Southwest Wisconsin Technical College, Room 493

**MEMBERS  
PRESENT:** Jerry Brunner Corey Hartbecke  
Jamie Horsfall

**MEMBERS  
ABSENT:** Jack Carlson Kory Stalsberg  
Tracy Brunton Kevin Raisbeck  
Arin Crooks

**STAFF  
PRESENT:** Paul Cutting Christina Winch

**STUDENTS  
PRESENT:** Jared White Chet Scott

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator & Derek Dachelet, Dean of Industry, Trades, & Ag

Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have

quality employees for the future. We are always looking at new things to make our programs better and stronger.

Field Experience in Agri-Business Report: About 10 years ago, Paul Cutting began offering an option for students to enroll in a 3 credit summer course for industry exposure in other regions across the country. This course is like a classroom on wheels, as students spend 7 or 8 days in a van. As a group, the students select one of the following options for the course theme: animal industry, value added in sustainable agriculture, emerging technology and trends, or agricultural diversity production and marketing. Agricultural diversity production and marketing was the focus course the students chose this year and 10 students traveled from Fennimore to New Orleans. The students shared a PowerPoint demonstration of places they visited during their trip. This summer course is optional and not required for graduation, and students pay for 3 credits of tuition and expenses.

Field Test Plot Update: This is the 3<sup>rd</sup> production year of the plot which consisted of 10 acres soybeans and 7 acres corn. \$10,000 dollars for 2014 crops. After paying rent to the college, the remaining money is used for student professional development at the college. A Career Center staff member, Pete, and Paul went to the Lands End summer sale and purchased clothes so students in the Ag programs have a set of clothes for interviews. Finney Implement and CASE IH provides equipment for setup and use for planting and harvesting. Reddy Ag Service provides crop inputs. Every student is going to harvest some corn before they leave the program. This fall some deep tilling was done to see how it works for next year's crops.

Technical Skill Attainment-Program Outcomes: Kristal Davenport, Instructional Technology Support Specialist

Technical Skill Attainment (TSA) is a state initiative of direct measures to see if students are ready for employment. Dairy Herd will start phase 1 and Ag Power is starting phase 2. When reviewing Phase 2 in the advisory meeting, it needs to be documented in the minutes as approved if you like it.

Discussion on GPR Grant: *Breaking Down the Silos-Career Pathways in Agriculture*

- Summary of Best Practices College Tour – Paul
- Discussion to identify agriculture job opportunities and corresponding skill sets needed

We applied for a GRP grant and received additional funding to look at other career pathways for entry level jobs in our industry. Today, we are going to consider what we should be doing over the next couple of years to focus on career opportunities for our students/programs. Our current programs are built in a silo, and we should be looking at the synergies between all the programs and maybe break down these silos. We will be holding two more meetings to collect feedback from other individuals outside of the advisory committees.

How do we get students from outside of our district? With declining K-12 enrollments, we need to look at other avenues and continue to grow within agriculture. Results were shared of a survey that was sent to our high school agriculture instructors to answer some questions relating to students that are sitting in their classrooms currently. Feedback was also provided relating to job opportunities within our district and if there are any gaps that Southwest Tech is not meeting the needs of.

Program curriculum was shared for Agri-business/Science Technology, Agricultural Power & Equipment Technician, and Dairy Herd Management. Job posting analytics was shared for 15 counties surrounding our area for 21 O\*Net related occupations.

In August Paul, Pete, Jeff, Derek, and Sue Price from UW-Platteville did a 3-day road trip to three other colleges outside of Wisconsin for some best practices on how they structured their ag programs and to help us determine where Southwest Tech could go. The three colleges visited were Ridgewater College, Lake Area Technical Institute, and South Central Technical College. These were all three very good colleges doing the same thing, but differently. The main focus is: what are our student needs, employer needs, and how can our college meet these needs. If we can have offerings that complement each other, it would be a strength for all involved. We would like some initial direction and thoughts from you as to where the college should go. Meeting attendees were broken into four groups to complete the ag career pathways-entry level careers for industry clusters.

The Agri-business/Science Technology advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Agri-business/Science Technology program.

Meeting was called to order at 2:30 p.m. Jamie Horsfall was elected as Chairperson.

Minutes from the December 4, 2013 meeting were presented. Motion by Jerry Brunner to accept the minutes as written, 2<sup>nd</sup> by Corey Hartbecke, motion passed.

#### Instructor Report & Program Review

Application numbers for next fall are good. Current numbers are: students in 4<sup>th</sup> semester = 0, students in 3<sup>rd</sup> semester = 24, students in 2<sup>nd</sup> semester = 4, students in 1<sup>st</sup> semester = 31, waiting list students enrolled in available students = 0, and Individual Technical Studies (ITS) students = 4. There are three new students to start in December. Discussed what an ITS student was and what they do. It is important for students to take the required courses for each semester and not go over and beyond that. There are a total of 25 students signed up for the program next year and are wondering if we will need to run two sections again or not. Decisions will be based upon the end of the second semester. We will also have to add more facility if we run two sections of each year.

Paul provided an overview sheet with data on activities that have or will be occurring, including marketing activities. Internships went well for summer 2014, and the plans are underway for next year 2015 internships. We have 35 possible homes to find for this group of individuals. Companies have already come in to do interviews and more to come. The field experience course should run for next summer. At this time, we have 12-15 people asking to go. At Fall Leadership conference, three of Southwest Tech Agribusiness students sought and were elected to the State Office.

The farmland lab demonstration was a great success. We are in a partnership with Reddy Ag in Stitzer. They donated items to make different row spacing's to see if there is more a less success with narrower rows. We made a profit of \$8800. The crops ran great. This money was put into the scholarship foundation to help any students entering an agriculture program.

Discussed next semester’s classes and who will be teaching what. Paul will be teaching all second year Agribusiness students and then giving up Plant Science but will be teaching Nutrient Management and Precision Agriculture. Christina will be leaving the Animal Nutrition side and will be teaching Plant Science and Principles of Pest Management. Sue Price, retired teacher from the University of Wisconsin Platteville, will be teaching the Animal Nutrition class.

There was also talk about transfer students. There are many high schools around the area that are doing transcribed credit. These are credits that you can take in high school that apply towards college classes that we offer here. Some classes are Animal Science, Accounting and Plant Science.

Program Modification/General Education Report

Introductory Statistics seems to be a continuous problem with the Agribusiness students to graduate. More than one half of the class doesn’t pass, preventing them from graduation. We have come up with an opportunity to change that. We are still going to offer Introductory Statistics for those who want to transfer to a four year college; and for those not pursuing the 4 year track will take Math with Business Applications. This course will help students gain knowledge about mortgages and interest. Jerry motioned to modify the curriculum to be Introductory Statistics or Math with Business Applications. Cory seconded it. Motion was passed.

Advisory Committee: Member Input

No specific items were discussed outside of the numerous items mentioned above.

Other Business:

Discussion regarding online classes. If there were to be a total of 25 students, could some of them take the classes online? How hard would it be? Time consuming?

Motion to adjourn, seconded, motion carried. Meeting adjourned at 4:10 p.m.

Minutes submitted by Chet Scott

---

<b>MEETING OF:</b>	Agricultural Power & Equipment Technician Advisory Committee Meeting	
<b>DATE &amp; TIME:</b>	November 20, 2014 – 12 p.m.	
<b>LOCATION:</b>	Southwest Wisconsin Technical College, Room 493	
<b>MEMBERS PRESENT:</b>	Jerry Buening John Finney Steve Brogley	Kurt Lucey Jon Saleska
<b>MEMBERS ABSENT:</b>	Clint Freiburger Geoff Lee	Seth Oliver
<b>STAFF PRESENT:</b>	Pete Hoffman Amy Loy	John Kvigne Derek Dachelet

<b>GUEST</b>	Lee Fiedler (WITC)	Russell Lindner (Mid-State Equipment)
<b>PRESENT:</b>	Josh Harris (Scott Implement)	Eric Johannesen (Iowa-Grant School District)

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator and Derek Dachelet, Dean of Industry, Trades, & Ag

Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

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Technical Skill Attainment-Program Outcomes: Kristal Davenport, Instructional Technology Support Specialist Technical Skill Attainment (TSA) is a state initiative of direct measures to see if students are ready for employment. Dairy Herd will start phase 1 and Ag Power is starting phase 2. When reviewing Phase 2 in the advisory meeting, it needs to be documented in the minutes as approved if you like it.

Discussion on GPR Grant: *Breaking Down the Silos-Career Pathways in Agriculture*

- Summary of Best Practices College Tour – Paul
- Discussion to identify agriculture job opportunities and corresponding skill sets needed

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How do we get students from outside of our district? With declining K-12 enrollments, we need to look at other avenues and continue to grow within agriculture. Results were shared of a survey that was sent to our high school agriculture instructors to answer some questions relating to students that are sitting in their classrooms currently. Feedback was also provided relating to job opportunities within our district and if there are any gaps that Southwest Tech is not meeting the needs of.

Program curriculum was shared for Agri-business/Science Technology, Agricultural Power & Equipment Technician, and Dairy Herd Management. Job posting analytics was shared for 15 counties surrounding our area for 21 O\*Net related occupations.

In August Paul, Pete, Jeff, Derek, and Sue Price from UW-Platteville did a 3-day road trip to three other colleges outside of Wisconsin for some best practices on how they structured their ag programs and to help us determine where Southwest Tech could go. The three colleges visited were Ridgewater College, Lake Area Technical Institute, and South Central Technical College. These were all three very good colleges doing the same thing, but differently. The main focus is: what are our student needs, employer needs, and how can our college meet these needs. If we can have offerings that complement each other, it would be a strength for all involved. We would like some initial direction and thoughts from you as to where the college should go. Meeting attendees were broken into four groups to complete the ag career pathways-entry level careers for industry clusters.

The Agricultural Power & Equipment Technician advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Ag Power program.

Minutes from the December 4, 2013 meeting were presented by Pete Hoffman. Motion by Steve Brogley to accept the minutes as written, 2<sup>nd</sup> by Jerry Buening, motion passed.

### 13. Program Report: Instructors

- a. Enrollment Report: John Kvigne reported that his first year program accepted 22 students and two dropped out of the program. Current enrollment is 20 students. Enrollment in the second year is currently at 20 students. This represents a 100% return from the previous year. Applications for 2015-16 are very strong and there is already a waiting list.
- b. Program Activities: A report was given during the lunch session on the various activities that the Ag Power students conduct within the Ag Demonstration Plot. National Ag Day within the WTCS was hosted in the Ag Power labs. Governor Walker and other dignitaries were in attendance along with industry partners and producers for the event. Pete and John also reported on industry tours that they incorporate into the curriculum. Various technical activity projects done within the curriculum were discussed and the importance of industry parts. The importance and interaction with the spare parts industry was a specific area of discussion. On December 10, 2014 both years of the program will be visiting the CASE IH Magnum Plant and taking an industry tour. It was recommended that the instructors consider visiting the SnapOn plant in Kenosha or the Briggs & Stratton plant while in Racine visiting with CASE IH.
- c. Program Promotion: Participate in every College recruitment and promotion activity. Additionally, the instructors have personal interaction with interested students both on campus and through high school activities. Pete reported on a new Hartung Brothers scholarship to benefit Ag Power students. Other donations largely go to supporting student club activities. In-kind donations continue to be important to offset costs associated with purchasing equipment and supplies.
- d. Placement Opportunities: Many students in the second year program are already employed and job opportunities are strong for graduates. Many internships are turning into full-time career opportunities. Employers interested in hiring students are encouraged to work with the program instructors to partner on placing students in internships.
- e. Program Budget: Pete Hoffman reported that capital items and program operations budgets will be set in the next month. Pete solicited input on tools/equipment that the program should consider purchasing in the next budget. Donations of in-kind items were also solicited and good dialogue occurred on potential donations. Feedback was collected on training opportunities. The Briggs & Stratton "Master Service Tech" was discussed and the feedback is that these are transferable skills. Eric Johannesen from Iowa Grant High School also reported that he puts some of his high school students through the MST program. The employers present shared other program opportunities in small engine/consumer products by Kohler & Honda.

- f. Graduate Placement Report, Employer Survey, Student Satisfaction Survey, Score Cards: Multiple job offers from employers and Pete and John both reported that employers are working to partner with the College and engage students through donations, job fairs, in-class donations.
  - g. QRP Improvement Plan Progress: This item was discussed at length during the day because the QRP is due for Ag Power. The group had met the entire day and an outside report out on QRP would be coming out after this meeting.
14. General Education Report: Gen Ed Instructor(s): Kelly Knox was not able to attend the meeting due to a teaching conflict. Her written report to the group was that the Ag Power students are responsive positively to the Gen Eds and this is a reflection of the program instructors supporting the importance of Gen Eds.
15. Technical Skills Attainment (TSA): Amy Loy handed out TSA information and gave a report on the current progress of TSA in Ag Power. Amy shared the results from recent meetings that happened statewide with TSA. These items were validated by the advisory board and a motion was made by Jon Saleska to accept the TSA outcomes, seconded by Russell Lindner, motion passed. The one item of critical feedback was that "safety" did not appear in the welding curriculum area.

#### Target Program Outcomes

- 1 Repair electrical systems
- 2 Analyze an electronic system
- 3 Repair hydraulic systems
- 4 Repair internal combustion engines
- 5 Repair power trains/transmissions
- 6 Follow industry safety standards

#### Rating Scale

Value	Description
MET	Met the program outcome performance standard/criteria.
NOT MET	Did not meet the program outcome performance standard/criteria.

#### Scoring Standard

To meet the requirements of the technical skill outlined in the program outcome, all criterion must receive a MET".

#### Scoring Guide



	Criteria	Ratings	
<b>1</b>	<b>Repair electrical systems</b>	<b>Met</b>	<b>Not Met</b>
	Learner diagnoses circuitry	Met	Not Met
	Learner diagnoses lighting and accessory circuits	Met	Not Met
	Learner diagnoses charging circuits	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
	Learner repairs and rebuilds to manufacturer's specifications	Met	Not Met
<b>2</b>	<b>Analyze an electronic system</b>	<b>Met</b>	<b>Not Met</b>
	Learner uses computer-based diagnostics	Met	Not Met
	Learner verifies electrical communications within system	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
<b>3</b>	<b>Repair hydraulic systems</b>	<b>Met</b>	<b>Not Met</b>
	Learner diagnoses hydraulic flow and pressure	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
	Learner replaces or rebuilds hydraulic components to manufacturer's specifications	Met	Not Met
<b>4</b>	<b>Repair internal combustion engines</b>	<b>Met</b>	<b>Not Met</b>
	Learner diagnoses spark ignition engine	Met	Not Met
	Learner diagnoses diesel engine conditions	Met	Not Met
	Learner repairs engine to manufacturer's specifications	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
<b>5</b>	<b>Repair power trains/transmissions</b>	<b>Met</b>	<b>Not Met</b>
	Learner diagnoses power train conditions	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
	Learner repairs and rebuilds a power train to manufacturer's specifications	Met	Not Met
<b>6</b>	<b>Follow industry safety standards</b>	<b>Met</b>	<b>Not Met</b>
	Learner adheres to campus and industry policy standards	Met	Not Met
	Learner practices electrical/electronic safety standards in the work place	Met	Not Met
	Learner practices hydraulic safety standards in the work place	Met	Not Met
	Learner practices power train safety standards in the work place	Met	Not Met
	Learner practices engine safety standards in the work place	Met	Not Met

16. Shop Safety: New safety concerns happening in industry were discussed and input solicited. Pete shared that he recently visited a local dealership that is limiting customer access to the shop floor. Industry partners shared that many shops are not allowing customer on the floor without escorts, steel toe shoes, and safety glasses. The feedback is that our program should mimic industry expectations. Steel toe shoes, prescription glasses that have a safety rating, etc. should be seen as a required purchase like tools. In short, the request was to find ways for the program to mimic the "real world".
17. Program Modifications: No program modifications were discussed.
18. Advisory Board Feedback/Future Trends: Industry feedback was that we need to be considering subjects like: Precision Agriculture/GPS, increases in safety requirements due to insurance requirements and OSHA. Some safety skillsets would be forklift training cards, MSDS/Fluids, lift training, etc.

