This handbook was compiled by the Office of Curriculum Management to provide basic information to faculty but should not be viewed as a complete faculty guide. Although it may reference certain MATC policies and procedures it is not the official version of MATC’s policies and procedures. The official, controlling versions are maintained at http://matc.edu/administration/Policies.html and http://matc.edu/administration/Procedures.html.

This handbook is not intended to contradict any of MATC’s policies or procedures nor does it prohibit the amendment of any of MATC’s policies or procedures. The handbook does not serve as a contract or create any rights.

The MATC Department of Public Safety works to create and maintain a safe campus environment for students, employees and visitors.
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Must Know Locations - Milwaukee Campus

<table>
<thead>
<tr>
<th>Milwaukee Campus Department/Service</th>
<th>Room</th>
<th>Phone</th>
<th>Hours &amp; Days Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Support Center</td>
<td>M273, C270, C271, C278</td>
<td>X 77922</td>
<td>Varies M-S T Th F Th</td>
</tr>
<tr>
<td>Bookstore</td>
<td>8th &amp; State</td>
<td>X 76811</td>
<td>8:00 am-6:00 pm M-Th</td>
</tr>
<tr>
<td>Cashier</td>
<td>S123</td>
<td>X 76353</td>
<td>7:45 am-6:00 pm M-Th</td>
</tr>
<tr>
<td>Certification</td>
<td>M262</td>
<td>X 77696</td>
<td>8:00 am-5:00 pm M-F</td>
</tr>
<tr>
<td>Child Care</td>
<td>H240</td>
<td>X 77322</td>
<td>6:30 am-5:30 pm M-F</td>
</tr>
<tr>
<td>Counseling/Advising</td>
<td>S203</td>
<td>X 76267</td>
<td>7:45 am-6:00 pm M-Th</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>S222</td>
<td></td>
<td>7:45 am-6:00 pm M-Th</td>
</tr>
<tr>
<td>Food Court</td>
<td>S-Bldg 3rd FL</td>
<td></td>
<td>Varies</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>M5</td>
<td></td>
<td>Open Gym Hours Vary</td>
</tr>
<tr>
<td>Human Resources</td>
<td>M254</td>
<td>X 78960</td>
<td>8:00 am-5:00 pm M-F</td>
</tr>
<tr>
<td>International Student Admissions</td>
<td>S115</td>
<td>X 78840</td>
<td>9:00 am-4:00 pm M-T-W</td>
</tr>
<tr>
<td>Key Department</td>
<td>M4</td>
<td>X 78584</td>
<td>12:00 pm-4:00 pm Th</td>
</tr>
<tr>
<td>Library</td>
<td>M377</td>
<td>X 76205</td>
<td>9:00 am-3:30 pm F</td>
</tr>
<tr>
<td>Mailroom</td>
<td>M101</td>
<td>X 78064</td>
<td>Varies M-S Th F Th</td>
</tr>
<tr>
<td>Payroll Window</td>
<td>M66</td>
<td>X 76431</td>
<td>7:30 am-4:00 pm M-F</td>
</tr>
<tr>
<td>Public Safety</td>
<td>M274</td>
<td>X 76588</td>
<td>7:30 am-4:00 pm M-F</td>
</tr>
<tr>
<td>Stormer Pass Station (ID)</td>
<td>S301</td>
<td>X 78697</td>
<td>Varies M-F</td>
</tr>
<tr>
<td>Student Accommodation Services</td>
<td>C219</td>
<td>X 76750</td>
<td>7:45 am-6:00 pm M-Th</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>M281-Window</td>
<td>X 76797</td>
<td>7:45 am-4:00 F</td>
</tr>
<tr>
<td>Student Employment Services</td>
<td>S114</td>
<td>X 76244</td>
<td>8:00 am-4:30 pm M-F</td>
</tr>
<tr>
<td>Student Life</td>
<td>S303</td>
<td>X 76229</td>
<td>7:45 am-4:15 pm M-F</td>
</tr>
<tr>
<td>Test Monitoring</td>
<td>S215</td>
<td>X 78180</td>
<td>9:00 am-7:00 pm M-Th</td>
</tr>
<tr>
<td>Tutoring Services</td>
<td>C201</td>
<td>X 76791</td>
<td>Varies M-S Th F Th</td>
</tr>
<tr>
<td>Welcome Center</td>
<td>S115</td>
<td>X 76282</td>
<td>7:45 am-6:00 pm M-Th</td>
</tr>
</tbody>
</table>

RESTROOMS are not on every floor of each building at the Milwaukee Campus. Some restrooms are for faculty and staff only and can be opened with a Z-key. (There is also a Faculty/Staff Lounge on the third floor, M342)

- when evening classes are in session
- when evening classes are not in session
- when Weekend College is in session
# Must Know Locations - Mequon Campus Offices/Hours

<table>
<thead>
<tr>
<th>Mequon Campus Department/Service</th>
<th>Room</th>
<th>Hours and Days Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>A200</td>
<td>8:00 am – 4:30 pm M-F</td>
</tr>
</tbody>
</table>
| Bookstore                        | A107 | 7:30 am – 6:00 pm M-Th  
|                                  |      | 7:30 am – 3:45 F       |
| Building Services                | A138 | 7:30 am – 4:00 pm M-F   
|                                  |      | *After 4 pm contact switchboard* |
| Business, School of              | A238 | 7:30 am – 4:00 pm M-F   |
| Cashier (Business Office)        | A116 | 9:45 am – 6:00 pm M-Th  
|                                  |      | 7:45 am – 4:00 pm F    |
| Child Care                       | A216 | 6:45 am – 5:15 pm M-F   
|                                  |      | *Call 238-2450 for more information* |
| EMS                              | A211 | *Call 262-238-2241 for appointment* |
| Emergencies                      | A280 | *Dial ext. 76200 anytime* |
| Evening School                   | A280 | 4:00 pm – 10:00 pm M-Th |
| Food Service                     | A101 | 7:30 a.m. - 6:00 p.m. M-Th 
|                                  |      | 7:45 a.m. - 1:30 p.m. F |
| Health Sciences, School of       | B201 | 7:30 a.m. – 4:30 p.m. M-Th 
|                                  |      | 7:30 a.m. – 4:00 p.m. F |
| Information Cen                  | A280 | 7:30 a.m. – 9:00 p.m. M-Th |
|                                  |      | 7:30 a.m. – 4:00 p.m. F |
| Liberal Arts and Sciences, School of | A211 | 7:30 a.m. – 4:00 p.m. M-F |
| Learning Commons (ASC, Library, Student Accomodation Services) | A282 | 7:45 a.m. - 9:00 p.m. M-Th |
|                                  |      | 7:45 a.m. - 4:00 p.m. F |
| Media Center                     | A280 | 7:30 a.m. – 4:00 p.m. M-F |

* when evening classes are in session
* when evening classes are not in session
******** when Weekend College is in session
<table>
<thead>
<tr>
<th>Mequon Campus</th>
<th>Room</th>
<th>Hours and Days Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Permits (Cashier’s Office)</td>
<td>A116</td>
<td>7:45 a.m. – 7:00 p.m. M-Th 7:45 a.m. – 4:00 p.m. F</td>
</tr>
<tr>
<td>Public Safety (including Lost &amp; Found)</td>
<td>A280C</td>
<td>(262) 238-2257 X82257 24hr service call Dispatch (414) 297-6588 X76588</td>
</tr>
<tr>
<td>Recruitment</td>
<td>A110</td>
<td>8:00 a.m. – 4:00 p.m. M-F</td>
</tr>
<tr>
<td>Services for Students with Disabilities</td>
<td>A282</td>
<td>For information call 262-238-2227</td>
</tr>
<tr>
<td>Student Accommodation Services</td>
<td>A282</td>
<td>7:45 a.m. - 6:30 p.m. M-Th 7:45 a.m. - 4:00 p.m. F For information call 262-238-2227</td>
</tr>
<tr>
<td>Student Life (Student Activities, Student Housing, Student Government, Stormer Pass (ID), Student Organizations and Clubs, Student Conduct, UPass)</td>
<td>A118</td>
<td>8:00 a.m. – 4:00 p.m. M-F (extended hours will be posted)</td>
</tr>
<tr>
<td>Student Services (Admissions, Counseling, Testing, Registration)</td>
<td>A110</td>
<td>7:45 a.m. – 6:00 p.m. M-Th 7:45 a.m. – 4:00 p.m. F</td>
</tr>
<tr>
<td>Financial Aid Counselor (Call 262-238-2300 for schedule)</td>
<td>A110</td>
<td>9:00 a.m. – 6:00 p.m. M 8:00 a.m. – 4:00 p.m. T</td>
</tr>
<tr>
<td>Technology and Applied Sciences, School of</td>
<td>B201</td>
<td>7:30 a.m. – 1:30 p.m. M W &amp; Th Closed T&amp;T</td>
</tr>
</tbody>
</table>

- when evening classes are in session
- when evening classes are not in session
- when Weekend College is in session
## Must Know Locations - Oak Creek Campus Offices/Hours

<table>
<thead>
<tr>
<th>Oak Creek Campus Department/Service</th>
<th>Room</th>
<th>Hours and Days Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Support Center</td>
<td>A208</td>
<td>8:00 a.m. – 9:00 p.m. M-Th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8:00 a.m. – 5:00 p.m. F</td>
</tr>
<tr>
<td>Administration</td>
<td>A200</td>
<td>8:00 a.m. – 4:30 p.m. M-F</td>
</tr>
<tr>
<td>Admissions</td>
<td></td>
<td>See Student Services</td>
</tr>
<tr>
<td>Bookstore</td>
<td>A103</td>
<td>7:45 a.m. – 6:00 p.m. M-Th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:45 a.m. – 4:00 p.m. F</td>
</tr>
<tr>
<td>Building Services</td>
<td>A140</td>
<td>6:00 a.m. – 11:30 p.m. M-F</td>
</tr>
<tr>
<td>Business, School of</td>
<td>A209</td>
<td>8:00 a.m. – 4:15 p.m. M-F</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>A100</td>
<td>7:00 a.m. – 8:00 p.m. M-Th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:00 a.m. – 1:00 p.m. F</td>
</tr>
<tr>
<td>Cashier (Business Office)</td>
<td>A103</td>
<td>7:45 a.m. – 6:00 p.m. M-Th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:45 a.m. – 4:00 p.m. F</td>
</tr>
<tr>
<td>Counseling</td>
<td></td>
<td>See Student Services</td>
</tr>
<tr>
<td>Emergencies</td>
<td>A100D</td>
<td>Dial 76200 at any time</td>
</tr>
<tr>
<td>Employment Development Center</td>
<td>Library</td>
<td>Call 414-297-6244 for an appointment</td>
</tr>
<tr>
<td>Financial Aid</td>
<td></td>
<td>See Student Services</td>
</tr>
<tr>
<td>Financial Aid Counselor</td>
<td>A110</td>
<td>7:45 a.m. – 11:00 a.m. T</td>
</tr>
<tr>
<td>Information</td>
<td></td>
<td>See Student Services</td>
</tr>
</tbody>
</table>