Meeting adjourned. Minutes submitted by Derek Dachelet

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**MEETING OF:** Dairy Herd Management Advisory Committee Meeting

**DATE & TIME:** November 20, 2014 – 12 p.m.

**LOCATION:** Southwest Wisconsin Technical College, Room 493

**MEMBERS PRESENT:** Dan Steffensmeier Tom Friar  
Suzie Jackson Peggy Breitsprecker

**MEMBERS ABSENT:** Mark Brown John Gile

**STAFF PRESENT:** Jeff Dornink Chantel Hampton

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator & Derek Dachelet, Dean of Industry, Trades, & Ag

Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

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Field Test Plot Update: This is the 3<sup>rd</sup> production year of the plot which consisted of 10 acres soybeans and 7 acres corn. \$10,000 dollars for 2014 crops. After paying rent to the college, the remaining money is used for student professional development at the college. A Career Center staff member, Pete, and Paul went to the Lands End summer sale and purchased clothes so students in the Ag programs have a set of clothes for interviews. Finney Implement and CASE IH provides equipment for setup and use for planting and harvesting. Reddy Ag Service provides crop inputs. Every student is going to harvest some corn before they leave the program. This fall some deep tilling was done to see how it works for next year's crops.

Technical Skill Attainment-Program Outcomes: Kristal Davenport, Instructional Technology Support Specialist

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Discussion on GPR Grant: *Breaking Down the Silos-Career Pathways in Agriculture*

- Summary of Best Practices College Tour – Paul
- Discussion to identify agriculture job opportunities and corresponding skill sets needed

We applied for a GRP grant and received additional funding to look at other career pathways for entry level jobs in our industry. Today, we are going to consider what we should be doing over the next couple of years to focus on career opportunities for our students/programs. Our current programs are built in a silo, and we should be looking at the synergies between all the programs and maybe

break down these silos. We will be holding two more meetings to collect feedback from other individuals outside of the advisory committees.

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In August Paul, Pete, Jeff, Derek, and Sue Price from UW-Platteville did a 3-day road trip to three other colleges outside of Wisconsin for some best practices on how they structured their ag programs and to help us determine where Southwest Tech could go. The three colleges visited were Ridgewater College, Lake Area Technical Institute, and South Central Technical College. These were all three very good colleges doing the same thing, but differently. The main focus is: what are our student needs, employer needs, and how can our college meet these needs. If we can have offerings that complement each other, it would be a strength for all involved. We would like some initial direction and thoughts from you as to where the college should go. Meeting attendees were broken into four groups to complete the ag career pathways-entry level careers for industry clusters.

The Dairy Herd Management advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Dairy Herd Management program.

Meeting was called to order at 2:30 p.m.

Welcome and introductions were made.

Minutes from the December 4, 2013 meeting were presented. Motion to accept the minutes as written, seconded, motion passed.

#### Instructor Report & Program Review

Group discussion centered on the GPR grant and future initiatives that are proposed through the grant. After clarification of some topics discussed in the round-table discussion, the group fully endorsed the proposal set forth by the grant.

Jeff advised the members that the 2015-2016 year would be the next QRP site visit. Updates on the last QRP visit is that we are on track to meet the revised QRP report.

December 12, 2014 is the date selected for TSA meetings to be held at the state office in Madison WI. Jeff will represent DHM at this meeting.

The final item for discussion was a capital budget purchase of a refractometer. The group suggested and voted unanimously to approve the purchase of 4 refractometers at the cost of \$650.00 per item.

Motion to adjourn, seconded, motion carried. Meeting adjourned at 3:30 p.m.

Minutes submitted by Jeff Dornink

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**MEETING OF:** Farm Business & Production Management Advisory Committee Meeting

**DATE &  
TIME:** November 20, 2014 – 12 p.m.

**LOCATION:** Southwest Wisconsin Technical College, Room 493

**MEMBERS  
PRESENT:** Laurie Makos Lynda Schweikert  
Mike Ryan

**MEMBERS  
ABSENT:** Steve Achenbach Gretchen Kamps  
Josh Bailie Troy Lobdell  
Sarah Daugherty Joe Klein  
Tim Jones Shari Zenz  
Dennis Hottenstein  
Ginger Jacobs

**STAFF  
PRESENT:** Deb Ihm Jody Millin  
JoAnn Peterson

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator & Derek Dachelet, Dean of Industry, Trades, & Ag

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The Farm Business & Production Management advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Farm Business & Production Management program.

Meeting was called to order at 2:30 p.m.

Minutes from the December 4, 2013 meeting were presented. Motion to accept the minutes as written, seconded, motion passed.

17. Conversation took place about farmers and what skills they should have to complete the Entry-Level Careers cluster document. Question was raised if we need to break these down into a Beginning Farmer or Advanced Farmer. It was determined we could have three levels that could be considered: Exploring, Target/Focused, and Transitioning Out.
  - a. Possibilities for the future that were mentioned: greenhouse or grow house at Southwest Tech; Hoop House – course on how to set it up; offer a program in Ag Finance; and CSA track (local food markets – develop a certificate for this).
18. All programs have a TSA and have outcomes that students need to meet. Last year, FBPM changed their model to Business & Industry. We have to approve what our program would like as an assessment. Last year, we approved the program outcomes at the advisory meeting. Each outcome has more specific skills/criteria that they have to meet. These skills/criteria have been set across the state for the FBPM programs. Do we approve these skills/criteria for the FBPM? Motion by Lynda to approve, seconded by Mike. Motion passed.
19. Current list of courses was shared which consists of: Beginning Farm Management will start in January; Advanced Farm Management is running right now; Guidelines for Farm Success might be pushed back; and Nutrient Management is currently running in Seneca and Fennimore. Individual on farm time to work with one of the FBPM instructors is also available for farmers. An email should be sent to all county agencies, including the County Executive Directors, with a list of FBPM course offerings.
20. FBPM is a Business & Industry Model and can charge differently. There are no expectations that we need to be a cost recovery program, but we need to recover more costs than we have in the past. We are making good strides in this direction, and recently have received a lot of grant funding that has impacted our revenue.
21. Grants:
  - a. DATCP Goats is a 2 year grant to explore the goat industry and educational needs. We are in year one of the grant in exploring the educational needs right now. We will be creating an advisory board. Looking for us to come out with some sort of curriculum/certificate to meet the needs for the Midwest, not just our area.
  - b. Nutrient Management Farmer-Written Plans – training producers to write their own nutrient management plans. Bulk of the dollars of the grant are given back to the producers to support their soil expenses and tuition. FBPM instructor salary/fringe is not part of this grant.

- c. Rural Development Partners – Meister Cheese has received some money through Rural Development Partners for expanding their business. In turn, they have provided a grant opportunity which we have received. Grant activities include providing tuition assistance to our farmers enrolled in Advanced Farm Management, Beginning Farm Management, and individual assistance; providing a dairy financial seminar and farm succession course, and working with Riverdale HS on articulation with agriculture programs.
  - d. UW-P NIFA – last year wrote curriculum for a one-credit weeklong class for under grad students that have a non-Agriculture background but could likely be working in an agriculture field. In May, the class will be offered for four days on production ag at the UW Platteville Pioneer Farm.
  - e. Farm Benchmarking - Our college and other colleges in the WTCS contribute farm financial data to FINBIN database. The Wisconsin data is used to generate our annual report that benchmarks against other farmers.
22. Deb will be speaking on behalf of the FBPM program at the Ag Women Summit and WI Bankers Association in the spring of 2015.
23. Following are classes to consider teaching:
- a. Livestock Management – facilities, housing & animal comfort
  - b. Financial Management – machinery management
  - c. Crop Management – nitrogen management/cover crops
  - d. Beginning Farm Management
  - e. Nutrient Management
    - i. If in the Farmland Preservation Program, individuals have to have a plan by 12/31/15.
  - f. Commodity Marketing
  - g. Dairy Financial Seminar (RDP Grant)
  - h. Goat classes
  - i. Local Food
  - j. Intermediate QuickBooks

24. Technology/Tools to consider implementing: GPS, drones, iPad

Motion to adjourn at 3:45 p.m., seconded, motion carried. Meeting adjourned.

Minutes submitted by Jody Millin

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**Minutes-Dairy Goat Advisory Committee Meeting**

**Thursday January 22, 2015 10:00 a.m.**

**Southwest Tech Campus Room 493**

**Members Present:** Larry Hendrich, Patricia Lund, Norm Monsen, Barry Midtling, Dr. Chris Duemler, Cody Taft, Jeanne Meier, Joe Gingerch, Nathalie Schattner, Katlyne Hill, and Remy Colas

**Staff Present:** Deb Ihm, Edmund Ruff, and Clare Heberlein

**Meeting was called to order. Welcome/introductions were given.**

15. **Overview of Southwest Tech Dairy Goat Grant Project** – Deb Ihm began the meeting by telling the group about Southwest Tech’s work on the DATCP Goat Grant thus far. The college received the grant in June of 2014 and immediately began dialog with producers, shadowing Montchevre’s field representative, and visiting the Woolwich manufacturing facility. Clare Heberlien joined the

project in December after the resignation of a previous faculty member and began organizing the Dairy Goat Advisory Committee.

16. **History of Southwest Tech Dairy Goat Work** – Previously Southwest Tech has offered a 2-day workshop to the goat industry in 2009, with approximately 20 participants. The Farm Business & Production Management instructor team has also worked with a few commercial dairy goat producers through the adult farm management classes and individual on-farm assistance. In 2014, Southwest Tech offered a Producer and Processor breakfast during the Focus on Goats Meeting and conducted a survey at that meeting to gain knowledge of the needs of the goat industry as a whole.
17. **Review of existing Wisconsin Technical College System (WTCS) Goat Curriculum**-Clare Heberlein presented two curriculum options currently available for use in a potential goat course.
  - The first curriculum option was a DACUM curriculum outline compiled by industry representatives, technical college instructors, and producers. Currently this is available for use in the technical college system. It covers the areas needed for instruction and the competencies that would go with each area. (See Attached DACUM Curriculum)
  - The second curriculum option was developed by Southwest Tech through another agriculture related grant. This curriculum outlines the whole goat industry including meat and mohair. It lists the course competencies and assessment strategies for each area. (See Attached Curriculum)
18. **Overview of producers and processors survey from Focus on Goats Breakfast** – Clare presented a power point presentation including the key eight areas that were listed as highest need from Southwest Tech’s previously conducted producer and processors survey at the 2014 Focus on Goats Conference. (See Attached Power Point)
19. **Small group sessions** - The Advisory Board split into small groups and worked together to discuss and address in more detail the eight areas that were listed as highest need from the producer and processors survey. Each group recorded their notes for the eight topics. In a large group setting, the eight topics were reviewed again and confirmed to be viable areas of focus when developing curriculum for the dairy goat industry. (See Attached Notes on the 8 Topics)
20. **Dairy Goat Management Certificate proposal** –The Advisory Committee discussed what a dairy goat certificate might look like at the college. It was established that there should be two Dairy Goat Management Certificates, one for beginner producers and another for advanced producers.

Beginning	Advanced
Records	Records
Starting your business	
8 key topics referenced earlier	



Animal Welfare	Animal Welfare
Business Plan	Business Plan
Johnes – CAE – CL – Mycoplasma	
Herd Health Plan	
Consumers	
Legislation	Legislation

<b>Skills: Beginning</b>	<b>Skills: Advanced</b>
Hoof trimming	Year Herd Plan
Milking Standard Operating Procedures (SOPs)	Management Skills – SOPs
Labor and Delivery	Genetic Evaluation – Judging
Start kids – colostrum & milk	Breeding Plans
Dehorning	Dairy Comp
Vaccines	
Tubing	
DHIA	

The committee also identified the following key topics that impact profitability of commercial goat farms:

- Production levels on a per animal basis
- Minimizing feed cost – corn gluten – by products – growing own feed – (costs/working with others, on a share type operation )
- Animal health – udder health – lab information such as SSC and Plate Counts
- Employees – management, training, and profitability

**Establishment of financial benchmarks for dairy goat farms:** Deb led a discussion on FINPACK software from University of Minnesota Center for Farm Financial Management and how it would be of value to the dairy goat industry to have a database of financial information.

#### **21. Highlight other activities in the grant**

- Focus on Goats Conference-It was established through our discussion that Focus on Goats is a conference of value to the industry and should be continued on a semi-annual basis. It was also discussed that the previous Focus on Goats Committee had disbanded and a new one would need to be established. Southwest Tech is willing to offer some limited leadership and perhaps contracted employee services to help with the collaboration of another Focus on Goats Conference. Funding for the conference is limited and would need vendors to help supply the financial needs. The Advisory Committee established that the conference should be changed to one day only and should continue to include the cheese reception.
- Establishment of a Southwest Tech Foundation Dairy Goat Fund – Southwest Tech has the ability to start a fund for the goat project (to include scholarship funding, curriculum and workshop potential needs as well) through the Southwest Tech Foundation. It was decided

that there is a need for such a fund and the question was posed as to how much money would be needed to open a fund. Deb Ihm agreed to find out more about what would be required to start a fund through the foundation and report back at the next advisory meeting.

A second Advisory Committee meeting will be scheduled in September or October of 2015.

Respectfully Submitted,

Clare Heberlein

Farm Business & Production Management Instructor

## Attachment I.

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Direct input from other WTCS districts was collected via email and during face-to-face discussions with campus leaders in agriculture at events like the Wisconsin Association of Agricultural Educators annual conference, and various WTCS state-called meetings between 2013 and 2015.