- when evening classes are in session
- - when evening classes are not in session
- - - when Weekend College is in session
<table>
<thead>
<tr>
<th>Oak Creek Campus Department/Service</th>
<th>Room</th>
<th>Hours and Days Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Resource Center</td>
<td>A206A-1</td>
<td>7:30 a.m. – 8:30 p.m. M-Th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:30 a.m. – 4:00 p.m. F</td>
</tr>
<tr>
<td>Liberal Arts and Sciences, School of</td>
<td>A205</td>
<td>7:30 a.m. – 4:00 p.m. M-F</td>
</tr>
<tr>
<td>Library</td>
<td>A202</td>
<td>7:45 a.m. – 9:00 p.m. M-Th ◗</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:45 a.m. – 4:00 p.m. F</td>
</tr>
<tr>
<td>Media Center</td>
<td>A206A</td>
<td>7:30 a.m. – 8:30 p.m. M-Th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:30 a.m. – 4:30 p.m. F</td>
</tr>
<tr>
<td>Parking Permits</td>
<td>A103</td>
<td><em>See Cashier</em></td>
</tr>
<tr>
<td>Police Science</td>
<td>B115</td>
<td>8:00 a.m. – 4:30 p.m. M-F</td>
</tr>
<tr>
<td>Pre College, School of</td>
<td>A209</td>
<td>9:00 a.m. – 4:00 p.m. M-F by appointment</td>
</tr>
<tr>
<td>Public Safety</td>
<td>A100D</td>
<td>*(414) 571-4612 X54612 24hr service call Dispatch *(414) 297-6588 X76588</td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td><em>See Student Services</em></td>
</tr>
<tr>
<td>Student Accommodation Services</td>
<td>A211</td>
<td>7:45 a.m. – 6:30 p.m. M-Th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:45 a.m. – 4:00 p.m. F</td>
</tr>
<tr>
<td>Stormer Pass</td>
<td>A107</td>
<td><em>Hours and days vary but are posted</em></td>
</tr>
<tr>
<td>Student Life</td>
<td>A105</td>
<td>8:00 a.m. – 4:00 p.m. M-F</td>
</tr>
<tr>
<td>(Student Activities, Student Housing,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Government, Stormer Pass (ID),</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Organizations and Clubs, Student Conduct, UPass)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Services</td>
<td>A106</td>
<td>7:45 a.m. – 6:00 p.m. M-Th</td>
</tr>
<tr>
<td>(Admissions, Counseling, Information,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lost and Found, Registration, Financial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aid, GED Testing, Advising)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology and Applied Sciences, School of</td>
<td>B115</td>
<td>7:30 a.m. – 5:00 p.m. M-F</td>
</tr>
<tr>
<td></td>
<td>B119</td>
<td>8:00 a.m. – 4:00 p.m. M-F</td>
</tr>
<tr>
<td></td>
<td>E118</td>
<td>8:30 a.m. – 5:00 p.m. M-F</td>
</tr>
<tr>
<td>Tutoring Services</td>
<td>A208</td>
<td>8:00 a.m. – 9:00 p.m. M-Th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8:00 a.m. – 4:00 p.m. F</td>
</tr>
</tbody>
</table>

* when evening classes are in session
** when evening classes are not in session
*** when Weekend College is in session

2013-2014 Faculty Resource Guide 5
## Must Know Locations - West Allis Campus Offices/Hours

<table>
<thead>
<tr>
<th>West Allis Campus Department/Service</th>
<th>Room</th>
<th>Hours and Days Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Support Center</strong></td>
<td>249</td>
<td>8:00 a.m. – 8:00 p.m. M-Th&lt;br&gt;8:00 a.m. – 4:30 p.m. F&lt;br&gt;<em>(Tutoring services available by appt. only)</em>&lt;br&gt;<em>(For information, call 414-456-5334)</em></td>
</tr>
<tr>
<td><strong>Administration</strong></td>
<td>104</td>
<td>8:00 a.m. – 4:30 p.m. M-F</td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td>153</td>
<td>8:00 a.m. – 6:00 p.m. M-Th&lt;br&gt;8:00 a.m. – 12:00 p.m. F</td>
</tr>
<tr>
<td><strong>Building Services</strong></td>
<td>102</td>
<td>7:30 a.m. – 4:30 p.m. M-F</td>
</tr>
<tr>
<td><strong>Business, School of</strong></td>
<td>104</td>
<td>8:00 a.m. – 4:00 p.m. M-F</td>
</tr>
<tr>
<td><strong>Cafeteria</strong></td>
<td>121</td>
<td>7:30 a.m. – 6:00 p.m. M-Th&lt;br&gt;7:00 a.m. – 1:00 p.m. F</td>
</tr>
<tr>
<td><strong>Cashier (Business Office)</strong></td>
<td>114A</td>
<td>7:45 a.m. – 6:00 p.m. M-Th&lt;br&gt;7:45 a.m. – 4:00 p.m. F</td>
</tr>
<tr>
<td><strong>Child Care</strong></td>
<td>865 S. 72 St.</td>
<td>7:00 a.m. – 5:00 p.m. M-F</td>
</tr>
<tr>
<td><strong>Health Sciences, School of</strong></td>
<td>104</td>
<td>8:00 a.m. – 4:00 p.m. M-F</td>
</tr>
<tr>
<td><strong>Emergencies</strong></td>
<td>100</td>
<td><strong>Dial 76200 anytime</strong></td>
</tr>
<tr>
<td><strong>Employer Hotline</strong></td>
<td></td>
<td>24 hours/day, 7 days/week 278-6939</td>
</tr>
<tr>
<td><strong>Employment Development Center</strong></td>
<td></td>
<td><strong>Call 414-297-6244 for an appointment</strong></td>
</tr>
<tr>
<td><strong>Legal Clinic</strong></td>
<td>121</td>
<td>8:30 a.m. – 11:30 a.m. M</td>
</tr>
<tr>
<td><strong>Liberal Arts and Sciences, School of</strong></td>
<td>104</td>
<td>8:00 a.m. – 4:00 p.m. M-F</td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td>213</td>
<td>7:45 a.m. – 9:00 p.m. M-Th&lt;br&gt;7:45 a.m. – 4:00 p.m. F</td>
</tr>
</tbody>
</table>

* when evening classes are in session<br>** when evening classes are not in session<br>*** when Weekend College is in session
<table>
<thead>
<tr>
<th>West Allis Campus</th>
<th>Room</th>
<th>Hours and Days Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations – Information/ Switchboard</td>
<td>101</td>
<td>7:30 a.m. – 8:45 p.m. M-Th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(For Information call 414-456-5500)</td>
</tr>
<tr>
<td>Pre College, School of</td>
<td>104</td>
<td>8:00 a.m. – 4:00 p.m. M-F By appointment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(414) 297-8067</td>
</tr>
<tr>
<td>Public Safety</td>
<td>100A</td>
<td>(414) 456-5373 X65373</td>
</tr>
<tr>
<td></td>
<td></td>
<td>24hr service call Dispatch (414) 297-6588 X76588</td>
</tr>
<tr>
<td>STUDENT SERVICES</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Welcome Center</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admissions</td>
<td>114</td>
<td>“Same as above”</td>
</tr>
<tr>
<td>Cashier</td>
<td>114A</td>
<td>“Same as above”</td>
</tr>
<tr>
<td>Counseling</td>
<td>120</td>
<td>“Same as above”</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>112</td>
<td>“Same as above”</td>
</tr>
<tr>
<td>Registration/Scheduling</td>
<td>114</td>
<td>“Same as above”</td>
</tr>
<tr>
<td>Student Accommodation Services</td>
<td>217</td>
<td>“Same as above”</td>
</tr>
<tr>
<td>Testing</td>
<td>103</td>
<td>“Same as above”</td>
</tr>
<tr>
<td>Student Life</td>
<td>133</td>
<td>8:30 a.m. – 4:00 p.m. M-F</td>
</tr>
<tr>
<td>(Student Activities, Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing, Student Government, Stormer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass (ID), Student Organizations and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clubs, Student Conduct, UPass)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology and Applied Sciences,</td>
<td>104</td>
<td>8:30 a.m. – 4:30 p.m. M-F</td>
</tr>
<tr>
<td>School of</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- when evening classes are in session
- when evening classes are not in session
- when Weekend College is in session
## College Directory

**Milwaukee Campus (Location 60) & Division Supervisors**  
700 W. State St., M278, Milwaukee, WI  53233

<table>
<thead>
<tr>
<th>Phone</th>
<th>Supervisors</th>
<th>Room</th>
<th>Clerical Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>414-297-7269</td>
<td>Dr. Vicki Martin, Executive Vice President, Provost, Academic Affairs</td>
<td>M278</td>
<td>Shelly Conroy</td>
</tr>
<tr>
<td>414-297-7709</td>
<td>Barbara Cannell, Associate Provost</td>
<td>M278</td>
<td>Karen Ortiz</td>
</tr>
<tr>
<td>414-297-6279</td>
<td>Dr. Trevor A. Kubatzke</td>
<td>M278</td>
<td>Cindy Lehner</td>
</tr>
<tr>
<td>414-297-6111</td>
<td><strong>School of Business</strong></td>
<td>M244</td>
<td>Carriel Danz</td>
</tr>
<tr>
<td>414-297-8087</td>
<td>Dr. Mohammad Dakwar, Dean</td>
<td></td>
<td>Pa Vang</td>
</tr>
<tr>
<td></td>
<td>Dr. Rich Busalacchi</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dr. Roy Vargas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>414-297-6263</td>
<td><strong>School of Health Sciences</strong></td>
<td>H116</td>
<td>Linda Esche</td>
</tr>
<tr>
<td></td>
<td>Dr. Dessie Levy, Dean</td>
<td></td>
<td>Trisha Gee</td>
</tr>
<tr>
<td></td>
<td>Dr. Sharon Abston-Coleman</td>
<td></td>
<td>Gloria Hubbard</td>
</tr>
<tr>
<td></td>
<td>Dr. Richard Ammon</td>
<td></td>
<td>Valerie McLain</td>
</tr>
<tr>
<td></td>
<td>Dr. Nancy Vrabec</td>
<td></td>
<td>Julie Murphy</td>
</tr>
<tr>
<td></td>
<td>Vickie Hinds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>414-297-6278</td>
<td><strong>School of Pre-College Education</strong></td>
<td>FH208</td>
<td>Susan Scasny</td>
</tr>
<tr>
<td></td>
<td>Gloria Pitchford-Nicholas, Dean</td>
<td></td>
<td>Sharon Gest</td>
</tr>
<tr>
<td></td>
<td>Valencia Brown</td>
<td></td>
<td>Mary Jo Phillips</td>
</tr>
<tr>
<td></td>
<td>Dr. James Campbell</td>
<td></td>
<td>Darlene Moore</td>
</tr>
<tr>
<td></td>
<td>Patricia Kappel</td>
<td></td>
<td>Annette Velez</td>
</tr>
<tr>
<td></td>
<td>Dr. Arturo Martinez</td>
<td></td>
<td>Barbara Trader</td>
</tr>
<tr>
<td></td>
<td>Mary Mckinney</td>
<td></td>
<td></td>
</tr>
<tr>
<td>414-297-6584</td>
<td><strong>School of Liberal Arts and Sciences</strong></td>
<td>M214</td>
<td>Chandra West</td>
</tr>
<tr>
<td></td>
<td>Dr. Wilma L. Bonaparte, Dean</td>
<td></td>
<td>Sarah Helding</td>
</tr>
<tr>
<td></td>
<td>Dr. Kimberly Farley</td>
<td></td>
<td>Cathy Rissley</td>
</tr>
<tr>
<td></td>
<td>Carl Morency</td>
<td></td>
<td>Kimya Green</td>
</tr>
<tr>
<td></td>
<td>Colleen Wagner</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rebecca Hartzog</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>Supervisor</td>
<td>Room</td>
<td>Clerical Staff</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------</td>
<td>------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>414-297-6111</td>
<td>School of Media and Creative Arts</td>
<td>M244</td>
<td>Carriél Danz</td>
</tr>
<tr>
<td></td>
<td>Dr. Mohammad Dakwar, Dean</td>
<td></td>
<td></td>
</tr>
<tr>
<td>414-297-7508</td>
<td>Brian Carlson</td>
<td>M244</td>
<td>Charisse Place</td>
</tr>
<tr>
<td>(MCA office)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>414-297-6315</td>
<td>School of Technology &amp; Applied Sciences</td>
<td>T203</td>
<td>Lisa Wendler</td>
</tr>
<tr>
<td></td>
<td>Dorothy Walker, Interim Dean</td>
<td></td>
<td>Maggie Maynez</td>
</tr>
<tr>
<td></td>
<td>Terese Dressel</td>
<td></td>
<td>Jennifer Wayd</td>
</tr>
<tr>
<td></td>
<td>Becky Alsup-Kingery</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Al Luna</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dr. Dragomir Marinkovich</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Duane Schultz</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Russell Spahn</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nick Triscari</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# College Directory

**Mequon Campus (Location 50)**  
5555 W. Highland Rd., Mequon, WI 53092

<table>
<thead>
<tr>
<th>Phone</th>
<th>Supervisors</th>
<th>Room</th>
<th>Clerical Staff</th>
</tr>
</thead>
</table>
| 262-238-2200 | **Vice President**  
Lucia Francis, Vice President | A200 | Sandra Webster  
Patti Peterson |
| 262-238-2237 | **School of Business**  
Dr. Mercedes Fisher | A238 | Sue Fritsche |
| 262-238-2224 | **School of Health Sciences**  
Dr. Nancy Vrabec | B201 | Barbara Pinkowsky |
| 262-238-2269 | **School of Liberal Arts and Sciences**  
Rebecca Hartzog | A211 | Sylvia Barnes |
| 262-238-2384 | **School of Technology & Applied Sciences**  
Becky Alsup-Kingery | B201 | Benedicto Azcueta  
Barbara Pinkowsky |
| 414-570-4421 |                                               |      |                              |
| 262-238-2466 | **Student Services**  
Maureen Crump-Phillips | A112A |                              |
# College Directory