**Below is an email sent to the colleges. We received three responses from other colleges in which all had positive feedback and no objections.**

From: Derek Dachelet [<mailto:ddachelet@swtc.edu>]  
Sent: Thursday, September 03, 2015 3:33 PM  
To: [alsupkir@matc.edu](mailto:alsupkir@matc.edu); [JAlt@madisoncollege.edu](mailto:JAlt@madisoncollege.edu); Cattelino, Mike A. <[cattelin@fvtc.edu](mailto:cattelin@fvtc.edu)>; [randy.deli@witc.edu](mailto:randy.deli@witc.edu); [gamerj@westernnc.edu](mailto:gamerj@westernnc.edu); [shorvath1@morainepark.edu](mailto:shorvath1@morainepark.edu); [amy.kox@nwtc.edu](mailto:amy.kox@nwtc.edu); [mdenk1@cvtc.edu](mailto:mdenk1@cvtc.edu); [gmconoughey@blackhawk.edu](mailto:gmconoughey@blackhawk.edu); [pietz@ntc.edu](mailto:pietz@ntc.edu); Tenpas, Randy S <[tenpas@fvtc.edu](mailto:tenpas@fvtc.edu)>; [rlzogbaum@madisoncollege.edu](mailto:rlzogbaum@madisoncollege.edu); [koukarir@gtc.edu](mailto:koukarir@gtc.edu); [Rich.Hoerth@gotoltc.edu](mailto:Rich.Hoerth@gotoltc.edu); [tstanton@cvtc.edu](mailto:tstanton@cvtc.edu); [patrick.staszak@gotoltc.edu](mailto:patrick.staszak@gotoltc.edu); [awebling@cvtc.edu](mailto:awebling@cvtc.edu); [Woodhouse@madisoncollege.edu](mailto:Woodhouse@madisoncollege.edu); Zillmer, Ronald E <[Ronald.Zillmer@mstc.edu](mailto:Ronald.Zillmer@mstc.edu)>  
Cc: Deb Ihm <[dihm@swtc.edu](mailto:dihm@swtc.edu)>; Jody Millin <[jmillin@swtc.edu](mailto:jmillin@swtc.edu)>; Phil Thomas <[pthomas@swtc.edu](mailto:pthomas@swtc.edu)>  
Subject: New Agriculture Offerings at Southwest Tech - Concept Review

Hi All,

Southwest Tech is in the Concept Review phase of launching multiple new agriculture-based programs. I believe that either Deb Ihm or myself have spoken with almost everyone on this email at some point in the last two years about our overall plan to revamp our agriculture programs in an effort to develop new ag-industry career pathway offerings for our District. The first programs we plan to launch are three pathways developed from our existing associate degree in Agribusiness. Instead of having one comprehensive Agribusiness program, students in 2016 will have the ability to pick from three tracks within the field of agribusiness (Agronomy, Animal Science, & Management). These would be three new associate degree programs. We feel that this will serve our students well as they pursue agricultural careers in their specialization. These programs also mesh nicely with our Farm Operations & Management programs that we anticipate starting in 2017.

The fourth program for your consideration is an expansion of our existing Dairy Herd Management technical diploma to a 2-year technical diploma in Farm Operations & Management – Dairy. The second year of the programs enhances student pathway options and includes advanced technical skills in dairy herd management and agribusiness management that the modern dairy farmer must have. This is the first of four new programs in farm operations that Southwest Tech will be rolling out between the 2016 and 2017 school year. We will retain the existing 1-year technical diploma as a technician pathway option and also as a way for students to more seamlessly take the 1-year dairy herd program and then finish their associate degree in Agribusiness – Animal Science. All those offerings will be run under associate degree codes in order to allow us to continue and expand our articulations agreements with UW-Platteville and other universities with agriculture programs.

Thank you for any feedback on these four new offerings.

Derek

Derek Dachelet, Ph.D.  
Dean of Industry, Trades, & Agriculture  
Southwest Tech  
1800 Bronson Blvd., Fennimore, WI 53809  
Office: 608.822.2417 Mobile: 608.732.6276  
[ddachelet@swtc.edu](mailto:ddachelet@swtc.edu)

Proposed Program Title : Agribusiness Science & Technology – Agronomy

Tentative Program Description: The Agribusiness Science & Technology associate degree program with an agronomy emphasis prepares students for entry into career fields focused on producing and using plants for food, fuel, and fiber. Agronomy encompasses work in the areas of plant genetics, plant physiology, meteorology, and soil science. Students taking the agronomy track of Agribusiness Science & Technology will explore exciting technologies and techniques like biotechnology, plant breeding, soil science, pest control, precision farming, and sustainable agriculture. Agronomists today are involved with many issues including producing food, creating healthier food, managing environmental impact of agriculture, and extracting energy from plants. In addition to a solid foundation of agronomy, students completing the Associate degree in Agribusiness Science & Technology – Agronomy will also develop skills in business management that agriculture industry employers look for when hiring.

Occupational Area to be Served (occupational title and Standard Occupational Classification (SOC Code) :

13-1021 Buyers and Purchasing Agents, Farm Products  
19-2041 Environmental Scientists and Specialists, Including Health  
19-4093 Forest and Conservation Technicians  
19-4099 Life, Physical, and Social Science Technicians, All Other  
45-1011 First-Line Supervisors of Farming, Fishing, and Forestry Workers  
45-2041 Graders and Sorters, Agricultural Products

Mean Starting Hourly Salary: \$21.43/hour Median Earnings

Proposed Program Title : Agribusiness Science & Technology – Animal Science

Tentative Program Description: The Agribusiness/Science Technology associate degree program with an animal science emphasis prepares students for entry into the field of marketing, sales, and production of animal products and animal management operations. Animal Science students explore advances in animal nutrition and health, livestock housing, meat and milk quality, reproduction, and animal selection and improvement. Additionally, students taking this associate degree program also take courses in agribusiness management as they prepare for managerial careers in the agriculture industry sector.

Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) :

19-2041 Environmental Scientists and Specialists, Including Health

31-9096 Veterinary Assistants and Laboratory Animal Caretakers

33-9011 Animal Control Workers

45-1011 First-Line Supervisors of Farming, Fishing, and Forestry Workers

Mean Starting Hourly Salary: \$19.83/hour Median Earnings

Proposed Program Title : Agribusiness Science & Technology – Agribusiness Management

Tentative Program Description: The Agribusiness/Science Technology associates degree program with an agribusiness management emphasize prepares students for entry into the dynamic field of agriculture business management. The program includes a broad mix of agriculture-related classes related to agricultural input supply, agricultural production, agricultural finance, commodity assembly and processing, and agricultural marketing. Additionally, students taking this program also choose from electives in animal and plant science as they prepare for managerial careers in the agriculture industry sector.

Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) :

11-2022 Sales Managers

11-9013 Farmers, Ranchers, and Other Agricultural Managers

13-1111 Management Analysts

13-2041 Credit Analysts

13-2072 Loan Officers

41-3031 Securities, Commodities, and Financial Services Sales Agents

45-2011 Agricultural Inspectors

Mean Starting Hourly Salary: \$17.56/hour Median Earnings

Proposed Program Title: Farm Operations & Management – Dairy

Tentative Program Description: The Dairy Herd Management technical diploma program provides training in business management, livestock, crops, finances, record-keeping, feeding, housing, breeding, and milking. Students gain the knowledge to maintain a productive, healthy dairy herd, learn computerized records analysis, and study genetics and marketing. Operating a profitable and progressive dairy farm in today's agricultural climate involves learning to work smarter, not just harder. Successful operations are built on solid herdsman skills, effective management skills, and use of technology.

Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) :

11-9013 Farmers, Ranchers, and Other Agricultural Managers

19-4011 Agricultural and Food Science Technicians

45-1011 First-Line Supervisors of Farming, Fishing, and Forestry Workers

45-2021 Animal Breeders  
45-2091 Agricultural Equipment Operators  
45-2092 Farmworkers and Laborers, Crop, Nursery, and Greenhouse  
45-2093 Farmworkers, Farm, Ranch, and Aquacultural Animals

Mean Starting Hourly Salary: \$12.11/hour Median Earnings

Responses to Email:

Re: New Agriculture Offerings at Southwest Tech - Concept Review Cattelino, Mike A.  
[cattelin@fvtc.edu] You replied on 9/13/2015 2:41 PM.

Sent: Thursday, September 03, 2015 4:14 PM

To: Derek Dachelet

Derek,

We have been running the embedded technical diplomas (Dairy, Agronomy, Management) within our Ag-Business program for a couple of years now. Not ready to claim statistical success yet but from all indications it is working for the students. Some have left after one year, others have stayed three years to get a TD and an AAS. Depends on the individual goals.

Mike Cattelino, Associate Dean  
Manufacturing and Agriculture Technologies Division  
Fox Valley Technical College

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RE: New Agriculture Offerings at Southwest Tech - Concept Review Zillmer, Ronald E  
[Ronald.Zillmer@mstc.edu]

Sent: Friday, September 04, 2015 8:15 AM

To: Derek Dachelet

Cc: Morgan, Carrie ([carrie.morgan@wtcsystem.edu](mailto:carrie.morgan@wtcsystem.edu)) Derek,

This is great stuff. I asked Carrie to include time at our next meeting to discuss new programs and sharing experiences from districts that have made changes to their delivery model. I would like to hear more about this process and follow the results. MSTC is looking at growing AG and potentially changing our delivery model for FBPM. Your experience and data could help other districts.

Ron

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From: Gamer, Joshua [GamerJ@westernnc.edu]

Sent: Wednesday, September 09, 2015 9:07 PM

To: Derek Dachelet

Subject: RE: New Agriculture Offerings at Southwest Tech - Concept Review

Hi Derek-

I like the thoughts included here. A track in agronomy seems especially vital. This support job in the ag field is a growth area and is connected to sustainable ag practices. The proposed operations focused one is intriguing. How does this differ than the Farm Business component which we all have?

Do you see it as a replacement at some point? Would the farm business program transfer into the operations track? The 100 level courses seem appropriate in order to ensure transferability as well as keep the cost to the college down as opposed to 300 level courses.

Josh

Joshua J. Gamer  
Dean- Integrated Technology Division  
Western Technical College

RE: New Agriculture Offerings at Southwest Tech - Concept Review Derek Dachelet

Sent: Sunday, September 13, 2015 2:53 PM

To: Gamer, Joshua [GamerJ@westerntc.edu]

Cc: Deb Ihm

Hi Josh,

Thanks for the feedback. No, the Farm Ops programs launching in 2017 won't take the place of FBPM. Our three trainers in FBPM offer direct producer training. With that said, every one of our students going through Farm Ops will have some interaction and possible courses or technical assistance with the FBPM staff. We are currently working out all the different ways we can have synergy between the program students on the FBPM trainers. We have been asked to make a short presentation on our program and FBPM changes during the next statewide meeting.

Derek

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#### **Attachment K**

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This Concept Review will be presented to the Southwest Wisconsin Technical College District Board at their September 24, 2015 meeting. Approval will be forwarded to the WTCS Office after that date.

**PROGRAM APPROVAL CRITERIA and SIGNATURE**

- l. Validate the Concept Review information (use strike-out and bolding and/or attach narrative as necessary to modify any criteria previously reviewed in the Concept Review stage).
- m. Response to issues/concerns raised by the State Board at the Concept Review (attach).
- n. Pathway and Laddering opportunities (attach).
- o. Documentation of costs: Fill in the worksheet. (\*Attach narrative if CAI > 1.25).

	Estimates for the proposed program (to the nearest \$100)
1. Total Capital Costs (if > \$50,000)	
2. Total Instructional (Function 1) Costs	
3. Estimated Student FTEs	
4. Program Instructional Costs/FTE	
5. Average Cost/FTE (from Schedule B)	
6. Cost Analysis Indicator (CAI)*	

- p. Analysis of the cost/benefit to district stakeholders. (attach).

**Signed:** \_\_\_\_\_

**President or Instructional Services Administrator**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
Business  
Office staff



- ☐ CONCEPT REVIEW
- ☐ PROGRAM APPROVAL

Wisconsin Technical  
College System

System Office Response (TC-OCCCRPA-1B)

Date Received: \_\_\_\_\_ Program Number: \_\_\_\_\_

Program Title: \_\_\_\_\_

District: \_\_\_\_\_

Date Routed: \_\_\_\_\_

Check One: \_\_\_\_\_ Technical Diploma (Code 30) \_\_\_\_\_

Associate Degree (Code 10) \_\_\_\_\_ Technical Diploma (Code 31) \_\_\_\_\_

Apprenticeship – New to State \_\_\_\_\_ Technical Diploma (Code 32) \_\_\_\_\_

(Code 50) \_\_\_\_\_

Primary Education Director Recommendation: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Education Director

\_\_\_\_\_  
Associate Vice President

Date:

*Upon approval of Concept Review, district may continue with Program Approval.  
Upon Program Approval, District may submit electronic course files.*

***E. Program Concept Review: Farm Operations & Management - Dairy***

Deb Ihm, Agriculture Coordinator and Farm Business & Production Management Instructor, will present the Concept Review for a two-year technical diploma degree in Farm Operations & Management – Dairy. The Concept Review is available below.

**Recommendation:** Approve the Concept Review for a two-year technical diploma degree in Farm Operations & Management - Dairy.

CONCEPT REVIEW/PROGRAM APPROVAL  
District Request (TC-OCCCRPA-1A)

Wisconsin Technical  
College System

For Applied Associate Degree (Code 10), Technical Diploma (Codes 30, 31, and 32), and Apprenticeship (Code 50).

District: Southwest Wisconsin Technical College\_ Date: 9/2/15

Program Title: **Farm Operations & Management - Dairy**

Program Aid Code and Number: 32-080-3

District Contact Person : Derek Dachelet Phone : 608-822-2417

Primary Education Director : Carrie Morgan Phone : 608-266-2654

For Program Approval Stage:

Date of State Board Concept Review Approval Date : \_\_\_\_\_

---

**CONCEPT REVIEW CRITERIA and SIGNATURE**

- a. Proposed Aid Code and Proposed Program Number : 32-080-3
- b. Proposed Program Title : Farm Operations & Management - Dairy
- c. Tentative Program Description: The Dairy Herd Management technical diploma program provides training in business management, livestock, crops, finances, record-keeping, feeding, housing, breeding, and milking. Students gain the knowledge to maintain a productive, healthy dairy herd, learn computerized records analysis, and study genetics and marketing. Operating a profitable and progressive dairy farm in today's agricultural climate involves learning to work smarter, not just harder. Successful operations are built on solid herdsperson skills, effective management skills, and use of technology.
- d. Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) : 11-9013 Farmers, Ranchers, and Other Agricultural Managers; 19-4011 Agricultural and Food Science Technicians; 45-1011 First-Line Supervisors of Farming, Fishing, and Forestry Workers; 45-2021 Animal Breeders; 45-2091 Agricultural Equipment Operators; 45-2092 Farmworkers and Laborers, Crop, Nursery, and Greenhouse; 45-2093 Farmworkers, Farm, Ranch, and Aquacultural Animals
- e. Mean Starting Hourly Salary: \$12.11/hour Median Earnings
- f. Source of Single Source Request (If applicable): N/A
- g. Analysis of how this program supports employment demand: (attached)
- h. Documentation of member participation and outcomes of the Ad Hoc group (attached)
- i. Summary of initial discussions with other WTCS districts offering a similar or same program (attached).
- j. Expected State Board "Program Approval" meeting date: 1/26/16 (If not the meeting immediately following the Concept Review meeting, attach narrative)

k. Documentation of District Board Approval of the Concept Review (attached)

☒ Notification of districts with the same or similar program has been completed.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
President or Instructional Services  
Administrator

## Occupation Overview

**Farm Operations:**  
**2 year Technical Diploma-Dairy**  
**2 year Technical Diploma-Livestock**



1800 Bronson Boulevard  
Fennimore, Wisconsin 53809

# Parameters

## Occupations

Code	Description
11-9013	Farmers, Ranchers, and Other Agricultural Managers
19-4011	Agricultural and Food Science Technicians
45-1011	First-Line Supervisors of Farming, Fishing, and Forestry Workers
45-2021	Animal Breeders
45-2091	Agricultural Equipment Operators
45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse
45-2093	Farmworkers, Farm, Ranch, and Aquacultural Animals