**Oak Creek Campus (Location 20)**
6665 S. Howell Ave., Oak Creek, WI  53154

<table>
<thead>
<tr>
<th>Phone</th>
<th>Supervisors</th>
<th>Room</th>
<th>Clerical Staff</th>
</tr>
</thead>
</table>
| 414-571-4616 | **Vice President**  
Dr. Trevor Kubatzke, Interim Vice President |      | Cirtyn Dohring         |
|              | **School of Business**  
Dr. Rich Busalacchi | A200 |                        |
|              | **School of Liberal Arts and Sciences**  
Dr. Kim Farley | A205 | Kathy Petrovich        |
|              | **School of Pre-College**  
Mary McKinney | A121 | Cathy Rissley          |
|              | **School of Technology & Applied Sciences**  
Russ Spahn  
Becky Alsup-Kingery  
Nick Triscari | B115 |                      |
|              | **Student Services**  
Marisela Galaviz | A106 |                      |
| 414-571-4552 | **Greendale Center (Location 23)**  
6801 Southway, Greendale, WI  53129 |      | Cindy Ahrens           |
|              | Martin Duchow                                    |      |                        |
# College Directory

West Allis Campus (Location 80)  
1200 71st St., West Allis, WI  53214

<table>
<thead>
<tr>
<th>Phone</th>
<th>Supervisors</th>
<th>Room</th>
<th>Clerical Staff</th>
</tr>
</thead>
</table>
| 414-456-5301     | Vice President  
Al Pinckney, Vice President | 104   | Alberta Witherspoon       |
| 414-456-5500     | School of Business  
Dr. Katherine (Kit) Collins | 104   | Vivian Stiglich  
Cathy Adams       |
|                  | School of Health Sciences  
Dr. Richard Ammon | 104   | Ellen Winters             |
|                  | School of Liberal Arts and Sciences  
(vacant) | 104   | Ellen Winters             |
|                  | School of Pre-College  
Mary Mckinney | 104   | Ellen Winters             |
| 414-456-5333     | School of Technology & Applied Sciences | 104   | Cathy Adams               |
| 414-456-5495     | Student Services  
Jeannie Bynum | 104B  |                           |
| 414-302-2617     | Office of Workforce & Economic Development  
Al Luna | 1205 Bldg | Regina Moore             |
Faculty Resource Centers (FRC’s) and Personnel

Faculty Resource Centers (FRC’s) were established to provide a convenient computer lab/workplace for preparing course materials and using technology. A center is located at each campus location.

Examples of equipment available for use in the FRC’s:

- Networked PC computers with Internet and Gmail, Blackboard, Microsoft Office and WIDS
- Printers/Copiers
- CD/DVD duplicator (limited availability)
- Scantron test scorers
- Laminators
- Scanners
- Student Response Systems (iclickers)
- Microphones and podcasting equipment

Examples of equipment available for checkout from the FRC’s:

- ipads
- Multimedia carts for use in the classrooms
- Laptop computers
- Digital cameras
- Video camcorders
- Student Response Systems (iclickers)
- Microphones

Note: equipment items that need supplies, such as video cassettes, CDs, DVDs, mini DVDs, AA batteries, require an internal requisition to cover the cost of the supplies.
Faculty Innovation Center (Downtown Campus, M201)

The Faculty Innovation Center (FIC) is a centralized location for technology access and support at the Downtown Milwaukee Campus.

Included in the FIC are:

- ER&D Offices
- Computer Lab
- Workshop Classroom
- Conference Room
- Recording Studio
- Lounge
- Teaching and Learning Technology Offices
- Copy Center (Z-Key access after hours) (see page 61)

For questions or support with the Faculty Innovation Center, instructional resources and multimedia equipment check-out please contact the following personnel.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>FRC Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee</td>
<td>Pam Holt, Director</td>
<td>(414) 297-7613</td>
<td><a href="mailto:holtp@matc.edu">holtp@matc.edu</a></td>
<td>M201</td>
</tr>
<tr>
<td></td>
<td>Megan Hamilton, EA</td>
<td>(414) 297-8372</td>
<td><a href="mailto:hamiltm@matc.edu">hamiltm@matc.edu</a></td>
<td>M201</td>
</tr>
<tr>
<td></td>
<td>Rita Newsom, EA</td>
<td>(414) 297-8980</td>
<td><a href="mailto:newsomr@matc.edu">newsomr@matc.edu</a></td>
<td>M201</td>
</tr>
<tr>
<td>Mequon</td>
<td>Aaron Davis, MSM</td>
<td>(262) 238-2354</td>
<td><a href="mailto:davisad@matc.edu">davisad@matc.edu</a></td>
<td>A282</td>
</tr>
<tr>
<td>Oak Creek</td>
<td>Peter Attipetty, MSM</td>
<td>(414) 571-4719</td>
<td><a href="mailto:attipetp@matc.edu">attipetp@matc.edu</a></td>
<td>A206</td>
</tr>
<tr>
<td>West Allis</td>
<td>Greg Davis, MSM</td>
<td>(414) 456-5347</td>
<td><a href="mailto:davisg@matc.edu">davisg@matc.edu</a></td>
<td>350</td>
</tr>
</tbody>
</table>
Faculty Resource Center Hours

The FRC’s are open during the following hours, although support staff may not always be available. Please schedule an appointment with the FRC staff if you have specific needs or requests. All FRC’s are closed on holidays.

Milwaukee Campus – Faculty Innovation Center (FIC): M201

Fall and Spring Semester Hours

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM – 7:00 PM</td>
<td>Monday – Wednesday</td>
</tr>
<tr>
<td>8:00 AM – 6:00 PM</td>
<td>Thursdays</td>
</tr>
<tr>
<td>8:00 AM – 4:30 PM</td>
<td>Fridays</td>
</tr>
<tr>
<td>Closed</td>
<td>Saturdays</td>
</tr>
<tr>
<td>Closed</td>
<td>Holidays</td>
</tr>
</tbody>
</table>

Summer Semester Hours

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM – 4:00 PM</td>
<td>Monday -Friday</td>
</tr>
<tr>
<td>Closed</td>
<td>Saturdays</td>
</tr>
<tr>
<td>Closed</td>
<td>Sundays</td>
</tr>
</tbody>
</table>

Copy Center – Enter via Z-Key at M284 after FIC Hours

Mequon Campus: A282

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am. – 10:00 p.m.</td>
<td>Monday – Thursday</td>
</tr>
<tr>
<td>7:30 a.m. – 4:00 p.m.</td>
<td>Fridays</td>
</tr>
<tr>
<td>Closed on Saturdays</td>
<td></td>
</tr>
</tbody>
</table>

Oak Creek Campus: A206

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
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</thead>
<tbody>
<tr>
<td>7:30 a.m. – 8:30 p.m.</td>
<td>Monday – Thursday</td>
</tr>
<tr>
<td>7:30 a.m. – 4:00 p.m.</td>
<td>Fridays</td>
</tr>
<tr>
<td>Closed on Saturdays</td>
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</tr>
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</table>

West Allis Campus: 350

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 a.m. – 10:00 p.m.</td>
<td>Monday – Thursday</td>
</tr>
<tr>
<td>7:30 a.m. – 4:00 p.m.</td>
<td>Summer Hours</td>
</tr>
</tbody>
</table>
Academic Calendar 2013-2014


SEMESTER 1
Organization & Coordination Full-Time Faculty ........................................... Aug. 22, 23, 2013
Last Day to Register for Day Classes ....................................................... Sept. 3, 2013
Day Classes 16+ Week Semester Starts ..................................................... Aug. 26, 2013
Last Day to Register for Evening Classes ............................................... Sep. 6, 2013
Evening Classes 15 Week Sem. Starts ..................................................... Aug. 28, 2013
Labor Day Recess ................................................................. Sept. 2, 2013
Weekend College Starts ................................................................. Sept. 7 & 8, 2013
Quarter Ends ................................................................. Oct. 18, 2013
Thanksgiving Recess (Evening) ......................................................... Nov. 27-Dec. 1, 2013
Thanksgiving Recess (Day) ............................................................... Nov. 28-Dec. 1, 2013
*End of Day 16-Week Semester ......................................................... Dec. 19, 2013
Christmas Recess (Full-time Faculty) ................................................... Dec. 23, 2013 – Jan. 16, 2014

SEMESTER 2
Organization & Coordination Full-Time Faculty ....................................... Jan. 17, 2014
Dr. Martin Luther King Recess Day ....................................................... Jan. 20, 2014
Last Day to Register for Day Classes ..................................................... Jan. 28, 2014
Day Classes 16+ Week Semester Starts .............................................. Jan. 21, 2014
Last Day to Register for Evening Classes ............................................ Jan. 30, 2014
Faculty Coordination Day ............................................................... Feb. 20, 2014
Evening Classes 15 Week Sem. Starts ............................................... Jan. 23, 2014
Weekend College Starts ................................................................. Jan. 25-26, 2014
Quarter Ends ................................................................. Mar. 17, 2014
Spring Recess (Evening) ................................................................. Apr. 10-Apr. 19, 2014
Spring Recess (Day) ................................................................. Apr. 11-Apr. 19, 2014
*End of Evening 15-Week Semester ..................................................... May. 22, 2014
*End of Day 16-Week Semester ......................................................... May. 22, 2014
Organization & Coordination Record Day .............................................. May. 23, 2014

*May Change Depending Upon Availability of Evening Centers*

Registration, grade information and graduation will be published at a later date.
Accidents and Liability

What: Teacher’s Responsibilities
MATC carries a general liability insurance policy that covers teachers for their actions and activities in the classroom while acting within the scope of their employment. Your responsibility is to give students the proper instruction on how to use the equipment and how to use it safely. You should check the equipment used in your lab/classroom on a regular basis to ensure it is safe to use and operates properly. Students should also be instructed to have and wear the appropriate personal protective equipment when operating machinery or equipment in the lab/classroom. You should document that you have instructed each student the proper and safe use of machinery or equipment in your lab/classroom and the wearing of personal protective gear.

How: If there is an accident
All accidents and injuries occurring on campus should be immediately reported to MATC Public Safety at 76200. Public Safety staff will contact and coordinate with emergency responders (including paramedics), if needed. Keep a clear path in your lab/classroom to the victim for emergency personnel. Any accident/injury that occurs in your lab/classroom requires you to fill out an Accident Report (OD100). You may also be asked for information or a statement in some cases to explain what happened. The Department of Public Safety is also required to complete and MATC Incident Report.

Insurance For Students
MATC provides mandatory Student Accident Insurance for all students enrolled in degree programs. The insurance plan will cover students when an accident occurs on campus, while attending a practicum, clinical or field placement program organized by MATC, or during participation in the activities of a recognized student organization approved by the college. This includes travel to and from a program approved by MATC. The plan offers comprehensive benefits that include ambulance response, emergency care and treatment for injuries sustained during participation in MATC educational activities. Costs for participation in the plan are covered through student fees.

The following student groups are not eligible for participation in the accident-only insurance program:
- 100% online
- Adult Basic Education (ABE)
- Correspondence Course
- Continuing Education (non credit)
- Business and Industry Solutions (B&IS)
- High School Distance Education Contracts
- High School Transcripted Credit
- Alternative High School
- Please see the FAQ for more information
For students not covered by the mandatory accident only insurance program, an accident report form will be completed by MATC staff and submitted to the Office of General Counsel.

**Liability**

Student liability will depend upon the individual program. You should check with your department or college legal counsel to see if this applies.

**Worker’s Compensation For Instructors**

MATC employees may also be eligible for Workers’ Compensation benefits if the injured occurs on the job. The same emergency step should be taken as that for a student. The injured employee’s supervisor must file an Accident/Illness Investigation Report and you must file an Employee Report of Accident/Illness. The Department of Public Safety is also required to complete an MATC Incident Report. These forms can be downloaded from the iMATC web site under the Human Resource link. Both these forms must be turned in to Human Resources within 24 hours of the accident/illness.


**Where:**

- **Milwaukee Campus**
  - Public Safety Room M274 Ext. 76588, Emergency 76200
- **Mequon Campus**
  - Room A280C Ext. 76588, Emergency 76200
- **Oak Creek Campus**
  - Room A100D Ext. 76588, Emergency 76200
- **West Allis Campus**
  - Room 100 Ext. 76588, Emergency 76200

All instructors should provide emergency first aid to the extent of their expertise. In life threatening situations call 911, and immediately call or send someone to alert Public Safety or Campus Operations so they can meet the arriving emergency service and direct them to your lab/classroom.
Accident Report Form

1. Name ___________________________ S.S. No. ___________________________

2. Street Address __________________ State ___________ Zip ___________ Telephone No. __________________

3. Date of injury ____________________ Exact time __________________________

4. Location of accident (be specific) __________________________

5. Describe the accident fully. (What was the person doing? How did the accident occur? What seemed to be the cause of the injury?) Attach additional information if needed.

6. Is person subject to or affected by any bodily or mental disease, physical weakness of any kind, or alcohol might have contributed to bringing about the accident? (If yes, describe.)

7. Was first aid given? ___________ By whom? __________________________

8. Name, address, and telephone number of person giving aid, time, date, and manner of injury.

9. Eyewitness(es): Name ___________________________ Address __________________________

10. Any other pertinent facts:

11. Where was injury sustained?

12. When? ___________ By whom?

13. PERSON IN CHARGE filing this report.

[Signature] ___________________________ (Position or Title) ___________________________

[Signature] ___________________________ (Work Telephone No.) ___________________________

FILL OUT IF EMPLOYEE

Was employee sent to Industrial Clinic ______ Hospital ______

If yes, indicate medical facility attended.

Did employee receive clearance to return to work after medical attention?

From whom?

Did injury result in lost work time? ___________ Regular work hours: __________________________

Attach release form with any other pertinent information.

Supervisor's Name ___________________________ (Stamp)

___________ (Daytime Telephone) ___________________________

(Signature) ___________________________
Affirmative Action

What: MATC does not discriminate against qualified individuals in employment or access to courses, programs, or extracurricular activities on the basis of race, color, national origin, ancestry, religion, creed, sex, sexual orientation, age, disability, pregnancy, marital status, parental status, or other protected class status. The lack of English skills shall not be a barrier to admission or participation in any MATC program or service.

MATC complies fully with state and federal Equal Opportunity and Affirmative Action laws, executive orders, and regulations. MATC also complies with all Americans With Disabilities Act provisions and makes reasonable accommodations upon request.

Who: Associate Vice President of Human Resources
(414) 297-6867.

Compliance with Americans With Disabilities Act
(414) 297-6610.
**Policy Statement**

Milwaukee Area Technical College (MATC) actively complies with Titles VI and VII of the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendments Act of 1972, Section 504 of the Rehabilitation Act, the Americans With Disabilities Act of 1990, the Civil Rights Act of 1991, the Carl D. Perkins Vocational and Applied Technology Education Act, the Equal Pay Act of 1973, the Age Discrimination Act of 1967 and 1975, the Civil Rights Restoration Act of 1987, the Wisconsin Fair Employment Law, and other appropriate laws and executive orders and/or administrative directives and codes including the Office for Civil Rights Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Programs (34 CFR, Part 100, Appendix B).

As required in Chapter 38 and the Wisconsin Fair Employment Law (Sec. 111.311111.395, Wis. Stats.), equal opportunity is for all persons regardless of political affiliation, age, race, creed, color, disability, marital status, sex, national origin, ancestry, religion, sexual orientation, arrest or conviction record, service in the armed forces, limited English speaking skills, genetic testing, and the use or non-use of lawful products off the employer's premises during non-working hours.

Affirmative Action will be implemented in all employment and educational practices including, but not limited to: recruitment, hiring, transfers, promotions, training, layoffs, termination, retention, certification, testing, and committee appointments.

MATC encourages the purchase of services and/or products from women, minority and disabled business owners.

**Prohibition Against Discrimination and Retaliatory Acts**

MATC is committed to taking all appropriate Affirmative Action to ensure equal employment opportunity practices and educational services at MATC. MATC shall maintain an Affirmative Action Plan as the primary means of implementing this policy.
MATC recognizes retaliation against an employee or student for filing discrimination complaints against this institution or for opposing discriminatory practices to be a prohibited form of discrimination.

Any employee or student who engages in discrimination, or retaliates against another employee or student because the employee or student made a report of discrimination or participated in an investigation of a claim of discrimination, is subject to immediate discipline, up to and including discharge or expulsion as appropriate.

Alleged acts of discrimination shall be reported directly to the Affirmative Action office or to the Director of Student Life appointed to assist in the Affirmative Action program. Incidents regarding sexual harassment or discrimination may also be reported to the Sex Equity Coordinator.

The following offices are designated to assist in resolving discrimination complaints:

Associate Vice President  
Human Resources and Labor Relations  
Milwaukee Area Technical College  
700 West State Street, Room M254  
Milwaukee, WI 53233-1443  
414-297-6867

Title IX Coordinator  
Vice President of Student Services  
Milwaukee Area Technical College  
700 West State Street, Room S214  
414-297-7227

Any such reports will be investigated promptly and be kept confidential within the bounds of our investigation and the law, in accordance with applicable administrative regulations and procedures.

If the complaint alleges discrimination by the Affirmative Action office or that the Affirmative Action office has failed to respond properly to a complaint, the complaint should be directed to the President/Designee of MATC.

The enforcement of this policy is the responsibility of the President/Designee. However, the full support of every employee at every level is required to assure equality of opportunities.
Cancellation of Classes

What: MATC’s vice president or designee determines when classes will be cancelled or altered due to severe weather conditions or other emergencies. Please inform your students of these processes for cancellation of classes due to emergencies.

When: MATC will announce any changes in the weekday (Monday through Friday) schedule on WMVS, Channel 10, beginning at 6 a.m. Evening changes will be announced on Channel 10 beginning at 2 p.m. Saturday changes will be announced on Channel 10 beginning at 6:00 a.m. Please call (414) 297-6561 for a recorded message regarding school closings.

Announcements will also be broadcast with the MATC Rave Alert system. Use your Novell user name and password to sign up for Rave Alert messages at:

https://www.getrave.com/login/matc

Please do not contact Public Safety. We do not want to tie up the Public Safety phone lines when they are busy handling the severe weather and/or emergency.
Classroom Maintenance

What: MATC needs your help to maintain the condition of classrooms. Please report any of the following to your supervisor, using the Internal School Requisition:

1. Hazardous or unsafe conditions.
2. Damage to a room, or equipment.
3. Irregularities in plumbing or electrical service (Engineering Services), including burned-out lights (Utility Services).
4. Depleted supply of chalk or other supplies normally present in the room, shop, or laboratory.

Please leave classrooms in good condition at the end of every class session by:

1. Erasing chalkboards.
2. Returning classroom furniture to its original position.
3. Closing and locking all windows.
4. Adjusting shades.
5. Returning room equipment and supplies.
6. Turning off all lights.
7. Closing and locking the classroom door.

Who: On the Milwaukee Campus, report problems with plumbing or electrical service to Engineering Services, Ext. 76677, Room A2A. Report burned-out lights to Utility Services, Ext. 76414.

Mequon Campus Ext. 82305 Rm A138A
Oak Creek Campus Ext. 54745 Rm A140
West Allis Campus Ext. 65311 Rm 102
Communication

MyMATC (Portal)

What: MyMATC is a dedicated portal for Milwaukee Area Technical College faculty and staff. Go to MyMATC to keep up-to-date on the latest MATC news, information, and important announcements, and access employee resources.

Where: To access MyMATC, go to http://www.matc.edu, and click on the MyMATC link.

Who: If you have any questions about using MyMATC, go to MyMATC and select the FAQ (frequently asked questions) tab, or call the Helpdesk at 414-297-6541. If your department would like to create a page or post information on MyMATC, contact your Associate Dean, or Dean.

Fax

What: Each campus has a fax machine available for faculty in the Faculty Resource Center, as do many divisional offices.

Please follow these instructions:

1. Create a fax cover letter with the Affirmative Action/ADA logo on the bottom.

2. Please do not use staples. They rip the paper and will break the machine.

3. The fax machine can only fax one side of paper. Please make any necessary copies BEFORE using the fax machine.

4. Please pick up any incoming faxes you are waiting on.

Where: Faculty Resource Center at each campus, or Divisional Office

- **Milwaukee Campus Faculty Innovation Center** M201 (414) 297-8980
  - Fax feature is on Copy Machine in the Copy Area
  - Scan to PDF email option is also available on this machine

- **Mequon Campus Faculty Resource Center** A282 (262) 238-2354

- **Oak Creek Campus Faculty Resource Center** A206 (414) 571-4731

- **West Allis Faculty Resource Center** 350 (414) 456-5347

When: Please contact each center or your division for operational hours.
Communication – cont’d

Google Apps for Education (Gmail)

What: MATC’s internal email system is called Google Mail (GMail). You can access Gmail either through a computer at school connected to the MATC Network or at home over the internet. Gmail is considered the official electronic communications tool of the college. It is used to distribute information about college-wide issues of interest relating to pay, benefits, college news, etc. Gmail should be checked daily for important information that all employees need to know.

Where: At home, go to: https://accounts.google.com/ServiceLogin?hl=en&continue=https://www.google.com/

Go to: http://matc.edu/TecHELP/TecHelp_PasswordManager.html
To change or reset your password.

Who: See your immediate Supervisor for logon information if you are a new employee.

Internet, COSMO, and INFOOnline

What: You can access class rosters and other important information through INFOOnline.

Where: INFOOnline is available both at school and on the left side of the MATC web page (www.matc.edu) or MyMATC (Portal.)

Mailbox

What: Each instructor is assigned a mailbox to receive messages, notices, and other information when the mailroom is notified by your supervisor.

You will be assigned a mailbox, or as directed at each campus or center. Be sure to check your mailbox prior to each class. At the end of each semester, mailboxes may be emptied and the materials left in them may be discarded.

Do not leave class records, grades, and keys in your mailbox at semester’s end.

Where: Milwaukee Campus instructors teaching in the

Main Building Room M101
Health Science Building Room H318
Technical Building Room T211 – Outside Hallway
Continuing Education Building Room C273

The Oak Creek and West Allis Campuses have mailboxes available, and you can get your mail at the switchboard at the Mequon Campus. Satellite Campus Centers will have your mail at the center’s administration office.
Communication – cont’d

Phone

What: Each instructor will be assigned a phone number with voice mail. You can access your voice mail from anywhere by dialing 297-8999 and following the directions.

Announce to your students that MATC neither accepts messages for, nor delivers messages to students. When discussing this issue, be sure to point out that students may call your voice mail number when they are going to be absent.

In your class syllabus, be sure to describe absence procedures as well as how students may reach you by voice mail. If you do not have a voice mailbox, contact your supervisor.

Who: Call the IT Help Desk at extension 76541 for information, to get a phone, and to learn how to use it.
Copyright Guidelines

The following information is attributed to the Association of Research Libraries (ARL)
www/arl.org

Using works in your teaching — What You Can Do- Know Your Copy Rights
Tips for faculty & teaching assistants in higher education

In your teaching, you probably confront questions about how to share legitimately with your students articles, video, music, images, and other intellectual property created by others.

Sorting out what you can or can’t do is often confusing. Lack of clear-cut answers may translate into delays, doubts, fear of liability, and decisions to err on the side of caution and non-use. But frequently you do not need to get permission or pay a fee. Use rights may have been licensed by your library or reserved under law.

This brochure offers you some tips on when works can be used lawfully in your teaching without requesting permission or incurring additional cost.

Keep It Simple — Link When Possible

In many cases, you can eliminate the need for permission or fee by simply giving your students a link to the work instead of making copies of it. For example:

• Your library already may have paid for a subscription license that entitles you and your students to online access. Check your library’s Web site to see if the work you wish to use is available there without charge.

• Even if your library hasn’t purchased access, the work may be available for free on a legitimate Web site, such as your institutional repository or another online open archive, the author’s homepage, or an open access journal. Most sites allow students to print a copy for personal use.

• If your library has no licensed access and you can’t link to the work for free, contact the library’s electronic reserve department about whether they can arrange access for your students. The SPARC Author Addendum (www.arl.org/sparc/author/) is one means of securing these rights. If linking isn’t the answer, there’s still hope. Here are several common situations in which you are free to make copies for your students or use works in the classroom without permission or fee:

Uses permitted by license - Use of electronic resources today is commonly governed, not just by copyright, but also by licenses between owners and users. Your use rights can differ from license to license. Commonly a publisher’s or aggregator’s license with a research library will allow faculty and their students to:

• Print a reasonable amount of a work.