## Regions

Code	Description
17085	Jo Daviess County, IL
19043	Clayton County, IA
19061	Dubuque County, IA
55023	Crawford County, WI
55043	Grant County, WI
55049	Iowa County, WI
55065	Lafayette County, WI
55103	Richland County, WI

## Timeframe

2013 - 2023

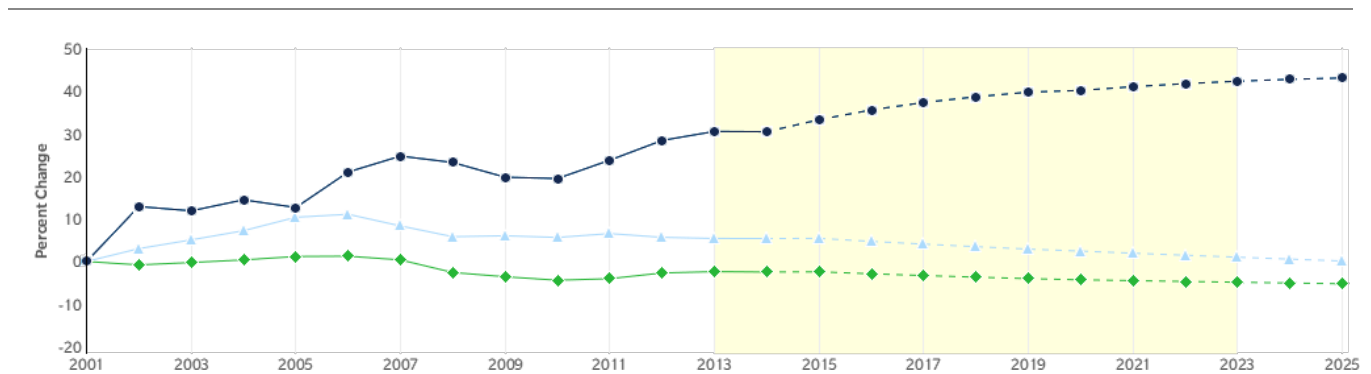
## Datarun

2015.2 – QCEW Employees, Non-QCEW Employees, and Self-Employed

## Occupation Summary for 7 Occupations

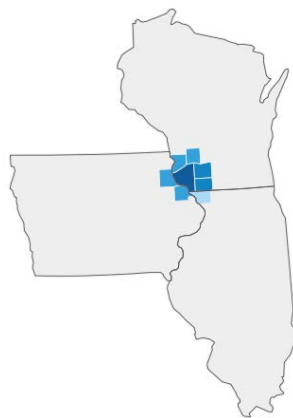
<b>3,940</b> <b>Jobs (2015)</b> 206% above National average	<b>9.0%</b> <b>% Change (2013-2023)</b> Nation: -2.6%	<b>\$12.11/hr</b> <b>Median Earnings</b> Nation: \$11.61/hr
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## Regional Trends



	Region	2013 Jobs	2023 Jobs	% Change
●	Region	3,859	4,207	9.0%
●	District plus borders	3,859	4,207	9.0%
●	Wisconsin	45,307	43,413	-4.2%
●	United States	1,490,279	1,452,227	-2.6%


## Regional Breakdown





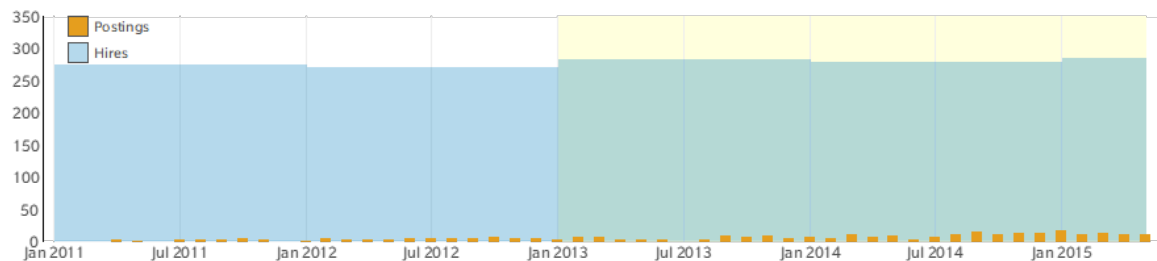
County	2023 Jobs
Grant County, WI	1,257
Lafayette County, WI	733
Iowa County, WI	606
Crawford County, WI	446
Clayton County, IA	370

## Job Postings Summary

<b>10</b> <b>Unique Postings (May 2015)</b>  10 Total Postings	<b>1 : 1</b> <b>Posting Intensity (May 2015)</b> Regional Average: 7 : 1 
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## Postings vs. Hires

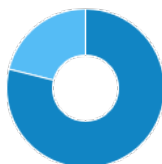
<b>8</b> <b>Avg. Monthly Postings (Jan 2013 - May 2015)</b>	<b>283</b> <b>Avg. Monthly Hires (Jan 2013 - May 2015)</b>
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Occupation	Avg Monthly Postings (Jan 2013 - May 2015)	Avg Monthly Hires (Jan 2013 - May 2015)
Agricultural Equipment Operators	4	14
Agricultural and Food Science Technicians	1	2
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	1	136
Farmers, Ranchers, and Other Agricultural Managers	1	112
First-Line Supervisors of Farming, Fishing, and Forestry Workers	1	7
Farmworkers, Farm, Ranch, and Aquacultural Animals	0	11

Occupation	Avg Monthly Postings (Jan 2013 - May 2015)	Avg Monthly Hires (Jan 2013 - May 2015)
Animal Breeders	0	1

## Occupation Gender Breakdown



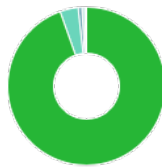
	Gender	2015 Jobs	2015 Percent	
•	Males	3,107	78.9%	<div></div>
•	Females	833	21.1%	<div></div>

## Occupation Age Breakdown



	Age	2015 Jobs	2015 Percent	
•	14-18	181	4.6%	<div></div>
•	19-24	417	10.6%	<div></div>
•	25-34	597	15.1%	<div></div>
•	35-44	652	16.6%	<div></div>
•	45-54	897	22.8%	<div></div>
•	55-64	673	17.1%	<div></div>
•	65+	524	13.3%	<div></div>

## Occupation Race/Ethnicity Breakdown



	Race/Ethnicity	2015 Jobs	2015 Percent
●	White	3,726	94.6%
●	Hispanic or Latino	146	3.7%
●	Black or African American	30	0.8%
●	Asian	24	0.6%
●	Two or More Races	8	0.2%
●	American Indian or Alaska Native	4	0.1%
●	Native Hawaiian or Other Pacific Islander	2	0.1%

## Occupational Programs

6 Programs (2013)		135 Completions (2013)	142 Openings (2013)
CIP Code	Program	Completions (2013)	
01.0102	Agribusiness/Agricultural Business Operations	59	
01.0901	Animal Sciences, General	46	
01.1102	Agronomy and Crop Science	15	
01.0306	Dairy Husbandry and Production	10	
01.1103	Horticultural Science	5	

## Industries Employing these Occupations

Industry	Occupation Group Jobs in Industry (2015)	% of Occupation Group in Industry (2015)	% of Total Jobs in Industry (2015)
Animal Production and Aquaculture	2,513	63.8%	84.6%
Crop Production	855	21.7%	85.6%
Farm Labor Contractors and Crew Leaders	242	6.1%	72.9%
Farm Supplies Merchant Wholesalers	59	1.5%	6.2%
Support Activities for Animal Production	37	0.9%	37.1%

# Appendix A - Data Sources and Calculations

## Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

## Job Postings Data

In partnership with EMSI's parent company CareerBuilder and other third party aggregators, EMSI collects its job postings data by scraping approximately 30,000 websites. EMSI then cleans the data and applies a two-step deduplication process to present an estimate of total unique postings. Normalization of data fields is performed using machine-learning technologies, which leverage not just job postings data but also CareerBuilder's extensive database of résumés and profiles.

## Hires Data

EMSI produces hires data using a proprietary methodology which incorporates data from the Quarterly Workforce indicators (QWI) and American Community Survey (ACS).

## Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

## Industry Data

EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections published by individual states.

## State Data Sources

This report uses state data from the following agencies: Illinois Department of Employment Security, Employment Projections; Iowa Workforce Development; Wisconsin Department of Workforce Development, Bureau of Workforce Information

## Attachment H.

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This new program is a result of the work done under the two “Career Pathways” GPR grants “Breaking Down the Silos-Career Pathways in Agriculture I & II”. As seen in the attached minutes, the development of specific program emphasize enhancements (Agronomy, Animal Science, and Agribusiness Management) to the existing Agribusiness Science & Technology associate degree were developed over the course of this two-year grant project and included input from a diverse cross section of the agricultural industry. Additionally, between 2013 and 2015 Southwest Tech sought input from other WTCS districts and three highly respected agriculture colleges outside of Wisconsin (Lake Area Technical College, Ridgewater College, and South Central College). Additionally, Southwest Tech has sought input and partnerships with the Wisconsin Department of Agriculture, Trade, and Consumer Protection, and the Wisconsin Association of Agricultural Educators.

### **SOUTHWEST WISCONSIN TECHNICAL COLLEGE OFFICIAL MINUTES**

**MEETING OF:** Agri-Business/Science Technology Advisory Committee Meeting

**DATE &  
TIME:** November 20, 2014 – 12 p.m.

**LOCATION:** Southwest Wisconsin Technical College, Room 493

**MEMBERS  
PRESENT:** Jerry Brunner Corey Hartbecke  
Jamie Horsfall

**MEMBERS  
ABSENT:** Jack Carlson Kory Stalsberg  
Tracy Brunton Kevin Raisbeck  
Arin Crooks

**STAFF  
PRESENT:** Paul Cutting Christina Winch

**STUDENTS  
PRESENT:** Jared White Chet Scott

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator & Derek Dachelet, Dean of Industry, Trades, & Ag

Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have

quality employees for the future. We are always looking at new things to make our programs better and stronger.

Field Experience in Agri-Business Report: About 10 years ago, Paul Cutting began offering an option for students to enroll in a 3 credit summer course for industry exposure in other regions across the country. This course is like a classroom on wheels, as students spend 7 or 8 days in a van. As a group, the students select one of the following options for the course theme: animal industry, value added in sustainable agriculture, emerging technology and trends, or agricultural diversity production and marketing. Agricultural diversity production and marketing was the focus course the students chose this year and 10 students traveled from Fennimore to New Orleans. The students shared a PowerPoint demonstration of places they visited during their trip. This summer course is optional and not required for graduation, and students pay for 3 credits of tuition and expenses.

Field Test Plot Update: This is the 3<sup>rd</sup> production year of the plot which consisted of 10 acres soybeans and 7 acres corn. \$10,000 dollars for 2014 crops. After paying rent to the college, the remaining money is used for student professional development at the college. A Career Center staff member, Pete, and Paul went to the Lands End summer sale and purchased clothes so students in the Ag programs have a set of clothes for interviews. Finney Implement and CASE IH provides equipment for setup and use for planting and harvesting. Reddy Ag Service provides crop inputs. Every student is going to harvest some corn before they leave the program. This fall some deep tilling was done to see how it works for next year's crops.

Technical Skill Attainment-Program Outcomes: Kristal Davenport, Instructional Technology Support Specialist

Technical Skill Attainment (TSA) is a state initiative of direct measures to see if students are ready for employment. Dairy Herd will start phase 1 and Ag Power is starting phase 2. When reviewing Phase 2 in the advisory meeting, it needs to be documented in the minutes as approved if you like it.

Discussion on GPR Grant: *Breaking Down the Silos-Career Pathways in Agriculture*

- Summary of Best Practices College Tour – Paul
- Discussion to identify agriculture job opportunities and corresponding skill sets needed

We applied for a GRP grant and received additional funding to look at other career pathways for entry level jobs in our industry. Today, we are going to consider what we should be doing over the next couple of years to focus on career opportunities for our students/programs. Our current programs are built in a silo, and we should be looking at the synergies between all the programs and maybe break down these silos. We will be holding two more meetings to collect feedback from other individuals outside of the advisory committees.

How do we get students from outside of our district? With declining K-12 enrollments, we need to look at other avenues and continue to grow within agriculture. Results were shared of a survey that was sent to our high school agriculture instructors to answer some questions relating to students that are sitting in their classrooms currently. Feedback was also provided relating to job opportunities within our district and if there are any gaps that Southwest Tech is not meeting the needs of.

Program curriculum was shared for Agri-business/Science Technology, Agricultural Power & Equipment Technician, and Dairy Herd Management. Job posting analytics was shared for 15 counties surrounding our area for 21 O\*Net related occupations.

In August Paul, Pete, Jeff, Derek, and Sue Price from UW-Platteville did a 3-day road trip to three other colleges outside of Wisconsin for some best practices on how they structured their ag programs and to help us determine where Southwest Tech could go. The three colleges visited were Ridgewater College, Lake Area Technical Institute, and South Central Technical College. These were all three very good colleges doing the same thing, but differently. The main focus is: what are our student needs, employer needs, and how can our college meet these needs. If we can have offerings that complement each other, it would be a strength for all involved. We would like some initial direction and thoughts from you as to where the college should go. Meeting attendees were broken into four groups to complete the ag career pathways-entry level careers for industry clusters.

The Agri-business/Science Technology advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Agri-business/Science Technology program.

Meeting was called to order at 2:30 p.m. Jamie Horsfall was elected as Chairperson.

Minutes from the December 4, 2013 meeting were presented. Motion by Jerry Brunner to accept the minutes as written, 2<sup>nd</sup> by Corey Hartbecke, motion passed.

#### Instructor Report & Program Review

Application numbers for next fall are good. Current numbers are: students in 4<sup>th</sup> semester = 0, students in 3<sup>rd</sup> semester = 24, students in 2<sup>nd</sup> semester = 4, students in 1<sup>st</sup> semester = 31, waiting list students enrolled in available students = 0, and Individual Technical Studies (ITS) students = 4. There are three new students to start in December. Discussed what an ITS student was and what they do. It is important for students to take the required courses for each semester and not go over and beyond that. There are a total of 25 students signed up for the program next year and are wondering if we will need to run two sections again or not. Decisions will be based upon the end of the second semester. We will also have to add more facility if we run two sections of each year.

Paul provided an overview sheet with data on activities that have or will be occurring, including marketing activities. Internships went well for summer 2014, and the plans are underway for next year 2015 internships. We have 35 possible homes to find for this group of individuals. Companies have already come in to do interviews and more to come. The field experience course should run for next summer. At this time, we have 12-15 people asking to go. At Fall Leadership conference, three of Southwest Tech Agribusiness students sought and were elected to the State Office.

The farmland lab demonstration was a great success. We are in a partnership with Reddy Ag in Stitzer. They donated items to make different row spacing's to see if there is more a less success with narrower rows. We made a profit of \$8800. The crops ran great. This money was put into the scholarship foundation to help any students entering an agriculture program.