• Share it with other authorized users covered by the license (typically, all faculty and enrolled students are authorized users). With the potential for creators to offer their works directly to users on the Web, use of Creative Commons licenses is growing (www.creativecommons.org). Using a Creative Commons notice, creators specify the rights conveyed to users — such as to copy, distribute, display, and perform the work, provided attribution is given.

Fair uses - When the circumstances might reasonably be judged as fair, you may use copyrighted works in your teaching without obtaining permission. US law lists four fair use factors — described in the shaded area at right — that will help you evaluate whether your use is permitted. Here are a few examples of uses that are generally regarded as fair:

• copying reasonable portions of longer works for your class;

• copying a timely article (or one you’ve recently discovered that is relevant for your class) when it’s unreasonable to expect a sufficiently rapid reply to a request for permission; and

• copying a graphic or an image from a work to display in your lectures.
Public domain - Works in the public domain are not protected by copyright, so you can use them freely. Here are examples of public domain works:

• Under US law, copyright expires 70 years after the death of the author. At that point, works automatically enter the public domain. As a practical matter, all works published in the US before 1923 are now in the public domain.

• Works by the US Government or created by its employees as part of their job are in the public domain. Note, however, that this does not apply to most works by federal grant recipients or contractors or to works of most other governments, including state and local governments.

Before You Pay for Use Rights
Check with your library to explore whether your use rights have already been paid for or whether there are alternatives to paying a fee.

Fair Use — Weigh Your Rights
To ensure a balance of the rights of copyright owners and the public interest, the law allows you to use copyrighted works without permission — regardless of medium — when evaluation of the circumstances suggests the use is fair.

This “fair use” provision of copyright law doesn’t provide hard and fast rules to tell you whether a use qualifies as fair. Instead, the unique facts regarding a use lead you to a reasoned conclusion.

Your evaluation should weigh four factors:

1. Purpose and character: If your use is for teaching at a nonprofit educational institution, this is a factor favoring fair use. The scale tips further in favor of fair use if access is restricted to your students.

2. Nature of copyrighted work: Is the work fact based, published, or out-of-print? These factors weigh in favor of fair use.

3. Amount used: Using a small portion of a whole work would weigh toward fairness. But sometimes it may be fair to use an entire work (such as an image) if it is needed for your instructional purpose.

4. Market effect: A use is more likely to be fair if it does not harm the potential market for or value of the copyrighted work. But if it does, this could weigh more heavily against fair use than the other factors.

Consider each of these factors, but all of them do not have to be favorable to make your use a fair one. When the factors in the aggregate weigh toward fairness, your use is better justified. When the factors tip the scales in the other direction, your need to obtain permission from the copyright holder increases. Don’t worry that the answer isn’t crystal clear. Just decide whether the factors weigh enough toward fairness so that you are comfortable not seeking permission. Some suggest reliance on the “golden rule” — if you were the copyright holder, would you see the use as fair and not expect to be asked for permission?

Displaying or Performing Works in Your Classes
Copyright law makes special provision for displaying images, playing motion pictures or sound recordings, or performing works in classes.

Face-to-face teaching - You may display or perform a work in your class without obtaining permission when your use is:

• for instructional purposes;

• in face-to-face teaching; and

• at a nonprofit educational institution.

If you don’t meet all three of these criteria, consider whether what you have in mind is a fair use.

Distance education - Although a specific copyright exemption known as the TEACH Act* may apply, its rigorous requirements have prompted most instructors to rely primarily on fair use to display or perform works in distance education (e.g., online or over cable TV).

To evaluate the fair use option, weigh the four factors described at left. If you judge the use to be fair, you may use the work in your class.
In all cases, the copy of the work that is displayed or performed must have been lawfully made. That means, for example, you can display a video borrowed from your library’s collection.

* Consult your library or the university counsel on whether and how the TEACH Act is implemented locally. For a closer look at your rights to transmit works to a distance education class, see the North Carolina State University TEACH Toolkit at www.lib.ncsu.edu/scc/legislative/teachkit/.

Instructors Ask
Can I show a movie in class that I’ve rented from my home movie rental provider? Yes, providing the movie is shown for educational purposes and such an educational use is not prohibited by the license agreement you signed with the rental provider.

I’ve used an article as a standard reading in the past and my students have paid to include it in their course packs. But recently the library has licensed a database that includes the article. Does that change things? Yes. Instead of including the article in the course pack, now you can simply link to it in your syllabus and encourage students to use it online.

What about articles that aren’t licensed by the library — how do I share them with my students? Here are several options:

- If the article is available online via open access, share a link to it.
- If a Creative Commons notice appears on the article, you may share the work with your students.
- If the article is in the public domain, you’re free to share it.
- Consider whether use of the work is a fair use.
- Ask the library about putting the article on reserve.
- Ask the library to license an online subscription if there is sufficient campus demand.
- Ask the copy center to license the work for sale of print copies.
- License the work yourself using your institution’s courseware.

Get answers to more of your copyright questions at the ARL “Know Your Copy Rights” FAQ: www.knowyourcopyrights.org/faq/.

Often you can use works in your teaching without permission or fee
This chart link below highlights some of those situations. However, there are other circumstances where permission and/or fee are required (for example, when some types of works are included in course packs). Check with your institution’s library or legal office for information about campus copyright policies.

http://knowyourcopyrights.org/bm~doc/kycrmatrixcolor.pdf

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- You may not use this work for commercial purposes.

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Employer Job Orders

What: Handling An Employer Job Order

Any MATC faculty member who receives an employer request for assistance in publicizing a job announcement or recruiting a student should forward the information to The JOBshop.

If you prefer, transferring an employer directly to The JOBshop will save you time and shorten the time required to respond to the employer's request.

It is critical that ALL requests for employment are posted on the MATC TechConnect job system ensuring equal access for all students. Referring individual students for employment or posting information exclusively in offices or classrooms defines you as an Employment Agent and leaves you and the college vulnerable to discrimination charges.

Where: Information on posting jobs, reviewing resumes and all resources available to employers can be found on the JOBshop page or by calling (414) 297-6244.

If you have any questions, please contact the JOBshop at the Milwaukee Campus, Room S114 or call (414) 297-6244.
Equipment Repair Service

What: The MATC Repair Department offers a variety of repair services in areas including Computer Hardware, General Lab Equipment, Health Sciences and Audio/Visual equipment.

Who and Where: Equipment Repair
Small equipment needing repair can be dropped off at room M2 (Operations Office) in the Main Building. Please provide all necessary information to include your name, phone number, room number, and brief description of the problem. (Note: repair tags are available at the front desk)

If on site service is required, either a phone call to the Operations Office at Ext. 76572 Equipment Repair will result in a work order being generated for a repair technician to be dispatched. Service is on a first call, first served basis except for cases where the equipment is vital to the timely operation of a lab.

The hours are 7 a.m. to 3 p.m., Monday through Friday. After hours, use an e-mail to explain your repair request. Use the MATC e-mail service to send the request to Rich Dries. driesr@matc.edu

Outside Experts
The repair of some equipment is beyond the scope of the services offered by the MATC Equipment Repair Department. In such cases outside experts may be called in to repair the equipment. While you are a valuable resource in suggesting names to the repair department, it may be necessary for you to make the actual contact with the outside repair service and get an estimate of cost.

Computer Hardware Repair
For repair of computer hardware, call the IT Help Desk at Ext. 76541

Audiovisual Repair
A/V repair is the function of the Audio Visual Services Department and problems should be referred to Ext. 76920.

Building Maintenance
Light bulb replacement, plumbing problems and other maintenance services are available through the Building Services Department. Ext. 76677

Where: Building Services/Operations
Milwaukee Ext. 76873 Room M2
Oak Creek Ext. 54745 Room A140
Mequon Ext. 82305 Room A138A
West Allis Ext. 65311 Room 102
Fire Procedures

What: If you hear a fire alarm, listen for instructions that will be broadcast over the mass notification system that has been installed in all classrooms and offices.

If you discover a fire, follow these directions:

*Milwaukee and Regional Campuses:*
1. Activate/pull the nearest fire alarm. Take appropriate precautions to ensure your personal safety.

2. Call the campus emergency number 76200 and 911. Identify yourself and the exact location of the fire (building, floor, room, etc.) Identify the type of material burning and the size of the fire. If possible, remain on the phone until released by the emergency operator.

   **Campus Emergency Numbers:**

   **Milwaukee Campus:** 76200

   **Mequon Campus:** 76200

   **Oak Creek Campus:** 76200

   **West Allis Campus:** 76200

3. If an evacuation is ordered, all occupants should immediately move to the nearest, safe exit. Smoke-filled exits and elevators should not be used. Do not panic.

4. All employees shall cooperate in an evacuation to insure that all disabled students or employees are assisted in an orderly fashion.

5. Once outside, move to designated evacuation area away from the affected building.

6. Do not return to evacuated building unless authorized by the emergency personnel to do so.

*Centers:* Follow the procedure for reporting fires, alerting students, and issuing directions that are set forth in each center’s fire policy and procedures.
Furniture/Equipment for Classroom or Office

What: Repair, replacement and additional classroom/office furniture (student desks, instructors desks, chairs, files, wardrobe and storage cabinets, etc.) is the responsibility of the Construction Services Department. Used furniture for classrooms and offices can be requested and is limited to availability. Note: Additional student seating at the start of the semester is the responsibility of Building Services.

Repair or replacement of equipment (non furniture items) is the responsibility of Engineering/Building Services. See Equipment Repair Services section.

The disposal of all broken/obsolete furniture in all classrooms and offices is the responsibility of the Construction Services Department.

The disposal of all broken/obsolete equipment in all classrooms and offices is the responsibility of Engineering/Building Services.

New furniture replacement for classroom/offices is the responsibility of the respective Division or Department. Note: furniture must be procured from the Capital Equipment budget if over $500.00.

How: To have furniture repaired, replaced or additional furniture dropped off, contact the Construction Services Department. The request are assigned on a first come, first serve basis.

To have equipment repaired/replaced, contact Engineering/Building Services Equipment Repair Department.

To remove/dispose of furniture at the Milwaukee Campus, contact Construction Services.

To remove/dispose of equipment at the Milwaukee Campus, complete a disposal form (available from your Building Services Department) and contact Engineering/Building Services. Note: Disposal form must be approved and returned to Building Services prior to equipment pickup.

To remove/dispose of furniture and equipment at the regional campuses, complete a Disposal form (available from your Building Services Department) and contact your respective building services. Note: Disposal form must be approved and returned to Building Services prior to pickup.

Where: Construction Services (Milwaukee campus only) X-76687
Engineering/Building Services (Milwaukee) X-76854/76677
Building Services (Mequon) X-82353
Building Services (West Allis) X-65375
Building Services (Oak Creek) X-54745
Internal Website MATC Contents

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Operations
Pre-College Education
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Student Services
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  Ready Reference Guide

Information Technology
What: The http://imatc.matc.edu internal Web site (no www’s) has several self-help options in the TecHELP section. These include instructions for new faculty and staff, and instructions on how to take advantage of many of the Learning Technology options at MATC. It’s your Web — try it.

Please review MATC’s technology usage procedure EE202, which is found on the www.matc.edu Web site under Other Visitors – Administration – General Counsel - Procedures. You will see a reference to this procedure each time you log onto the network.

All Faculty and Staff have a Network login User Id and Password with access to network based storage that is backed up on a nightly basis.

Your I: drive, is your personal storage area and should be used to store all MATC institutional data. Please do not save Non-MATC work related data here.

Your S: drive, is a ‘shared’ divisional storage area. All faculty and staff within the division have access to create and share MATC institutional data with other users within your division.

You can access your I: and S: drive data from home by going to www.matc.edu – then choosing TecHELP for Faculty. Then follow the instructions on the screen. Once you are signed in, you can get your I: drive data through Microsoft Explorer.

When: To log service requests with IT Support Services you now have two options:

Log your own request online here: http://www.matc.edu/techelp/leaving_matc.cfm

OR

Call us during business hours at 414-297-6541.

Our current hours of operation (except for holidays) are:

Monday thru Friday: 8:00 AM - 7:00 PM
Saturday & Sunday: 8:00 AM - 4:00 PM (voice mail only service)
Keys

What: MATC keys are provided to you through the Lock & Key Service Department. Room and office assignments will be provided to you by your Dean. Associate Dean, Assistant Dean or Instructional chairperson. In addition to your room keys you may need to requisition cabinet, desk, locker and storeroom keys.

How: Complete a Milwaukee Area Technical College District Key Requisition Form (92:02-B) which is available in your Dean’s office or through the Lock and Key Service Department at your campus. If you are assigned to more than one campus, you will need to requisition the keys you need from each individual campus. (See Administrative Regulation and Procedure Code No. GG0010 for detailed procedures.)

After your Dean or Associate Dean has signed the requisition, send the form through the internal mail or hand deliver the requisition to the Lock and Key Service Department at your campus. You are required to pick up your keys in person.

**Milwaukee Campus**

Contact your Dean’s administrative assistants by email, phone or in person. They will requisition your keys directly. They will have them available for pick up if you choose not to pick them up from the Lock and Key Service Department yourself.

During peak times, key requisitions may take up to three days to fill.

After your teaching assignment has ended, return all keys to the Lock and Key Service Department.

Where: **Lock and Key Service Departments**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Extension</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee Campus</td>
<td>78584</td>
<td>M4</td>
</tr>
<tr>
<td>Mequon Campus</td>
<td>82353</td>
<td>A 138</td>
</tr>
<tr>
<td>Oak Creek Campus</td>
<td>54745</td>
<td>A140</td>
</tr>
<tr>
<td>West Allis Campus</td>
<td>65375</td>
<td>125</td>
</tr>
</tbody>
</table>
Legal Concerns

What: Privacy Of Student Information
MATC is in compliance with the Family Educational Rights and Privacy Act (FERPA). Under this act, unless you have received consent of the student, you may only disclose the student’s name, major field of study, dates of attendance, full or part-time student, degrees diplomas or certificates awarded, and participation in officially recognized activities and sports.

You may not disclose the location of a student in regard to classes they may be taking.

Student Recommendations
For your protection, as well as that of the College, you should only disclose factual information regarding a student, if that student has asked that you serve as a reference. Factual information would include that the student had one absence in your course, as well as the student’s grade, provided the student has consented to the release of that information. Your opinion as to the suitability of that student for a particular job would not be factual information, and could be construed as defamatory. Therefore the college strongly recommends that you not provide “personal” opinion-based references for students.

Accepting Equipment Bids
Vendors may want to send you a bid for equipment. You must inform the vendor that the only official bids are those that have been requested by the Procurement Department and are submitted within the formal bidding process.

Contracting For Outside Services
Contracts must be approved by a Vice President within the College, and signed by the Vice President of Finance. Faculty and staff do not have the authority to enter contracts on behalf of the College. You may not enter into a contract with outside vendors or suppliers. If you recommend that the College purchase supplies or equipment, you should forward the information to your Associate Dean for contact with the College’s Purchasing Department. Accepting software or equipment on an approval basis so you can return the item after 30 days is not a good practice. Your acceptance may be characterized later that you have contracted the college to purchase that item. As a faculty member, you do not have that authority. Also, the District Employee Code of Ethics prohibits MATC employees from accepting such items as gifts.

Copyright (see Copyright section)

Affirmative Action
MATC is committed to equal opportunity in admissions, educational programs, and employment policies. MATC will comply fully with state and federal Equal Opportunity and Affirmative Action laws. Questions regarding these laws and policies can be directed to the Associate Vice President of Human Resources and Labor Relations in Room M254 at Ext. 76867.
Labor Relations

As part of Local 212, faculty are all working under a bargaining agreement. It is our responsibility to honor this contract. In the same manner the administration must honor the same contract.

This contract entitles you to have a representative with you during any legal or contractual action.

Where:

Affirmative Action is in Room M254 at Ext. 76867
General Counsel’s office is in Room M278 at Ext. 77307
Office of Workforce and Economic Development

What: The Office of Workforce and Economic Development (OWED) develops training contracts, administers a variety of grants and has been assigned responsibility for the majority of the continuing education program offerings at the college. OWED helps to provide a broad range of training, education and economic development activities that are part of the outreach mission of the college.

When: The activities are carried out by this office across the year. There are many opportunities for faculty who may be interested in an assignment with OWED. Training is often short term (less than a semester) and may include delivery of instruction at an outreach location or at an area company. These assignments could involve day, evening or even weekend assignments.

How: To be considered for outreach instructional opportunities and assignments with OWED, all interested faculty need to complete a preference sheet. The OWED assigns faculty in accordance with MATC and Labor contract requirements based on seniority, rotation and the preference sheet. Interested faculty should get a form from HR, complete and return the form to HR. This signals your interest for outreach teaching assignments in your area of certification.

Who: Office of Workforce and Economic Development
1205 S 70th Street, Suite 100
West Allis, WI 53214
414. 302.2600
Parking

What: MATC offers parking at all campuses. Parking at the Milwaukee Campus is assigned by general area on the basis of years of service. New faculty and staff at the Milwaukee campus will in all probability be assigned to the Pabst Brewery parking structure, located on 9th and Juneau Street.

Please note that MATC employees with valid hangtags may also park in Lower C or H lot after 3:45 p.m. The H Lot is located on the corner of 7th and Juneau. The entrance to Lower C is located off of 7th and Highland.

All MATC parking structures and lots have placarded handicapped spots per state law. Any employee may utilize the spots within the structure or lot to which he/she is assigned if they have a state-issued hangtag or plate, and a current MATC hangtag.

If you require parking as an accommodation of a long-term or short disability after parking assignments have been issued, bring documentation of your requirement to Human Resources. Human Resources will evaluate your request and communicate a decision to you. If Human Resources grants a parking assignment change, Human Resources will discuss the situation with the Finance Division. The Finance Division will then contact you and arrange for you to exchange parking credentials.

Due to limited parking facilities and recognizing that reassignment may cause the bumping of other employee assignments, appeals will be closely evaluated.

If you need to park during the summer you can purchase a summer permit.

How: In early spring, you will receive a parking preference form to fill out and return to the Finance Division. Once parking assignments have been made a global communication will be sent out advising where permits may be picked up. The cost deducted from your check.

An Employee Parking Handbook can be found at the following location: http://imatc/Finance/forms.html

Milwaukee Campus

Parking on the Milwaukee campus requires a valid parking permit. Violators are subject to receiving a citation. All full-time day employees are eligible to purchase a parking permit. Lot assignments will be made based on your date of hire in accordance with the union parking agreement. Parking preference sheets go out to all employees in spring for summer parking, and in summer for fall/spring semesters. Failure to return the parking preference sheet will void your opportunity for lot preferences. The Finance Division will make parking assignments in accordance with the parking agreement. Parking fees vary for the school year depending on your assignment.
Part-time evening employees wishing to park on-campus must purchase a part-time permit. This permit allows you to park on-campus before 3:45 p.m. in the Pabst Brewery parking structure. If you are on campus after 3:45 p.m. you may park in lower C or the H lot with a valid permit.

**Note:** Student parking is available at the Milwaukee Campus, 8th & State, Pabst Brewery parking structure, & the Bradley Center. Limited student parking is available for evening, summer, and weekend colleges, which can be purchased at the cashier’s office. Questions about student parking should be forwarded to Archie Graham at (414) 297-6870.

Employees who wish to park in public lots located in the area must pay the prevailing rates. These rates may vary depending on events.

If you are visiting the North, West, or South Campuses, you may park in the area designated as employee parking with a valid hangtag. Check with those campuses to ascertain in which lot you should park.

**Mequon, Oak Creek, and West Allis Campuses**

You may park in the areas designated for faculty and staff, provided you obtain parking hangtags from the campus Cashier.

**Centers**

Faculty may park in the student parking lots.

**Where:**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Department</th>
<th>Ext.</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee Campus</td>
<td>Finance</td>
<td>76491</td>
<td>M278</td>
</tr>
<tr>
<td>Mequon Campus</td>
<td>Cashier</td>
<td>82290</td>
<td>A116</td>
</tr>
<tr>
<td>Oak Creek Campus</td>
<td>Cashier</td>
<td>54637</td>
<td>A103</td>
</tr>
<tr>
<td>West Allis Campus</td>
<td>Cashier</td>
<td>65308</td>
<td>114</td>
</tr>
</tbody>
</table>
Payroll

What: You will receive a schedule of pay period closing dates each school year from the payroll office. You should turn in a signed report to your supervisor as soon as possible after each two-week pay period. In order to process your paycheck on time, payroll must receive your timesheet no later than three days after the last day of the pay period. Late time reports will be paid on the next pay date.

Paychecks will be mailed to your home address as soon as possible after the close of the pay period; generally, this will be no more than 15 working days after the close of each pay period.

How: Full-Time Faculty
Full-time faculty submit their hours on Full-Time Faculty Time reports. You will receive a pack of dated forms, one for each pay period. If you cannot obtain a preprinted form, see your supervisor about a blank form.

If you want to change the number of exemptions or deductions, you need to file a new W-4 form. Copies of the W-4 form are available from supervisors and the Human Resources office.

Part-Time Faculty
Part-time faculty submit their hours on Part-Time Faculty Time reports. You will receive a pack of dated forms, one for each pay period. If you cannot obtain a preprinted form, see your supervisor about a blank form.

New Teachers
New teachers must complete and file the following forms before payroll can begin:

1. An Employee’s Withholding Allowance Certificate (W-4 form)
2. Employment/Certification Application: This is the application for employment.
3. Verification of Employment: This form (or forms) authorizes MATC to obtain verification of your work or teaching experience from your employers for VTAE certification purposes.
4. Official Transcripts: Official original transcripts from all colleges and universities you have attended.
5. MATC Employee Data Form: This form asks for demographic information included in our Payroll/Personnel database.
6. Employment Eligibility Verification (Form I-9): The Immigration and Naturalization Service requires this form.

Where: Milwaukee Payroll Office  Ext. 76642  Rm M66
        Human Resources  Ext. 76576  Rm M254
Form W-4 (2013)

Purpose: Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate. Your exemption expires February 17, 2014. See Pub. 905, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds $1,000 and includes more than $200 of unreimbursed income (for example, interest and dividends).

Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheet on page 2 either adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or tax-exempt/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer or zero allowances. For regular wages, withholding must be based on allowances claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 905, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take a portion of the tax you owe in account in figuring your allowable number of withholding allowances. Amounts are for 2013 and are shown on Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax if you have foreign or certain income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form. Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2013. See Pub. 505, especially if your earnings exceed $10,000 (single) or $20,000 (married). Future developments. Information about any future developments affecting Form W-4 such as legislation enacted after this manual was published will be posted at www.irs.gov/foia.

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Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for yourself if no one else can claim you as a dependent.

B Enter "1" if:

• You are single and have only one job; or
• You are married, file a joint return, and your spouse does not work; or
• Your wages from a second job or your spouse’s wages (or the total of both) are $1,500 or less.

C Enter "1" for your spouse. But, you may choose to enter "1-0-0" if you are married and have either a working spouse or more than one job. (Entering "1-0-0" may help you avoid having too little withheld.)

D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return.

E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above).

F Enter "1" if you have at least $1,000 of child or dependent care expenses for which you plan to claim an income tax credit.

(Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

G Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.

H Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.)

For accuracy, complete all worksheets that apply.

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Employee’s Withholding Allowance Certificate

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

1 Your first name and middle initial

2 Last name

3 Single

4 Married

5 Divorced

6 Widowed

7 Home address (number and street or route)

8 City or town, state, and ZIP code

9 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)

10 Additional amount, if any, you want withheld from each paycheck

11 I claim exemption from withholding for 2013 and certify that I meet both of the following conditions for exemption:

• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, write "Exempt" here.

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee’s signature (This form is not valid unless you sign it.)

Date

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For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 11200K

Form W-4 (2013)
Deductions and Adjustments Worksheet

Note. Use this worksheet only if you plan to itemize deductions or claim certain credits or adjustments to income.

1. Enter an estimate of your 2013 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% (7.5% if either you or your spouse was born before January 2, 1949) of your income, and miscellaneous deductions. For 2013, you may have to reduce your itemized deductions if your income is over $300,000 and you are married filing jointly or if you are a qualifying widow(er). If you are married filing separately, see Pub. 505 for details.