Discussed next semester’s classes and who will be teaching what. Paul will be teaching all second year Agribusiness students and then giving up Plant Science but will be teaching Nutrient Management and Precision Agriculture. Christina will be leaving the Animal Nutrition side and will be teaching Plant Science and Principles of Pest Management. Sue Price, retired teacher from the University of Wisconsin Platteville, will be teaching the Animal Nutrition class.

There was also talk about transfer students. There are many high schools around the area that are doing transcribed credit. These are credits that you can take in high school that apply towards college classes that we offer here. Some classes are Animal Science, Accounting and Plant Science.

Program Modification/General Education Report

Introductory Statistics seems to be a continuous problem with the Agribusiness students to graduate. More than one half of the class doesn’t pass, preventing them from graduation. We have come up with an opportunity to change that. We are still going to offer Introductory Statistics for those who want to transfer to a four year college; and for those not pursuing the 4 year track will take Math with Business Applications. This course will help students gain knowledge about mortgages and interest. Jerry motioned to modify the curriculum to be Introductory Statistics or Math with Business Applications. Cory seconded it. Motion was passed.

Advisory Committee: Member Input

No specific items were discussed outside of the numerous items mentioned above.

Other Business:

Discussion regarding online classes. If there were to be a total of 25 students, could some of them take the classes online? How hard would it be? Time consuming?

Motion to adjourn, seconded, motion carried. Meeting adjourned at 4:10 p.m.

Minutes submitted by Chet Scott

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<b>MEETING OF:</b>	Agricultural Power & Equipment Technician Advisory Committee Meeting	
<b>DATE &amp; TIME:</b>	November 20, 2014 – 12 p.m.	
<b>LOCATION:</b>	Southwest Wisconsin Technical College, Room 493	
<b>MEMBERS PRESENT:</b>	Jerry Buening John Finney Steve Brogley	Kurt Lucey Jon Saleska
<b>MEMBERS ABSENT:</b>	Clint Freiburger Geoff Lee	Seth Oliver
<b>STAFF PRESENT:</b>	Pete Hoffman Amy Loy	John Kvigne Derek Dachelet

<b>GUEST</b>	Lee Fiedler (WITC)	Russell Lindner (Mid-State Equipment)
<b>PRESENT:</b>	Josh Harris (Scott Implement)	Eric Johannesen (Iowa-Grant School District)

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator and Derek Dachelet, Dean of Industry, Trades, & Ag

Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

Field Experience in Agri-Business Report: About 10 years ago, Paul Cutting began offering an option for students to enroll in a 3 credit summer course for industry exposure in other regions across the country. This course is like a classroom on wheels, as students spend 7 or 8 days in a van. As a group, the students select one of the following options for the course theme: animal industry, value added in sustainable agriculture, emerging technology and trends, or agricultural diversity production and marketing. Agricultural diversity production and marketing was the focus course the students chose this year and 10 students traveled from Fennimore to New Orleans. The students shared a PowerPoint demonstration of places they visited during their trip. This summer course is optional and not required for graduation, and students pay for 3 credits of tuition and expenses.

Field Test Plot Update: This is the 3<sup>rd</sup> production year of the plot which consisted of 10 acres soybeans and 7 acres corn. \$10,000 dollars for 2014 crops. After paying rent to the college, the remaining money is used for student professional development at the college. A Career Center staff member, Pete, and Paul went to the Lands End summer sale and purchased clothes so students in the Ag programs have a set of clothes for interviews. Finney Implement and CASE IH provides equipment for setup and use for planting and harvesting. Reddy Ag Service provides crop inputs. Every student is going to harvest some corn before they leave the program. This fall some deep tilling was done to see how it works for next year's crops.

Technical Skill Attainment-Program Outcomes: Kristal Davenport, Instructional Technology Support Specialist Technical Skill Attainment (TSA) is a state initiative of direct measures to see if students are ready for employment. Dairy Herd will start phase 1 and Ag Power is starting phase 2. When reviewing Phase 2 in the advisory meeting, it needs to be documented in the minutes as approved if you like it.

Discussion on GPR Grant: *Breaking Down the Silos-Career Pathways in Agriculture*

- Summary of Best Practices College Tour – Paul
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How do we get students from outside of our district? With declining K-12 enrollments, we need to look at other avenues and continue to grow within agriculture. Results were shared of a survey that was sent to our high school agriculture instructors to answer some questions relating to students that are sitting in their classrooms currently. Feedback was also provided relating to job opportunities within our district and if there are any gaps that Southwest Tech is not meeting the needs of.

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The Agricultural Power & Equipment Technician advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Ag Power program.

Minutes from the December 4, 2013 meeting were presented by Pete Hoffman. Motion by Steve Brogley to accept the minutes as written, 2<sup>nd</sup> by Jerry Buening, motion passed.

#### 19. Program Report: Instructors

- a. Enrollment Report: John Kvigne reported that his first year program accepted 22 students and two dropped out of the program. Current enrollment is 20 students. Enrollment in the second year is currently at 20 students. This represents a 100% return from the previous year. Applications for 2015-16 are very strong and there is already a waiting list.
- b. Program Activities: A report was given during the lunch session on the various activities that the Ag Power students conduct within the Ag Demonstration Plot. National Ag Day within the WTCS was hosted in the Ag Power labs. Governor Walker and other dignitaries were in attendance along with industry partners and producers for the event. Pete and John also reported on industry tours that they incorporate into the curriculum. Various technical activity projects done within the curriculum were discussed and the importance of industry parts. The importance and interaction with the spare parts industry was a specific area of discussion. On December 10, 2014 both years of the program will be visiting the CASE IH Magnum Plant and taking an industry tour. It was recommended that the instructors consider visiting the SnapOn plant in Kenosha or the Briggs & Stratton plant while in Racine visiting with CASE IH.
- c. Program Promotion: Participate in every College recruitment and promotion activity. Additionally, the instructors have personal interaction with interested students both on campus and through high school activities. Pete reported on a new Hartung Brothers scholarship to benefit Ag Power students. Other donations largely go to supporting student club activities. In-kind donations continue to be important to offset costs associated with purchasing equipment and supplies.
- d. Placement Opportunities: Many students in the second year program are already employed and job opportunities are strong for graduates. Many internships are turning into full-time career opportunities. Employers interested in hiring students are encouraged to work with the program instructors to partner on placing students in internships.
- e. Program Budget: Pete Hoffman reported that capital items and program operations budgets will be set in the next month. Pete solicited input on tools/equipment that the program should consider purchasing in the next budget. Donations of in-kind items were also solicited and good dialogue occurred on potential donations. Feedback was collected on training opportunities. The Briggs & Stratton "Master Service Tech" was discussed and the feedback is that these are transferable skills. Eric Johannesen from Iowa Grant High School also reported that he puts some of his high school students through the MST program. The employers present shared other program opportunities in small engine/consumer products by Kohler & Honda.

- f. Graduate Placement Report, Employer Survey, Student Satisfaction Survey, Score Cards: Multiple job offers from employers and Pete and John both reported that employers are working to partner with the College and engage students through donations, job fairs, in-class donations.
  - g. QRP Improvement Plan Progress: This item was discussed at length during the day because the QRP is due for Ag Power. The group had met the entire day and an outside report out on QRP would be coming out after this meeting.
20. General Education Report: Gen Ed Instructor(s): Kelly Knox was not able to attend the meeting due to a teaching conflict. Her written report to the group was that the Ag Power students are responsive positively to the Gen Eds and this is a reflection of the program instructors supporting the importance of Gen Eds.
21. Technical Skills Attainment (TSA): Amy Loy handed out TSA information and gave a report on the current progress of TSA in Ag Power. Amy shared the results from recent meetings that happened statewide with TSA. These items were validated by the advisory board and a motion was made by Jon Saleska to accept the TSA outcomes, seconded by Russell Lindner, motion passed. The one item of critical feedback was that "safety" did not appear in the welding curriculum area.

#### Target Program Outcomes

- 1 Repair electrical systems
- 2 Analyze an electronic system
- 3 Repair hydraulic systems
- 4 Repair internal combustion engines
- 5 Repair power trains/transmissions
- 6 Follow industry safety standards

#### Rating Scale

Value	Description
MET	Met the program outcome performance standard/criteria.
NOT MET	Did not meet the program outcome performance standard/criteria.

#### Scoring Standard

To meet the requirements of the technical skill outlined in the program outcome, all criterion must receive a MET".

#### Scoring Guide

	Criteria	Ratings	
<b>1</b>	<b>Repair electrical systems</b>	<b>Met</b>	<b>Not Met</b>
	Learner diagnoses circuitry	Met	Not Met
	Learner diagnoses lighting and accessory circuits	Met	Not Met
	Learner diagnoses charging circuits	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
	Learner repairs and rebuilds to manufacturer's specifications	Met	Not Met
<b>2</b>	<b>Analyze an electronic system</b>	<b>Met</b>	<b>Not Met</b>
	Learner uses computer-based diagnostics	Met	Not Met
	Learner verifies electrical communications within system	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
<b>3</b>	<b>Repair hydraulic systems</b>	<b>Met</b>	<b>Not Met</b>
	Learner diagnoses hydraulic flow and pressure	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
	Learner replaces or rebuilds hydraulic components to manufacturer's specifications	Met	Not Met
<b>4</b>	<b>Repair internal combustion engines</b>	<b>Met</b>	<b>Not Met</b>
	Learner diagnoses spark ignition engine	Met	Not Met
	Learner diagnoses diesel engine conditions	Met	Not Met
	Learner repairs engine to manufacturer's specifications	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
<b>5</b>	<b>Repair power trains/transmissions</b>	<b>Met</b>	<b>Not Met</b>
	Learner diagnoses power train conditions	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
	Learner repairs and rebuilds a power train to manufacturer's specifications	Met	Not Met
<b>6</b>	<b>Follow industry safety standards</b>	<b>Met</b>	<b>Not Met</b>
	Learner adheres to campus and industry policy standards	Met	Not Met
	Learner practices electrical/electronic safety standards in the work place	Met	Not Met
	Learner practices hydraulic safety standards in the work place	Met	Not Met
	Learner practices power train safety standards in the work place	Met	Not Met
	Learner practices engine safety standards in the work place	Met	Not Met

22. Shop Safety: New safety concerns happening in industry were discussed and input solicited. Pete shared that he recently visited a local dealership that is limiting customer access to the shop floor. Industry partners shared that many shops are not allowing customer on the floor without escorts, steel toe shoes, and safety glasses. The feedback is that our program should mimic industry expectations. Steel toe shoes, prescription glasses that have a safety rating, etc. should be seen as a required purchase like tools. In short, the request was to find ways for the program to mimic the "real world".
23. Program Modifications: No program modifications were discussed.
24. Advisory Board Feedback/Future Trends: Industry feedback was that we need to be considering subjects like: Precision Agriculture/GPS, increases in safety requirements due to insurance requirements and OSHA. Some safety skillsets would be forklift training cards, MSDS/Fluids, lift training, etc.

Meeting adjourned. Minutes submitted by Derek Dachelet

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**MEETING OF:** Dairy Herd Management Advisory Committee Meeting

**DATE & TIME:** November 20, 2014 – 12 p.m.

**LOCATION:** Southwest Wisconsin Technical College, Room 493

**MEMBERS PRESENT:** Dan Steffensmeier Tom Friar  
Suzie Jackson Peggy Breitsprecker

**MEMBERS ABSENT:** Mark Brown John Gile

**STAFF PRESENT:** Jeff Dornink Chantel Hampton

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator & Derek Dachelet, Dean of Industry, Trades, & Ag

Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

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Field Test Plot Update: This is the 3<sup>rd</sup> production year of the plot which consisted of 10 acres soybeans and 7 acres corn. \$10,000 dollars for 2014 crops. After paying rent to the college, the remaining money is used for student professional development at the college. A Career Center staff member, Pete, and Paul went to the Lands End summer sale and purchased clothes so students in the Ag programs have a set of clothes for interviews. Finney Implement and CASE IH provides equipment for setup and use for planting and harvesting. Reddy Ag Service provides crop inputs. Every student is going to harvest some corn before they leave the program. This fall some deep tilling was done to see how it works for next year's crops.

Technical Skill Attainment-Program Outcomes: Kristal Davenport, Instructional Technology Support Specialist

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Discussion on GPR Grant: *Breaking Down the Silos-Career Pathways in Agriculture*

- Summary of Best Practices College Tour – Paul
- Discussion to identify agriculture job opportunities and corresponding skill sets needed

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The Dairy Herd Management advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Dairy Herd Management program.

Meeting was called to order at 2:30 p.m.

Welcome and introductions were made.

Minutes from the December 4, 2013 meeting were presented. Motion to accept the minutes as written, seconded, motion passed.

#### Instructor Report & Program Review

Group discussion centered on the GPR grant and future initiatives that are proposed through the grant. After clarification of some topics discussed in the round-table discussion, the group fully endorsed the proposal set forth by the grant.

Jeff advised the members that the 2015-2016 year would be the next QRP site visit. Updates on the last QRP visit is that we are on track to meet the revised QRP report.

December 12, 2014 is the date selected for TSA meetings to be held at the state office in Madison WI. Jeff will represent DHM at this meeting.

The final item for discussion was a capital budget purchase of a refractometer. The group suggested and voted unanimously to approve the purchase of 4 refractometers at the cost of \$650.00 per item.

Motion to adjourn, seconded, motion carried. Meeting adjourned at 3:30 p.m.

Minutes submitted by Jeff Dornink

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**MEETING OF:** Farm Business & Production Management Advisory Committee Meeting

**DATE &  
TIME:** November 20, 2014 – 12 p.m.

**LOCATION:** Southwest Wisconsin Technical College, Room 493

**MEMBERS  
PRESENT:** Laurie Makos Lynda Schweikert  
Mike Ryan

**MEMBERS  
ABSENT:** Steve Achenbach Gretchen Kamps  
Josh Bailie Troy Lobdell  
Sarah Daugherty Joe Klein  
Tim Jones Shari Zenz  
Dennis Hottenstein  
Ginger Jacobs

**STAFF  
PRESENT:** Deb Ihm Jody Millin  
JoAnn Peterson

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator & Derek Dachelet, Dean of Industry, Trades, & Ag

Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

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The Farm Business & Production Management advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Farm Business & Production Management program.

Meeting was called to order at 2:30 p.m.

Minutes from the December 4, 2013 meeting were presented. Motion to accept the minutes as written, seconded, motion passed.