2. Enter:

<table>
<thead>
<tr>
<th>Amount if Married Filing Jointly</th>
<th>Amount if Head of Household</th>
<th>Amount if Single Married Filing Separately</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,200</td>
<td>$8,950</td>
<td>$6,100</td>
</tr>
</tbody>
</table>

3. Subtract line 2 from line 1. If zero or less, enter "0-".

4. Enter an estimate of your 2013 adjustments to income and any additional standard deduction (see Pub. 505).

5. Add lines 3 and 4 and enter the total. (Include any amount for credits from the previous year.)

6. Enter an estimate of your 2013 nonwage income (such as dividends and interest).

7. Subtract line 6 from line 5. If zero or less, enter "0-".

8. Divide the amount on line 7 by $3,900 and enter the result here. Drop any fraction.

9. Enter the number from the Personal Allowances Worksheet, line H. If zero or less, enter "0-".

10. Add lines 8 and 9 and enter the total here. If you plan to use the Two-Earners/Multiple Jobs Worksheet, also enter this total on line 1 below. Otherwise, stop here and enter this total on Form W-4, line 5, page 1.

Two-Earners/Multiple Jobs Worksheet (See Two earners or multiple jobs on page 1.)

Note. Use this worksheet only if you have the instructions under line H on page 1 direct you here.

1. Enter the number from line H, page 1 or from line 10 above if you did not enter the Deductions and Adjustments Worksheet.

2. Find the number in Table 1 below that applies to the LOWEST paying job and enter it here. However, if you are married filing jointly and wages from the highest paying job are $65,000 or less, do not enter more than "3".

3. If line 2 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "0-”) and on Form W-4, line 5, page 1. Do not use the rest of this worksheet.

4. Enter the number from line 2 of this worksheet.

5. Enter the number from line 1 of this worksheet.

6. Subtract line 5 from line 4.

7. Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here.

8. Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding necessary to avoid a year-end tax refund.

9. Divide line 8 by the number of pay periods remaining in 2013. For example, divide by 25 if you are paid every two weeks and you complete this form on a data in January when there are 25 pay periods remaining in 2013. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck.

Table 1

<table>
<thead>
<tr>
<th>Married Filing Jointly</th>
<th>All Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>If wages from LOWEST paying job are—</td>
<td>Enter on line 2 above</td>
</tr>
<tr>
<td>$0 - $5,000</td>
<td>0</td>
</tr>
<tr>
<td>$5,001 - 13,000</td>
<td>1</td>
</tr>
<tr>
<td>13,001 - 24,000</td>
<td>2</td>
</tr>
<tr>
<td>24,001 - 36,000</td>
<td>3</td>
</tr>
<tr>
<td>36,001 - 48,000</td>
<td>4</td>
</tr>
<tr>
<td>48,001 - 55,000</td>
<td>5</td>
</tr>
<tr>
<td>55,001 - 65,000</td>
<td>6</td>
</tr>
<tr>
<td>65,001 - 75,000</td>
<td>7</td>
</tr>
<tr>
<td>75,001 - 85,000</td>
<td>8</td>
</tr>
<tr>
<td>85,001 - 97,000</td>
<td>9</td>
</tr>
<tr>
<td>97,001 - 112,000</td>
<td>10</td>
</tr>
<tr>
<td>112,001 - 120,000</td>
<td>11</td>
</tr>
<tr>
<td>120,001 - 130,000</td>
<td>12</td>
</tr>
<tr>
<td>130,001 and over</td>
<td>13</td>
</tr>
</tbody>
</table>

Table 2

<table>
<thead>
<tr>
<th>Married Filing Jointly</th>
<th>All Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>If wages from HIGHEST paying job are—</td>
<td>Enter on line 2 above</td>
</tr>
<tr>
<td>$0 - $37,000</td>
<td>0</td>
</tr>
<tr>
<td>$37,001 - 130,000</td>
<td>1</td>
</tr>
<tr>
<td>130,001 - 190,000</td>
<td>2</td>
</tr>
<tr>
<td>190,001 - 245,000</td>
<td>3</td>
</tr>
<tr>
<td>245,001 - 385,000</td>
<td>4</td>
</tr>
<tr>
<td>385,001 and over</td>
<td>5</td>
</tr>
</tbody>
</table>

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 6103(c) and 6104(c) and their regulations require you to provide this information. Your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being taxed as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include sharing it with the Department of Justice for civil and criminal litigation, to cities, states, the District of Columbia, and U.S. communities and possessions for use in administering your tax laws, and to the Department of Health and Human Services for national Directing of New York. In addition to sharing this information to other countries under a tax treaty to federal and state agencies to enforce federal non-tax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are required to provide the information requested as a condition of the requirements of the Internal Revenue Code. We do not publish your name or other personal information on this form. You may provide the information on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103. The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.
Public Safety – Classroom Safety

What: Instructors have special safety responsibilities because they may be held liable if an accident occurs due to improper safety instruction or poorly guarded or maintained equipment. Please pay special attention to all safety concerns, and make sure that you know what to do should an emergency occur.

All faculty and staff share the responsibility for the prompt care of persons at MATC. Anyone on the scene should administer emergency aid necessary to sustain the life of a stricken or injured person, as well as notify the Department of Public Safety. In addition, you should correct all hazards before any equipment is used. Make sure that all hazardous machinery is equipped with guards to prevent injury to the user and/or bystander.

If you are teaching a course that uses chemicals or other hazardous materials or equipment, you must specify in the syllabus all safety instructions, the location of Material Safety Data Sheets, and other safety procedures expected of students. If help is needed, contact Operations (ext. 76677).

Where: If a problem occurs, you have safety concerns and/or you need to report an injury accident contact the Department of Public Safety at (414)297-6588.
Public Safety – Crime Prevention Programs

What: The MATC Department of Public Safety takes pride in maintaining a safe and secure campus environment for all faculty, staff, students, and visitors. The approach to crime prevention and the reduction of criminal offenses is proactive. The department makes use of a variety of innovative techniques and programs, striving to improve the level of services provided. While recognizing crime can never be completely eliminated, MATC does believe incidents of crime on our campuses can be reduced. Recent efforts have concentrated on making faculty, staff, students, and visitors more alert to what they can do to discourage criminal activity. To accomplish this goal of public safety, the Department of Public Safety:

- Conducts informational presentations on crime prevention and awareness:
  1. At New Student Orientation.
  2. With programs available to all MATC organizations and departments.
  3. Upon request Walking Escorts are available at all campus’

- Publishes safety information in the Human Resources Newsletter, the MATC Times and on electronic message boards throughout the campus.

In addition to these initiatives, all faculty, staff, and students are encouraged to become more cooperative and involved. The ultimate responsibility for safety rests with students who take charge of their own personal safety and the security of their belongings and who use simple common sense approaches and precautions. Report all suspicious looking individuals or activity to the Department of Public Safety.

Any questions relating to safety should be directed to the Department of Public Safety and/or the MATC Safety Committee.

Where:

- **Milwaukee Campus**
  Public Safety Office
  Main Building, Room M274 (414) 297-6588 X76588

- **Mequon Campus**
  Public Safety Office
  Room A280C (414) 297-6588 X76588

- **Oak Creek Campus**
  Public Safety Office
  Room A100D (414) 297-6588 X76588

- **West Allis Campus**
  Public Safety Office
  Room 100 (414) 297-6588 X76588

- **EMERGENCY**
  (All Campus’)
  (414) 297-6200 X76200
Public Safety Department

What: The MATC Department of Public Safety is responsible for campus safety and security. Public Safety officers conduct vehicle and foot patrols on campus and enforce college policies and procedures. Officers receive their authority from MATC's District Board of Directors to maintain order on campus.

While officers are not armed and do not make arrests, they gather information, they apprehend and detain suspects, and ensure that all state laws, municipal ordinances, and MATC District Board Policies are adhered to on campus.

Training The Department of Public Safety conducts training on a semi-annual basis which includes but is not limited to, Conflict Resolution, First Responder Training (First Aid, CPR/AED), Handcuffing, Baton, Defense & Arrest Tactics, Professional Communications, Report Writing, Interview & Interrogation, and Haz-Mat Awareness to name a few. All Public Safety officers are required to successfully complete in-service training.

The full-time department staff is made up of the Chief, Lieutenants, Sergeants, Public Safety Specialists, Public Safety Officers, student assistants, and office support personnel.

When: The MATC Department of Public Safety operates 24 hours a day, 7 days a week, 365 days a year.

Where: Immediately report disorderly or illegal incidents to the Department of Public Safety. The Emergency Response Center is staffed 24 hours a day to serve you.

In cases of violations of Student Conduct Code, report incidents to the Department of Public Safety. Public Safety will work in conjunction with the Office of Student Life.

Where:

- **Milwaukee Campus**
  - Public Safety Office
  - Main Building, Room M274
  - 297-6588 or 297-6200

- **Mequon Campus**
  - Public Safety Office
  - Room A280C
  - 297-6588 or 297-6200

- **Oak Creek Campus**
  - Public Safety Office
  - Room A100D
  - 297-6588 or 297-6200

- **West Allis Campus**
  - Public Safety Office
  - Room 100
  - 297-6588 or 297-6200
Public Safety – Procedures for other Emergencies

What: The Department of Public Safety recently installed a Mass Notification System throughout the College, district wide. This system allows public safety to notify you of what the specific emergency is and to remind you to take the necessary steps to ensure your safety.

This system is activated by the Department of Public Safety and is projected through the internal and external speakers. This system is not tied in to the College’s current fire system, which works independently. This system is designed to be activated for many reasons, such as severe weather, tornado, bomb threat, fire, active shooter, and intruder in the building, to name a few.

It is imperative that you review the procedure on the various types of emergencies that could take place on and off campus. This information is found in the MATC Public Safety flip guide, as well as on the Public Safety webpage found at www.matc.edu.

If you ever have any questions, please feel free to ask a Public Safety representative. If requested, we will come to your class and provide a presentation on ‘What to do in an emergency’.
Purchases – Bookstore

What: The Bookstore has the textbooks and materials that are required for each course. Classroom and office supplies are not authorized to be purchased from the Bookstore. Items that can be obtained at the Bookstore include scantrons and MATC logo items.

How: You can obtain these by filling out an internal requisition with the items that you need and have the requisition signed by an associate dean or instructional chair. The Dean or secretary can tell you the correct account numbers.

It is recommended that you have a desk copy of all textbooks for the courses that you are teaching and other related course that pertain to your area of instruction. You can find the titles of these books on the syllabus in the Dean’s office. Desk copies can be obtained from the publisher.

Where: The Bookstore is located just west of the corner at 8th and State Streets at the Milwaukee Campus, Room 105 at the Mequon Campus, Room A 101 at Oak Creek Campus and Room 153 at West Allis Campus.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
<th>Phone Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee Campus</td>
<td>8th and State Streets</td>
<td>76811</td>
</tr>
<tr>
<td>Mequon Campus</td>
<td>Room A107</td>
<td>82293</td>
</tr>
<tr>
<td>Oak Creek Campus</td>
<td>Room A101</td>
<td>54726</td>
</tr>
<tr>
<td>West Allis Campus</td>
<td>Room 153</td>
<td>65303</td>
</tr>
</tbody>
</table>
Purchases – Classroom and Office Supplies

What: Various Classroom and Office Supplies that are not available in the bookstore

How: Go to your divisional clerical staff to see a catalog from the supplier, Staples. Tell the staff what you need: page number, item number, quantity, and descriptive name of the item. After approval by the budget manager, the items will be delivered promptly.
Purchases - Equipment vs. Supplies

What:
It is sometimes difficult to decide which item is classified as equipment and which is classified as a supply. The deciding factor is the cost and useful life of the item.

The definition of capital equipment is:
Any equipment item or set that is valued at $500 or greater and has a useful life of 2 years or more. This includes software or video tapes that are $500 or more with a useful life of 2 years or more. These items are purchased from the capital equipment account.

If you have equipment type items costing less than $500 (e.g. white board, electric stapler, bookcase, etc.) they must be purchased from the departmental supply budget, not from classroom/lab supplies. You can not transfer funds between capital and supply.

Your supervisor has external purchase requisition worksheets for purchasing supplies not available internally. This form should be used to describe the materials required and should include appropriate costs. When the form is completed, forward it to your budget manager, to process the information.

MATC must follow certain regulations regarding external purchases. As a result, the Purchasing office will consider the name of the vendor you provide as a suggestion only. Also, be sure to allow sufficient time for processing the requisitions and for delivery.

Blanket purchase orders may be used for the release of supplies on an ongoing basis. A blanket order must be established with a vendor through the normal procurement process; a budget manager or supervisor will have to authorize those individuals allowed to make releases against a blanket purchase order.