25. Conversation took place about farmers and what skills they should have to complete the Entry-Level Careers cluster document. Question was raised if we need to break these down into a Beginning Farmer or Advanced Farmer. It was determined we could have three levels that could be considered: Exploring, Target/Focused, and Transitioning Out.
  - a. Possibilities for the future that were mentioned: greenhouse or grow house at Southwest Tech; Hoop House – course on how to set it up; offer a program in Ag Finance; and CSA track (local food markets – develop a certificate for this).
26. All programs have a TSA and have outcomes that students need to meet. Last year, FBPM changed their model to Business & Industry. We have to approve what our program would like as an assessment. Last year, we approved the program outcomes at the advisory meeting. Each outcome has more specific skills/criteria that they have to meet. These skills/criteria have been set across the state for the FBPM programs. Do we approve these skills/criteria for the FBPM? Motion by Lynda to approve, seconded by Mike. Motion passed.
27. Current list of courses was shared which consists of: Beginning Farm Management will start in January; Advanced Farm Management is running right now; Guidelines for Farm Success might be pushed back; and Nutrient Management is currently running in Seneca and Fennimore. Individual on farm time to work with one of the FBPM instructors is also available for farmers. An email should be sent to all county agencies, including the County Executive Directors, with a list of FBPM course offerings.
28. FBPM is a Business & Industry Model and can charge differently. There are no expectations that we need to be a cost recovery program, but we need to recover more costs than we have in the past. We are making good strides in this direction, and recently have received a lot of grant funding that has impacted our revenue.
29. Grants:
  - a. DATCP Goats is a 2 year grant to explore the goat industry and educational needs. We are in year one of the grant in exploring the educational needs right now. We will be creating an advisory board. Looking for us to come out with some sort of curriculum/certificate to meet the needs for the Midwest, not just our area.
  - b. Nutrient Management Farmer-Written Plans – training producers to write their own nutrient management plans. Bulk of the dollars of the grant are given back to the producers to support their soil expenses and tuition. FBPM instructor salary/fringe is not part of this grant.

- c. Rural Development Partners – Meister Cheese has received some money through Rural Development Partners for expanding their business. In turn, they have provided a grant opportunity which we have received. Grant activities include providing tuition assistance to our farmers enrolled in Advanced Farm Management, Beginning Farm Management, and individual assistance; providing a dairy financial seminar and farm succession course, and working with Riverdale HS on articulation with agriculture programs.
  - d. UW-P NIFA – last year wrote curriculum for a one-credit weeklong class for under grad students that have a non-Agriculture background but could likely be working in an agriculture field. In May, the class will be offered for four days on production ag at the UW Platteville Pioneer Farm.
  - e. Farm Benchmarking - Our college and other colleges in the WTCS contribute farm financial data to FINBIN database. The Wisconsin data is used to generate our annual report that benchmarks against other farmers.
30. Deb will be speaking on behalf of the FBPM program at the Ag Women Summit and WI Bankers Association in the spring of 2015.
31. Following are classes to consider teaching:
- a. Livestock Management – facilities, housing & animal comfort
  - b. Financial Management – machinery management
  - c. Crop Management – nitrogen management/cover crops
  - d. Beginning Farm Management
  - e. Nutrient Management
    - i. If in the Farmland Preservation Program, individuals have to have a plan by 12/31/15.
  - f. Commodity Marketing
  - g. Dairy Financial Seminar (RDP Grant)
  - h. Goat classes
  - i. Local Food
  - j. Intermediate QuickBooks

32. Technology/Tools to consider implementing: GPS, drones, iPad

Motion to adjourn at 3:45 p.m., seconded, motion carried. Meeting adjourned.

Minutes submitted by Jody Millin

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**Minutes-Dairy Goat Advisory Committee Meeting**

**Thursday January 22, 2015 10:00 a.m.**

**Southwest Tech Campus Room 493**

**Members Present:** Larry Hendrich, Patricia Lund, Norm Monsen, Barry Midtling, Dr. Chris Duemler, Cody Taft, Jeanne Meier, Joe Gingerch, Nathalie Schattner, Katlyne Hill, and Remy Colas

**Staff Present:** Deb Ihm, Edmund Ruff, and Clare Heberlein

**Meeting was called to order. Welcome/introductions were given.**

**22. Overview of Southwest Tech Dairy Goat Grant Project** – Deb Ihm began the meeting by telling the group about Southwest Tech’s work on the DATCP Goat Grant thus far. The college received the grant in June of 2014 and immediately began dialog with producers, shadowing Montchevre’s field representative, and visiting the Woolwich manufacturing facility. Clare Heberlien joined the

project in December after the resignation of a previous faculty member and began organizing the Dairy Goat Advisory Committee.

23. **History of Southwest Tech Dairy Goat Work** – Previously Southwest Tech has offered a 2-day workshop to the goat industry in 2009, with approximately 20 participants. The Farm Business & Production Management instructor team has also worked with a few commercial dairy goat producers through the adult farm management classes and individual on-farm assistance. In 2014, Southwest Tech offered a Producer and Processor breakfast during the Focus on Goats Meeting and conducted a survey at that meeting to gain knowledge of the needs of the goat industry as a whole.
24. **Review of existing Wisconsin Technical College System (WTCS) Goat Curriculum**-Clare Heberlein presented two curriculum options currently available for use in a potential goat course.
- The first curriculum option was a DACUM curriculum outline compiled by industry representatives, technical college instructors, and producers. Currently this is available for use in the technical college system. It covers the areas needed for instruction and the competencies that would go with each area. (See Attached DACUM Curriculum)
  - The second curriculum option was developed by Southwest Tech through another agriculture related grant. This curriculum outlines the whole goat industry including meat and mohair. It lists the course competencies and assessment strategies for each area. (See Attached Curriculum)
25. **Overview of producers and processors survey from Focus on Goats Breakfast** – Clare presented a power point presentation including the key eight areas that were listed as highest need from Southwest Tech’s previously conducted producer and processors survey at the 2014 Focus on Goats Conference. (See Attached Power Point)
26. **Small group sessions** - The Advisory Board split into small groups and worked together to discuss and address in more detail the eight areas that were listed as highest need from the producer and processors survey. Each group recorded their notes for the eight topics. In a large group setting, the eight topics were reviewed again and confirmed to be viable areas of focus when developing curriculum for the dairy goat industry. (See Attached Notes on the 8 Topics)
27. **Dairy Goat Management Certificate proposal** –The Advisory Committee discussed what a dairy goat certificate might look like at the college. It was established that there should be two Dairy Goat Management Certificates, one for beginner producers and another for advanced producers.

Beginning	Advanced
Records	Records
Starting your business	
8 key topics referenced earlier	

Animal Welfare	Animal Welfare
Business Plan	Business Plan
Johnes – CAE – CL – Mycoplasma	
Herd Health Plan	
Consumers	
Legislation	Legislation

<b>Skills: Beginning</b>	<b>Skills: Advanced</b>
Hoof trimming	Year Herd Plan
Milking Standard Operating Procedures (SOPs)	Management Skills – SOPs
Labor and Delivery	Genetic Evaluation – Judging
Start kids – colostrum & milk	Breeding Plans
Dehorning	Dairy Comp
Vaccines	
Tubing	
DHIA	

The committee also identified the following key topics that impact profitability of commercial goat farms:

- Production levels on a per animal basis
- Minimizing feed cost – corn gluten – by products – growing own feed – (costs/working with others, on a share type operation )
- Animal health – udder health – lab information such as SSC and Plate Counts
- Employees – management, training, and profitability

**Establishment of financial benchmarks for dairy goat farms:** Deb led a discussion on FINPACK software from University of Minnesota Center for Farm Financial Management and how it would be of value to the dairy goat industry to have a database of financial information.

## **28. Highlight other activities in the grant**

- Focus on Goats Conference-It was established through our discussion that Focus on Goats is a conference of value to the industry and should be continued on a semi-annual basis. It was also discussed that the previous Focus on Goats Committee had disbanded and a new one would need to be established. Southwest Tech is willing to offer some limited leadership and perhaps contracted employee services to help with the collaboration of another Focus on Goats Conference. Funding for the conference is limited and would need vendors to help supply the financial needs. The Advisory Committee established that the conference should be changed to one day only and should continue to include the cheese reception.
- Establishment of a Southwest Tech Foundation Dairy Goat Fund – Southwest Tech has the ability to start a fund for the goat project (to include scholarship funding, curriculum and workshop potential needs as well) through the Southwest Tech Foundation. It was decided

that there is a need for such a fund and the question was posed as to how much money would be needed to open a fund. Deb Ihm agreed to find out more about what would be required to start a fund through the foundation and report back at the next advisory meeting.

A second Advisory Committee meeting will be scheduled in September or October of 2015.

Respectfully Submitted,

Clare Heberlein

Farm Business & Production Management Instructor

## Attachment I.

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Direct input from other WTCS districts was collected via email and during face-to-face discussions with campus leaders in agriculture at events like the Wisconsin Association of Agricultural Educators annual conference, and various WTCS state-called meetings between 2013 and 2015. Additionally, the expansion of the program was discussed with other WTCS campuses that have dairy management programs during the 2014-15 Technical Skill Attainment process.

**Below is an email sent to the colleges. We received three responses from other colleges in which all had positive feedback and no objections.**

From: Derek Dachelet [<mailto:ddachelet@swtc.edu>]

Sent: Thursday, September 03, 2015 3:33 PM

To: [alsupkir@matc.edu](mailto:alsupkir@matc.edu); [JAlt@madisoncollege.edu](mailto:JAlt@madisoncollege.edu); Cattelino, Mike A. <[cattelin@fvtc.edu](mailto:cattelin@fvtc.edu)>; [randy.deli@witc.edu](mailto:randy.deli@witc.edu); [gamerj@westernntc.edu](mailto:gamerj@westernntc.edu); [shorvath1@morainepark.edu](mailto:shorvath1@morainepark.edu); [amy.kox@nwtc.edu](mailto:amy.kox@nwtc.edu); [mdenk1@cvtc.edu](mailto:mdenk1@cvtc.edu); [gmccounoughy@blackhawk.edu](mailto:gmccounoughy@blackhawk.edu); [pietz@ntc.edu](mailto:pietz@ntc.edu); Tenpas, Randy S <[tenpas@fvtc.edu](mailto:tenpas@fvtc.edu)>; [rlzogbaum@madisoncollege.edu](mailto:rlzogbaum@madisoncollege.edu); [koukarir@gtc.edu](mailto:koukarir@gtc.edu); [Rich.Hoerth@gotoltc.edu](mailto:Rich.Hoerth@gotoltc.edu); [tstanton@cvtc.edu](mailto:tstanton@cvtc.edu); [patrick.staszak@gotoltc.edu](mailto:patrick.staszak@gotoltc.edu); [awehling@cvtc.edu](mailto:awehling@cvtc.edu); [Woodhouse@madisoncollege.edu](mailto:Woodhouse@madisoncollege.edu); Zillmer, Ronald E <[Ronald.Zillmer@mstc.edu](mailto:Ronald.Zillmer@mstc.edu)>

Cc: Deb Ihm <[dihm@swtc.edu](mailto:dihm@swtc.edu)>; Jody Millin <[jmillin@swtc.edu](mailto:jmillin@swtc.edu)>; Phil Thomas <[pthomas@swtc.edu](mailto:pthomas@swtc.edu)>

Subject: New Agriculture Offerings at Southwest Tech - Concept Review

Hi All,

Southwest Tech is in the Concept Review phase of launching multiple new agriculture-based programs. I believe that either Deb Ihm or myself have spoken with almost everyone on this email at some point in the last two years about our overall plan to revamp our agriculture programs in an effort to develop new ag-industry career pathway offerings for our District. The first programs we plan to launch are three pathways developed from our existing associate degree in Agribusiness. Instead of having one comprehensive Agribusiness program, students in 2016 will have the ability to pick from three tracks within the field of agribusiness (Agronomy, Animal Science, & Management). These would be three new associate degree programs. We feel that this will serve our students well as they pursue agricultural careers in their specialization. These programs also mesh nicely with our Farm Operations & Management programs that we anticipate starting in 2017.

The fourth program for your consideration is an expansion of our existing Dairy Herd Management technical diploma to a 2-year technical diploma in Farm Operations & Management – Dairy. The second year of the programs enhances student pathway options and includes advanced technical skills in dairy herd management and agribusiness management that the modern dairy farmer must have. This is the first of four new programs in farm operations that Southwest Tech will be rolling out between the 2016 and 2017 school year. We will retain the existing 1-year technical diploma as a technician pathway option and also as a way for students to more seamlessly take the 1-year dairy herd program and then finish their associate degree in Agribusiness – Animal Science. All those offerings will be run under associate degree codes in order to allow us to continue and expand our articulations agreements with UW-Platteville and other universities with agriculture programs.

Thank you for any feedback on these four new offerings.

Derek

Derek Dachelet, Ph.D.  
Dean of Industry, Trades, & Agriculture  
Southwest Tech  
1800 Bronson Blvd., Fennimore, WI 53809  
Office: 608.822.2417 Mobile: 608.732.6276  
[ddachelet@swtc.edu](mailto:ddachelet@swtc.edu)

Proposed Program Title : Agribusiness Science & Technology – Agronomy

Tentative Program Description: The Agribusiness Science & Technology associate degree program with an agronomy emphasis prepares students for entry into career fields focused on producing and using plants for food, fuel, and fiber. Agronomy encompasses work in the areas of plant genetics, plant physiology, meteorology, and soil science. Students taking the agronomy track of Agribusiness Science & Technology will explore exciting technologies and techniques like biotechnology, plant breeding, soil science, pest control, precision farming, and sustainable agriculture. Agronomists today are involved with many issues including producing food, creating healthier food, managing environmental impact of agriculture, and extracting energy from plants. In addition to a solid foundation of agronomy, students completing the Associate degree in Agribusiness Science & Technology – Agronomy will also develop skills in business management that agriculture industry employers look for when hiring.

Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) :

13-1021 Buyers and Purchasing Agents, Farm Products  
19-2041 Environmental Scientists and Specialists, Including Health  
19-4093 Forest and Conservation Technicians  
19-4099 Life, Physical, and Social Science Technicians, All Other  
45-1011 First-Line Supervisors of Farming, Fishing, and Forestry Workers  
45-2041 Graders and Sorters, Agricultural Products

Mean Starting Hourly Salary: \$21.43/hour Median Earnings

Proposed Program Title : Agribusiness Science & Technology – Animal Science

Tentative Program Description: The Agribusiness/Science Technology associate degree program with an animal science emphasis prepares students for entry into the field of marketing, sales, and production of animal products and animal management operations. Animal Science students explore advances in animal nutrition and health, livestock housing, meat and milk quality, reproduction, and animal selection and improvement. Additionally, students taking this associate degree program also take courses in agribusiness management as they prepare for managerial careers in the agriculture industry sector.



Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) :

19-2041 Environmental Scientists and Specialists, Including Health

31-9096 Veterinary Assistants and Laboratory Animal Caretakers

33-9011 Animal Control Workers

45-1011 First-Line Supervisors of Farming, Fishing, and Forestry Workers

Mean Starting Hourly Salary: \$19.83/hour Median Earnings

Proposed Program Title : Agribusiness Science & Technology – Agribusiness Management

Tentative Program Description: The Agribusiness/Science Technology associates degree program with an agribusiness management emphasize prepares students for entry into the dynamic field of agriculture business management. The program includes a broad mix of agriculture-related classes related to agricultural input supply, agricultural production, agricultural finance, commodity assembly and processing, and agricultural marketing. Additionally, students taking this program also choose from electives in animal and plant science as they prepare for managerial careers in the agriculture industry sector.

Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) :

11-2022 Sales Managers

11-9013 Farmers, Ranchers, and Other Agricultural Managers

13-1111 Management Analysts

13-2041 Credit Analysts

13-2072 Loan Officers

41-3031 Securities, Commodities, and Financial Services Sales Agents

45-2011 Agricultural Inspectors

Mean Starting Hourly Salary: \$17.56/hour Median Earnings

Proposed Program Title: Farm Operations & Management – Dairy

Tentative Program Description: The Dairy Herd Management technical diploma program provides training in business management, livestock, crops, finances, record-keeping, feeding, housing, breeding, and milking. Students gain the knowledge to maintain a productive, healthy dairy herd, learn computerized records analysis, and study genetics and marketing. Operating a profitable and progressive dairy farm in today's agricultural climate involves learning to work smarter, not just harder. Successful operations are built on solid herds person skills, effective management skills, and use of technology.

Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) :

11-9013 Farmers, Ranchers, and Other Agricultural Managers

19-4011 Agricultural and Food Science Technicians

45-1011 First-Line Supervisors of Farming, Fishing, and Forestry Workers  
45-2021 Animal Breeders  
45-2091 Agricultural Equipment Operators  
45-2092 Farmworkers and Laborers, Crop, Nursery, and Greenhouse  
45-2093 Farmworkers, Farm, Ranch, and Aquacultural Animals

Mean Starting Hourly Salary: \$12.11/hour Median Earnings

Responses to Email:

Re: New Agriculture Offerings at Southwest Tech - Concept Review Cattelino, Mike A.  
[cattelin@fvtc.edu] You replied on 9/13/2015 2:41 PM.

Sent: Thursday, September 03, 2015 4:14 PM

To: Derek Dachelet

Derek,

We have been running the embedded technical diplomas (Dairy, Agronomy, Management) within our Ag-Business program for a couple of years now. Not ready to claim statistical success yet but from all indications it is working for the students. Some have left after one year, others have stayed three years to get a TD and an AAS. Depends on the individual goals.

Mike Cattelino, Associate Dean  
Manufacturing and Agriculture Technologies Division  
Fox Valley Technical College

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RE: New Agriculture Offerings at Southwest Tech - Concept Review Zillmer, Ronald E  
[Ronald.Zillmer@mstc.edu]

Sent: Friday, September 04, 2015 8:15 AM

To: Derek Dachelet

Cc: Morgan, Carrie ([carrie.morgan@wtcsystem.edu](mailto:carrie.morgan@wtcsystem.edu)) Derek,

This is great stuff. I asked Carrie to include time at our next meeting to discuss new programs and sharing experiences from districts that have made changes to their delivery model. I would like to hear more about this process and follow the results. MSTC is looking at growing AG and potentially changing our delivery model for FBPM. Your experience and data could help other districts.

Ron

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From: Gamer, Joshua [GamerJ@westernntc.edu]

Sent: Wednesday, September 09, 2015 9:07 PM

To: Derek Dachelet

Subject: RE: New Agriculture Offerings at Southwest Tech - Concept Review

Hi Derek-

I like the thoughts included here. A track in agronomy seems especially vital. This support job in the ag field is a growth area and is connected to sustainable ag practices. The proposed operations

focused one is intriguing. How does this differ than the Farm Business component which we all have? Do you see it as a replacement at some point? Would the farm business program transfer into the operations track? The 100 level courses seem appropriate in order to ensure transferability as well as keep the cost to the college down as opposed to 300 level courses.

Josh

Joshua J. Gamer  
Dean- Integrated Technology Division  
Western Technical College

RE: New Agriculture Offerings at Southwest Tech - Concept Review Derek Dachelet

Sent: Sunday, September 13, 2015 2:53 PM

To: Gamer, Joshua [GamerJ@westernnc.edu]

Cc: Deb Ihm

Hi Josh,

Thanks for the feedback. No, the Farm Ops programs launching in 2017 won't take the place of FBPM. Our three trainers in FBPM offer direct producer training. With that said, every one of our students going through Farm Ops will have some interaction and possible courses or technical assistance with the FBPM staff. We are currently working out all the different ways we can have synergy between the program students on the FBPM trainers. We have been asked to make a short presentation on our program and FBPM changes during the next statewide meeting.

Derek

## **Attachment K**

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This Concept Review will be presented to the Southwest Wisconsin Technical College District Board at their September 24, 2015 meeting. Approval will be forwarded to the WTCS Office after that date.

**PROGRAM APPROVAL CRITERIA and SIGNATURE**

- l. Validate the Concept Review information (use strike-out and bolding and/or attach narrative as necessary to modify any criteria previously reviewed in the Concept Review stage).
- m. Response to issues/concerns raised by the State Board at the Concept Review (attach).
- n. Pathway and Laddering opportunities (attach).
- o. Documentation of costs: Fill in the worksheet. (\*Attach narrative if CAI > 1.25).

	Estimates for the proposed program (to the nearest \$100)
1. Total Capital Costs (if > \$50,000)	
2. Total Instructional (Function 1) Costs	
3. Estimated Student FTEs	
4. Program Instructional Costs/FTE	
5. Average Cost/FTE (from Schedule B)	
6. Cost Analysis Indicator (CAI)*	

- p. Analysis of the cost/benefit to district stakeholders. (attach).

Signed: \_\_\_\_\_

**President or Instructional Services Administrator**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Business  
Office staff

- ☐ CONCEPT REVIEW
- ☐ PROGRAM APPROVAL

Wisconsin Technical  
College System

System Office Response (TC-OCCCRPA-1B)

Date Received: \_\_\_\_\_ Program Number: \_\_\_\_\_

Program Title: \_\_\_\_\_

District: \_\_\_\_\_

Date Routed: \_\_\_\_\_

Check One: \_\_\_\_\_ Technical Diploma (Code 30) \_\_\_\_\_

Associate Degree (Code 10) \_\_\_\_\_ Technical Diploma (Code 31) \_\_\_\_\_

Apprenticeship – New to State \_\_\_\_\_ Technical Diploma (Code 32) \_\_\_\_\_

(Code 50) \_\_\_\_\_

Primary Education Director Recommendation: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Comments: \_\_\_\_\_

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Education Director

\_\_\_\_\_  
Associate Vice President

Date:

*Upon approval of Concept Review, district may continue with Program Approval.  
Upon Program Approval, District may submit electronic course files.*

## **Board Monitoring of College Effectiveness**

### ***A. Employee Benefit Consortium***

On July 1, 2015, the WTCS Employee Benefits Consortium began operations. Caleb White and Krista Weber, Director of Human Resources, will be attending a consortium meeting on September 17 and will provide an update on the consortium at the Board meeting.

### ***B. Faculty Qualifications for Higher Learning Commission***

Phil Thomas, Vice President for Student & Academic Affairs, and Krista Weber, will present the College's plan, the implications, and the timeline for compliance with the Higher Learning Commission standards. The Guidelines for Determining Qualified Faculty follow.





## DETERMINING QUALIFIED FACULTY: GUIDELINES FOR INSTITUTIONS AND PEER REVIEWERS

### || INTRODUCTION

The following information provides guidance to institutions and peer reviewers in determining and evaluating faculty qualifications at institutions accredited by the Higher Learning Commission. These guidelines serve to amplify the Criteria for Accreditation and Assumed Practices that speak to the importance of institutions employing qualified faculty for the varied and essential roles faculty members perform.

These guidelines apply to all faculty members whose primary responsibility is teaching, including part-time, adjunct, temporary, and/or non-tenure-track faculty. Although some institutions place a heavy reliance on adjunct faculty, or give graduate teaching assistants the predominant responsibility for instruction in many course sections, an institution committed to effective teaching and learning will be able to demonstrate consistent procedures and careful consideration of qualifications for all instructional faculty.

### || RELEVANT CRITERIA AND ASSUMED PRACTICES

*Criterion Three. Teaching and Learning: Quality, Resources, and Support*

Core Component 3.C. The institution has the faculty and staff needed for effective, high-quality programs and student services.

3.C.1. The institution has sufficient numbers and continuity of faculty members to carry out both

the classroom and the non-classroom roles of faculty, including oversight of the curriculum and expectations for student performance; establishment of academic credentials for instructional staff; involvement in assessment of student learning.

3.C.2. All instructors are appropriately qualified, including those in dual credit, contractual, and consortial programs.

3.C.4. The institution has processes and resources for assuring that instructors are current in their disciplines and adept in their teaching roles; it supports their professional development.

*Assumed Practice B. Teaching and Learning: Quality, Resources, and Support*

#### B.2. Faculty Roles and Qualifications

- a. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process.
- b. Instructors teaching at the doctoral level have a record of recognized scholarship, creative endeavor,

or achievement in practice commensurate with doctoral expectations.

## || KNOWING WHAT STUDENTS SHOULD LEARN

Within a specific discipline or field of study, “the faculty and staff needed for effective, high-quality programs and student services” stated in Core Component 3.C. refers to a faculty member’s ability to understand and convey the essentials of the discipline that a student should master at various course and programs levels. Qualified faculty should be able to engage professionally with colleagues in determining the specific, stated learning objectives for all graduates of a specific program as well as possess the full scope of knowledge, skills, and dispositions appropriate to the degree awarded.

In addition, qualified faculty should know the broad learning objectives of the institution for all of its students. The Commission expects that, through the higher education curricula that faculty develop, the exercise of intellectual inquiry and the acquisition, application, and integration of broad learning and skills are integral to its educational programs.

Qualified faculty should also be aware of whether and how much students learn, since an institution should be able to demonstrate a commitment to educational achievement and improvement through ongoing assessment of student learning.

*Note: See the Commission’s Criteria 3 and 4 (specifically 3.B. and 4.B.) for more information on expectations regarding teaching and learning.*

## || QUALITY ASSURANCE EXPECTATIONS IN DETERMINING QUALIFIED FACULTY

The Commission expects that “Determination by Credentials” will be the primary mechanism used by institutions to ascertain faculty qualifications.

### DETERMINATION BY CREDENTIALS

Faculty credentials generally refer to the degrees faculty have earned that provide a foundation for knowing what students should learn in a specific discipline or field. Over the years, some hallmarks and common expectations for faculty credentials have emerged within the higher education community, such as:

- Faculty teaching in higher education institutions should have completed a program of study in the discipline or subfield in which they will teach, and/or for which they will develop curricula, with coursework at least one level above that of the courses being taught or developed. Successful completion of a coherent degree better prepares a person than an unstructured collection of credit courses.
- Faculty teaching in undergraduate programs should hold a degree at least one level above that of the program in which they are teaching. Those teaching general education courses, or other courses that transfer, typically hold a master’s degree or higher in the discipline or subfield. If a faculty member holds a master’s degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.
- Faculty teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research and scholarship appropriate for the graduate program.
- Faculty guiding doctoral education should have a record of scholarship and preparation to teach at the doctoral level. Research and scholarship should be appropriate to the program and degree offered.

### DETERMINATION BY FACTORS OTHER THAN CREDENTIALS

Qualified faculty are identified primarily by credentials, but other factors may be considered in addition to the degrees earned. For example:



- Besides credentials, other attributes may be necessary to qualify someone to teach, such as the ability to design curricula, develop and implement effective pedagogy, and appreciate the breadth of knowledge in quality undergraduate and graduate education.
- Knowledge of a specific discipline as indicated by the credential is not all that is required since faculty carry other significant responsibilities, such as conducting research, advising students, participating in co-curricular activities, and contributing to shared governance.
- An earned degree does not necessarily attest to a faculty member's ongoing professional development in the field. Knowing what students should know is dependent upon the discovery of new knowledge and currency in the field.
- Because of changing academic, societal, and workforce needs, institutions are developing interdisciplinary and other non-traditional programs that require faculty to think beyond their own disciplines and traditional academic programs to determine what students should know and to design curricula accordingly.
- In some cases, such as in practice-oriented disciplines or programs, tested experience in the field may be needed as much as the formal educational preparation at the prescribed level in determining what students should know to practice.

### USING "TESTED EXPERIENCE" AS A BASIS FOR DETERMINING QUALIFIED FACULTY

The value of using tested experience to determine faculty qualifications depends upon the relevance of the experience both to the degree level and to the specific content of the course(s) for which the faculty member is responsible. Tested experience implies that some objective measure ensures that the individual's knowledge and expertise are sufficient for determining what students should learn and

have learned (see Assumed Practice B.2.). For example:

- A faculty member teaching baccalaureate-level courses in human resources or business ethics may not have a relevant degree at the appropriate level but can provide evidence of effective work as a practicing labor relations attorney.
- A faculty member who teaches courses in a pre-associate technology program may not possess a graduate degree but might have the industry certification and years of experience working in that field.
- A faculty member teaching clinical courses in a master's program in education may not have a doctorate in education but, instead, may have documented recognition of excellence in teaching.
- A faculty member teaching creative writing, painting, or music may have had his or her expertise, ability, and talent validated through publications or through wide critical and public acclaim.
- A faculty member teaching conversational courses in Native American or foreign language may demonstrate his or her qualification through recognition of competence by tribal elders or through a nationally recognized rating of proficiency in foreign language.

### || WHEN FACULTY QUALIFICATIONS ARE REVIEWED

Faculty qualifications are reviewed at all institutions accredited by the Commission at least at the time of an institution's comprehensive evaluation but may also be a subject of examination at other times if the issue becomes a matter of concern.

#### *Contact Information*

Questions? Contact a staff liaison for clarification.

### ***C. Health, Education & Public Safety Report***

Included below is a report on 2014-15 activities within the Health, Education & Public Safety division. Katie Garrity, Dean of Health, Education & Public Safety, will provide a report on 2015-16 activities within the division and measurements for success.



# Division of Health Education and Public Safety

Southwest Tech

# Highlights of the Division

- ▶ Launch of 3 new programs: Health Information Technology, Cancer Information Management, Laboratory Science Technician
- ▶ Grant awards                      2013/2014: \$850,900  
   2014/2015: \$1,027,598  
   2015/2016: \$1,625,114
- ▶ Accreditation of the Direct Entry Midwife Program received
- ▶ Midwife Program collaboration with Oregon State University in Puerto Rico
- ▶ Established Rural Health Information Technology Network
- ▶ Franklin University offering baccalaureate degrees in Allied Health Management and Nursing on the SW Tech campus
- ▶ Nursing Students travel experience to Haiti integrated into curriculum

# New program enrollment status

- ▶ Health Information Technology: 2-year Associate Degree  
2014: 25      2015: 34
- ▶ Cancer Information Management: Cancer Tumor Registry: 2-year Associate Degree  
2014: 5      2015: 20
- ▶ Laboratory Science Technician: 1-year Technical Diploma  
2015: 5

# Grant Awards 2015

- ▶ Rural Health Network Grant (HRSA) \$799,251 (\$348,591)
- ▶ TAACCT 4 \$735,111 (\$277,830)
- ▶ Access to Healthcare (GPR) \$350,120
- ▶ Cancer Information Management (GPR) \$90,925
- ▶ Blueprint for Prosperity
  - Nursing \$231,054
  - Physical Therapist Assistant \$326,594



# Clinic Update

## Crossing Rivers Health

Services began in late March 2014

- ▶ The clinic saw a total of 94 patients during August, a new monthly record for the Fennimore clinic.
- ▶ Averaged 13.3 patients each day when open, the highest per day volumes that we have seen in the Fennimore clinic.
- ▶ Telemedicine equipment has been purchased and Crossing Rivers Health is planning to install it later this month. It will be tested and Crossing Rivers Health is working towards implementing it for patient use.
- ▶ Many SWTC students utilized the clinic for their school physicals.
- ▶ Interviews for the behavioral health therapist and social worker positions are finishing up and Crossing Rivers hopes to have offers out to candidates in late September. It is anticipated these additional providers will start in October or November.

# Division: Health and Health Related Programs

- ▶ Associate Degree Nursing
- ▶ Dental Assistant
- ▶ Physical Therapist Assistant
- ▶ Medical Laboratory Technician
- ▶ Medical Assistant
- ▶ Human Services Associate
- ▶ Certified Nursing Assistant
- ▶ Health Information Technology
- ▶ Medical Coding
- ▶ Cancer Information Management
- ▶ Laboratory Science Technician
- ▶ Direct Entry Midwife
- ▶ Early Childhood Education
- ▶ Childcare
- ▶ Pharmacy Technician (shared with Lakeshore)

# Public Safety Complex

## Kris Wubben: Supervisor

- ▶ Criminal Justice Associate Degree: George Dulzo, Tom Kretschman
- ▶ Driver's Education: Annette Biggin
- ▶ Motorcycle Safety, Traffic Safety
- ▶ Law Enforcement Academy, Jail Academy, Dispatch Certification
- ▶ Fire Services: Karl Sandry
- ▶ Emergency Medical Services: Ken Bartz

# Southwest Tech Child Care and Early Childhood Education

- ▶ Child Care Center Manager: Emily McBee

Infant/Toddler: JoEllen Taylor

2-3 year olds: Paula Timmerman

4-5 year olds: Emily McBee

Early Childhood Education Program: Renae Blaschke

# Accreditation

- ▶ Direct Entry Midwife (2019)
- ▶ Physical Therapist Assistant (2018)
- ▶ Associate Degree Nursing (2017)
- ▶ Medical Assistant (2017)
- ▶ Medical Laboratory Technician (2018)
- ▶ *Current:* Health Information Technology (anticipated 2016)
- ▶ Future: Cancer Information Management
- ▶ Certified Nursing Assistant (DHS approval, continuing)



# ACT for Healthcare: TAACCT 4 Laboratory Science Technician

- ▶ \$735,111 over 3 years
- ▶ Unique Program: Integration of Food and Dairy Industry with Healthcare: Lab Science Technician lattice into Medical Lab Technician
- ▶ 1-year technical diploma
- ▶ Developed regional partnerships in food and dairy industry with specific identified district needs (Schreiber, Foremost, Lactalis, Woolwich, etc.) for lab personnel
- ▶ Ability to transfer into Medical Lab Tech, if desired
- ▶ Presently investigating articulation agreements in Food Science

# Southwest Health Network

- ▶ \$770,500 over 3 years (HRSA grant) 2<sup>nd</sup> year
- ▶ Developed rural regional partnerships with healthcare providers in conjunction with the Health Information Technology program development and delivery. Current program is full with a wait list of 8.
- ▶ Consists of: Network Director, Regional Partners who meet monthly. Plan in place to provide paid preceptorships for enrolled students in HIT beginning spring 2016

# Nursing

Pass rate:

2012:	100%
2013:	99%
2014:	94%
2015:	93% (3 not tested)

Franklin University established RN to BSN option on the SW Tech campus and is moving forward with scheduling classes.

The 2<sup>nd</sup> year spring clinical has been updated in order for students to experience the healthcare delivery challenges, access to education, and public health issues. This includes:

The Haiti experiential trip for nursing students has been integrated into the 2<sup>nd</sup> year spring clinical.

Precepted experiences in alternate settings: Public Health, Hospice, ER, Out-patient, Camp Nursing, et al.

Students in the final semester may apply for any of these experiential areas if they meet the criteria for placement



# Future Program Investigation

Healthcare Navigator

Alcohol and Other Drug Abuse

Community Paramedicine

THANK YOU!

#### ***D. Staffing Update***

Krista Weber, Director of Human Resources, will provide an update on College staffing at the Board meeting. A summary is available below.

### Staffing Update 2015-16 Fiscal Year

	<b>Name</b>	<b>Title</b>	<b>Status and/or Additional Info</b>	<b>Effective Date</b>	<b>Funding Source &amp;/or Estimated Wage Range/Hired Salary</b>
1	New Position	Midwife Clinical Coordinator	Marijke van Roojen	Summer 2015	Grade 4, Hourly \$16.33 - \$21.09 Hired at \$20.78/hour
2	Replacement-Beth Whitish (Retirement)	Early Childhood Education Instructor	Renae Blaschke	Fall 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437 Hired at \$64,000
3	Replacement-Marla Leibfried (Retirement)	Dental Assistant Instructor	Krista Demo	Fall 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437 Hired at \$45,000
4	Replacement-Heather Fifrick	Resident & Student Life Coordinator	Stephanie Brown	Summer 2015	Grade 8, Salaried Professional \$44,817 - \$60,580 Hired at \$49,000 (internal)
5	Replacement-Lena Robinson (Resignation)	Learning Services Assistant	Posting being prepared	Summer 2015	
6	New Position	Grants Coordinator	Darnell Hendricks	Summer 2015	Grade 7, Salaried Professional \$52,190 - \$70,611 Hired at current salary (internal)

### Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	New Position	Safety Instructor	On Hold	Fall 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437
8	New Position	Cook	Tim Evans	7/23/2015	Grade 1, Hourly \$12.07 - \$15.59 Hired at \$14.00/hour
9	Replacement - Laura Nyberg-Comins (Resignation)	Dean of Student Services	Holly Bigelow	Summer 2015	Grade 2, Salaried Professional \$89,258 - \$120,763 Hired at \$93,000
10	Replacement - Dennis Cooley (Resignation)	Executive Director of the Foundation	Holly Clendenen	8/19/2015	Grade 4, Salaried Professional \$74,431 - \$100,700 Hired at \$88,000
11	Replacement - Chase Varvil	Electrical Power & Distribution Lab Assistant-PT LTE	On Hold	Fall 2015	Grade 5 Hourly \$17.40 - \$22.42
12	Replacement - Stephanie Brown (transfer)	Advisor	On Hold	Summer 2015	Grade 8, Salaried Professional \$44,817 - \$60,580

### Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	New Position	Cook - PT Regular	Susan Friederick	Summer 2015	Grade 1, Hourly \$12.07 - \$15.59 Hired at \$14.00/hour
15	Replacement - George Dulzo (Retirement-12/15)	Criminal Justice Instructor	Offer Pending	12/1/2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437
16	Replacement - Cindy Albrect (Resigned)	Communications Instructor	Interviews are being scheduled	1/1/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554
17	New Position	IT Instructional/Lab Assistant-LTE	Kelly Flynn (KJ)	8/8/2015	Grade 3 Support Staff \$15.25-\$20.19 Hired at \$18.75
18	New Position	Coordinator of Annual Giving & Donor Relations	Closes on 8/20/2015	Fall 2015	Grade 8, Salaried Professional \$44,817 - \$60,580
18	New Position	Coordinator of Annual Giving & Donor Relations	Closes on 8/20/2015	Fall 2015	Grade 8, Salaried Professional \$44,817 - \$60,580

### Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
19	New Position	Student Success Tutors 2 Part-time/LTE	Closes on 10/1/2015	Fall 2015	Grade 6 Support Staff \$21.05-\$27.24
18	New Position	Student Success Coach LTE	Closes on 10/1/2015	Fall 2015	Grade 8, Salaried Professional \$44,817 - \$60,580
19	New Position	Director of External Relations & Alumni Development	Interviews are scheduled for 9/22/2015	Fall 2015	Grade 5, Salaried Professional \$67,017 - \$90,671

Updated 9/18/2015

## **Information and Correspondence**

### **A. Enrollment Report**

The year-over-year 2015-16 Comparison FTE Report is available below.



## 2014-2015 and 2015-2016 FTE Comparison

Program Code	Program Title	09-15-14 Students	09-14-15 Students	Student Change	09-15-14 FTE	09-14-15 FTE	FTE Change
10-101-1	Accounting	24	24	-	12.27	10.20	(2.07)
10-106-6	Administrative Professional	10	14	4	4.07	6.23	2.17
10-006-2	Agri-Business/Science Technology	61	65	4	32.40	34.97	2.57
10-102-3	Business Management	68	74	6	28.46	32.26	3.80
10-530-5	Cancer Information Management	4	20	16	0.90	7.83	6.93
10-504-1	Criminal Justice - Law Enforcement	55	49	(6)	25.96	23.80	(2.17)
10-316-1	Culinary Arts	21	18	(3)	9.90	8.77	(1.13)
10-317-1	Culinary Management	8	7	(1)	3.93	2.60	(1.33)
10-510-6	Direct Entry Midwife	21	33	12	7.07	11.07	4.00
10-307-1	Early Childhood Education	35	38	3	16.20	17.23	1.03
10-620-1	Electromechanical Technology	58	36	(22)	28.70	17.27	(11.43)
10-623-8	Engineering Technologist-Suspended	10	-	(10)	4.27	-	(4.27)
10-325-1	Golf Course Management	26	20	(6)	13.00	9.80	(3.20)
10-201-2	Graphic And Web Design	29	35	6	12.53	17.13	4.60
10-530-1	Health Information Technology	25	34	9	8.43	11.93	3.50
10-520-3	Human Services Associate	43	54	11	18.47	24.47	6.00
10-825-1	Individualized Technical Studies	4	6	2	1.20	3.17	1.97
10-154-3	IT-Computer Support Specialist	1	-	(1)	0.33	-	(0.33)
10-150-1	IT-Network Communications Specialist	31	40	9	11.43	18.63	7.20
10-152-7	IT-Web & Software Developer-Suspended	11	1	(10)	3.90	0.30	(3.60)
10-513-1	Medical Laboratory Technician	16	19	3	8.27	9.37	1.10
10-543-1	Nursing - Associate Degree	281	201	(80)	80.07	57.80	(22.27)
10-524-1	Physical Therapist Assistant	43	44	1	15.50	16.10	0.60
10-196-1	Supervisory Management	16	20	4	4.56	7.43	2.87
10-182-1	Supply Chain Management	-	8	8	-	2.77	2.77
10-499-5	Technical Studies-Journey Worker	-	1	1	-	0.50	0.50
<b>Total Associate Degree</b>		<b>901</b>	<b>861</b>	<b>(40)</b>	<b>351.83</b>	<b>351.62</b>	<b>(0.21)</b>
31-101-1	Accounting Assistant	11	4	(7)	4.50	1.83	(2.67)
32-070-1	Agricultural Power & Equipment Technician	41	43	2	22.24	22.57	0.33
31-405-1	Auto Collision Repair & Refinish Technician	20	18	(2)	7.77	7.97	0.20
32-404-2	Automotive Technician	31	35	4	14.80	16.43	1.63
31-475-1	Building Trades - Carpentry	21	11	(10)	10.83	5.77	(5.07)

Program Code	Program Title	09-15-14 Students	09-14-15 Students	Student Change	09-15-14 FTE	09-14-15 FTE	FTE Change
30-420-2	CNC Setup/Operation	8	5	(3)	3.83	3.10	(0.73)
31-307-1	Child Care Services	10	17	7	4.50	8.30	3.80
50-413-2	Electricity (Construction) Apprentice	19	20	1	1.37	1.33	(0.03)
31-502-1	Cosmetology	38	38	-	20.50	20.87	0.37
30-504-1	Criminal Justice-Law Enforcement 520 Academy	15	18	3	7.80	9.60	1.80
31-317-1	Culinary Specialist	4	8	4	1.47	3.27	1.80
31-091-1	Dairy Herd Management	17	17	-	9.23	9.50	0.27
30-508-2	Dental Assistant - Short Term	18	14	(4)	9.20	7.47	(1.73)
31-413-2	Electrical Power Distribution	25	24	(1)	12.67	12.10	(0.57)
50-413-1	Industrial Electrician Apprentice	10	12	2	0.73	1.07	0.33
31-620-1	Industrial Mechanic	-	9	9	-	4.30	4.30
31-154-6	IT-Computer Support Technician	18	15	(3)	7.80	6.37	(1.43)
31-513-1	Laboratory Science Technician	-	5	5	-	2.27	2.27
31-509-1	Medical Assistant	35	35	-	18.00	17.17	(0.83)
30-530-1	Medical Coding Specialist	33	33	-	7.37	8.13	0.77
30-543-1	Nursing Assistant	96	98	2	10.30	10.43	0.13
31-106-8	Office Support Specialist	11	5	(6)	5.07	2.67	(2.40)
50-427-5	Plumbing Apprentice	12	18	6	1.08	1.70	0.62
31-182-1	Supply Chain Assistant	-	1	1	-	0.50	0.50
31-442-1	Welding	42	43	1	22.05	21.75	(0.30)
	<b>Total Technical Diploma</b>	<b>535</b>	<b>546</b>	<b>11</b>	<b>203.10</b>	<b>206.46</b>	<b>3.36</b>
20-800-1	Liberal Arts - Associate of Arts	13	10	(3)	2.77	2.77	0.00
20-800-2	Liberal Arts - Associate of Science	12	9	(3)	3.27	1.43	(1.83)
	Undeclared Majors	643	524	(119)	70.50	57.70	(12.80)
	<b>Total</b>	<b>2,104</b>	<b>1,950</b>	<b>(154)</b>	<b>631.46</b>	<b>619.98</b>	<b>(11.48)</b>
	<b>Percent of Change</b>						<b>-1.82%</b>
	Vocational Adult (Aid Codes 42-47)	2,006	1,724	(282)	38.62	34.49	(4.14)
	Community Services (Aid Code 60)	39	39	-	0.08	0.08	0.00
	Basic Skills (Aid Codes 73,74,75,76)	79	95	16	3.16	4.70	1.53
	Basic Skills (Aid Codes 77 & 78)	268	284	16	10.52	10.69	0.17
	<b>Grand Total</b>	<b>4,496</b>	<b>4,092</b>	<b>(404)</b>	<b>683.85</b>	<b>669.93</b>	<b>(13.92)</b>
	<b>Total Percent of Change</b>						<b>-2.04%</b>

***B. Chairperson's Report***

2. ACCT Leadership Congress Voting Delegate and Alternate

***C. College President's Report***

***D. Other Information Items***

## **Establish Board Agenda Items for Next Meeting**

### ***A. Agenda for Next Board meeting***

8. Board Retreat – Strategic Directions, Operational Plan, Presidential Evaluation
9. Joint Meeting with Foundation Board Meeting on Memorandum of Understanding
10. Faculty Quality Assurance System
11. Resolution for Adoption of 2015 Tax Levy
12. Fund & Account Transfers (2014-15 Budget Modifications)
13. Review of Purchasing Activity
14. Industry, Trades & Agriculture Report

### ***B. Time and Place***

Board Retreat – Thursday, October 22, 2015, at 1:00 p.m. in Room 303, Kramer Administration Building, Southwest Tech Campus

Joint Meeting with Foundation Board – Thursday, October 22, 2015, at 4:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

Board Meeting – Thursday, October 22, 2015, at 6:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

### **Adjourn to Closed Session**

- A. Consideration of adjourning to closed session for the purpose of:
  - 1. Discussing General Employment Status per Wis. Statutes 19.85 (1)(c)  
{Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
  - 2. Discussing a Specific Personnel Issue per Wis. Statutes 19.85(1)(f)  
{Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
- B. Approval of Closed Session Minutes of August 27, 2015

### **Reconvene to Open Session**

- A. Action, if necessary, on Closed Session Items

### **Adjournment**