District policy and procedure relative to procurement can be viewed on the MATC Website:

Other Visitors → Administration → General Counsel → Policies & Procedures

1. Policy B0801
2. Procedure BB0800

Where: Milwaukee Campus
Purchasing Department Ext. 7661, 76641 Room M70
Purchases – Internal Requisitions

What: Use internal requisitions to obtain materials and services such as:
- Printed or duplicated material from Printing Services: syllabi, lesson sheets, regulation forms, etc.;
- Room supplies from Building Services: soap, towels, machine oil, etc.;
- Maintenance services from Building Services: replacing light bulbs, fixing typewriters, etc.

Do not use this form if the services or materials are to be provided at an adult evening center.

How: Complete the Internal Requisition form G:01A including a description of the item(s), the quantity, room number, date, your name, etc., and ask your dean or supervisor to approve the form. Approval procedures vary by department. All requisitions require various account numbers. See your divisional Associate Dean or secretary for this information.

Where: Internal Requisition Forms are available from Printing Services. You will need a completed and approved internal requisition to purchase the forms from Printing Services. Your dean, supervisor or office mates can help you with this first requisition.
Internal Requisition Form

MILWAUKEE AREA TECHNICAL COLLEGE

INTERNAL REQUISITION FORM

ACCOUNT NUMBER TO BE CHARGED

<table>
<thead>
<tr>
<th>Fund</th>
<th>Loc</th>
<th>Cost Center</th>
<th>Class</th>
<th>Proj/Act</th>
</tr>
</thead>
</table>

Description

Phone

Room

Date

Requested by

Approved

Service Dept.

Bookstore

Building Services

Design Centre

Food Services

Photographic Dept.

Visual

Print/Bindery

Total

Date Completed

Costed by

FORWARD TO SERVICE DEPARTMENT
Purchases – Outside

What: You may request that supplies or equipment be purchased for your classes pending your budget allocation (see your dean or associate dean).

You may contact vendors to determine item cost or the procurement department for assistance with sourcing for items under $25,000. All other orders follow the guidelines indicated below.

Procurement Guidelines:

< $25,000 Buyer discretion on vendor ($15,000 > $25,000 requires Two quotes.)

$25,000 - $50,000 Solicitation of quotes, minimum of 3 quotes required

> $50,000 Bid or RFP process must be used

The procurement department will conduct the process for all orders $25,000 or higher.

How: Fill out an **External Purchase Requisition (EPR)** and submit the EPR to your dean or associate dean. Division or department policy may require that the requisition first obtain department approval.

Clearly describe the item to be purchased, including model number and part number as appropriate. Indicate a vendor, if one has been chosen; contact the procurement department if assistance is needed in sourcing an item. Specifying a brand name will not insure that you will receive that particular brand. Be exact as to the precise specifications needed to meet the intended requirements of the item.– You may indicate that no substitutions will be accepted. However, a memo of justification must be submitted to the Procurement Manager for review.

EPR’s are reviewed by the procurement department after they are entered into COSMO and routed through the approval process. A determination is made, based on dollar value of the purchase, whether a PO can be issued, solicitation of quotes is required, or if a bid situation is mandated. The procurement department will facilitate these processes and issue the final PO.

No orders may be verbally placed with vendors using an EPR number or any other confirmation that payment will be made. All procurements must be conducted through the COSMO system or with the use of the procurement card. The procurement department should be contacted if an emergency situation arises, at which time every effort will be made to accommodate the need.

Blanket orders are possible for items that are in continuous use, a vendor and approximate dollar amount of the total usage for the fiscal year will be entered as an EPR; procurement will issue the blanket order and maintain the dollar amount available to spend for the life of the blanket PO. (Blanket pos remain effective for one fiscal year.)

Where: Refer to your division/department procedures for specific details.
Purchases - Petty Cash

What: Petty cash is for emergency purchases only. All purchases go through the regular procurement process.

How: First check with your supervisor for permission to use this service. Present the receipt for the purchase to your dean or associate dean for an approval signature.

Fill out a Petty Cash Voucher, available from the Cashier's window (S 117), with the necessary information, including the account number to which the petty cash will be withdrawn. Present the Petty Cash Voucher and signed receipt to the Cashier. The Cashier will then reimburse you for the expense.

Where: Milwaukee Campus  Cashier's Window  Room S117
Mequon Campus  Cashier  Room A116
Oak Creek Campus  Cashier  Room A103
West Allis Campus  Cashier  Room 114A
## Petty Cash Voucher

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<th>Signature</th>
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<table>
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<tr>
<th>Item Description and Reason for Purchase</th>
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<tr>
<th>Disbursed by/Business Office Approval</th>
<th>Amount</th>
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**SUPERVISOR-APPROVED RECEIPT (DETAILS MUST BE ATTACHED)**

Payment maximum: $25.00

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53:38-B

MATERIAL AFFIRMATIVE ACTION: Equal Opportunity Institution and comply with all requirements of the Americans with Disabilities Act. 

MILWAUKEE AREA TECHNICAL COLLEGE
Service-Learning

What: Service learning combines community service with classroom instruction, focusing on critical, reflective thinking as well as personal and civic responsibility. Service learning programs involve students in activities that address local needs while developing their academic skills and commitment to their community.

- Students win by gaining real-world experience with their classroom knowledge.
- Faculty win when the learning outcomes are actualized in real-life settings.
- The community wins by benefiting from the talent, energy and skills of MATC students and faculty. (Our primary partner during the 2011-2012 academic year is Milwaukee Public Schools)

Faculty Liaisons/Coaches will help with:
- connecting to community partners
- integrating Service-Learning into syllabi
- creating reflection and assessment activities
- providing Tool-kits: including videos, DVD’s, website linkages, and course / syllabus construction templates

Service Learning at MATC is connected to the American Association of Community Colleges, Wisconsin Campus Compact, and many other regional and national organizations which exist to support community partnership through student and faculty engagement

When: The Office of Engaged and Service-Learning ( M-289 ) is open:
- Mondays from 9 am -12 pm
- Tuesdays from 1 pm - 4 pm
- Wednesdays from 9 am – 4 pm

How: To make sure that a faculty liaison/coach is available, please call or email the people listed below.

Who: Faculty liaison/coaches:
Suzanne Goodrich (414) 571-4660; goodrics@matc.edu
Cody Hunnicutt (414) 571-4622 ; hunnicuj@matc.edu
Yvette Ardis (414) 297-8834, ardisy@matc.edu
Shuttle Van Service (Operations)

What: The MATC Operations Shuttle Van’s purpose is to safely deliver our customers within the designated service area. The Shuttle Van is provided for those who have a concern regarding their safety or need a ride within the service area.

All persons utilizing the MATC Shuttle Van must provide, upon request, proof you are a current MATC student, faculty or staff member. This procedure is necessary to satisfy our liability insurance carrier. The Shuttle Van driver has the authority to refuse ridership.

Note: The Shuttle Van cannot enter some parking structures. Please observe the No Smoking and No Eating of Food or Drinking of Beverages Policy in the van.

When: Days: Monday through Friday - Hours: 6:00 a.m. to 9:00 a.m. and 3:00 p.m. to 6:00 p.m. The shuttle van does not operate on weekends or holidays.

The shuttle van should be at each stop every 10 to 15 min., depending on traffic and weather conditions.

Note: The shuttle service may be cancelled at any time due to unsafe conditions.

Where: The Shuttle Van is only authorized to pick up riders at five (5) designated pick up point: 1) 9th & Juneau St. Pabst parking lot, 2) 8th & alley near A-Bldg, 3) 7th & alley near FH-Bldg, 4) 4th & Juneau (F-Bldg lot), 5) 6th St (President’s Lot)

No call service is offered.

The driver is not authorized to leave the service area, please do not request him/her to do so.

Milwaukee Campus Operations Office

Main Building, Room M84 297-6854

The Shuttle Van Service is currently only available at the Milwaukee Campus.
TEACHING & LEARNING TECHNOLOGY (TLT)

Services

- Provide instructional technology support for faculty in the classroom and online
- Provide faculty one-on-one and group technology training
- Conduct one-on-one mentoring with online instructors
- Evaluate and procure technology and software tools and materials for instructional use
- Implement technology tools that support faculty and student needs
- Develop updates on Web-enhanced technologies for online instruction
- Provide a safe environment for faculty to test new technologies
- Provide professional development opportunities related to teaching with technology (Blackboard, Camtasia Studio, Adobe Connect, etc.)
- Manage and support college-adapted Blackboard Learning Management System for faculty and students
- Provide instructional resources and multimedia equipment for check-out and support in Faculty Resource Centers at all MATC Campuses
- Maintain library of instructional best practices
- Answer FAQs and provide links to published resources
- Publish the TLT Newsletter

Locations (also see page 17)

Faculty Innovation Center: Milwaukee Campus M201

- Multi-Media Classroom Support: Dial 414-460-4775
- Blackboard Faculty Support: Dial 414-297-8372
- Blackboard Student Support: Dial 414-297-7986
- MATC Line (Audio Conference): Dial 414-297-6735
- Faculty Copy Production Center: M201

- Faculty Resource Centers:
  - Milwaukee: M201
  - Mequon: A280
  - West Allis: 350
  - Oak Creek: A206
### Contact Us

<table>
<thead>
<tr>
<th>Area of Responsibility</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Pam Holt</td>
<td>(414) 297- 7613 (x77613)</td>
</tr>
<tr>
<td>Faculty Support (Blackboard)</td>
<td>Megan Hamilton</td>
<td>(414) 297-8372 (x78372)</td>
</tr>
<tr>
<td>Student Support (Blackboard)</td>
<td>Pam Curtin</td>
<td>(414) 297-7986 (x77986)</td>
</tr>
<tr>
<td>Faculty Resource Center</td>
<td>Rita Newsom</td>
<td>(414) 297-8980 (x78980)</td>
</tr>
<tr>
<td>ITV/Teleconference/Tele-presence Scheduling</td>
<td>Joan Barry</td>
<td>(414) 297-6735 (x76735)</td>
</tr>
<tr>
<td>Tele-presence</td>
<td>Deena Thompson</td>
<td>(414) 297-6670 (x76670)</td>
</tr>
<tr>
<td>* For Multimedia Classroom Support, contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multimedia Classroom Support</td>
<td>Jim Stepp</td>
<td>(414) 297-7066(x77066)</td>
</tr>
</tbody>
</table>
MATC Cisco TelePresence Rooms

What: MATC has one immersive TelePresence room at each of our four campuses. The TelePresence room design provides ease-of-use for participants and an overall seamless experience that is like all of the participants being in the same room. The TelePresence acoustic treatment, optimized lighting and network design produces the best quality audio and video for teaching and learning participants.

How: To schedule a multi-campus class or meeting, please contact your Associate Dean.

Who: For support or training contact the following person:

**Milwaukee Campus**
Jim Stepp Coordinator, Instructional Media
414-297-7066 (x77066)
Steppj@matc.edu

**Mequon Campus**
Aaron Davis Multimedia Specialist
(262) 238-2354 (X 82354)
davisad@matc.edu

**Oak Creek Campus**
Peter Attipetty Multimedia Specialist
(414) 571-4719 (x54719)
attipelp@matc.edu

**West Allis Campus**
Greg Davis, Multimedia Specialist
(414) 456-5347
davisg@matc.edu
Appointment and Class Assignments

Who: Part-time and Full-time Faculty

What & When: Appointment to teach and specific assignments with days and times for classes for the next semester

Faculty
On October 1st and March 1st of each year, preference forms are sent out to all faculty members for the following semester assignments from labor relations. The forms are then collected and re-distributed to respective divisions for processing and assigning. Tentative class schedules are then sent out to faculty for approval. Part-time assignments are tentative, pending enrollment and adjustment of full-time faculty loads.

New Faculty
If you are a new faculty member, you need to ensure that you complete and submit to the Certification office all employment, application, official transcripts, verification of work and teaching experience, and professional license documents in order for you to be put onto the payroll. As a new teacher, you could be employed at any time during the year, and would receive your appointment at that time.

Absence/Substitution
If for any reason you are unable to teach your class at the scheduled time, you must notify your supervisor or the appropriate office as early as possible, and discuss possible alternatives for the class session. While a substitute instructor may be used, consider an alternate meeting or adding additional time to the scheduled class meetings to make up the missed class. Indicate how students will be notified if the class must be cancelled.

If you have a substitute teacher, you will need to complete your absence form with the number of hours you have been absent.

To calculate hours missed (Include class prep/post time hours):

1. Find your weekly load percentage for each class that was missed
2. Multiply this by 32 to come up with the total hours to be paid for that class in a week
3. Divide the total hours to be paid by the number of class meetings per week
4. This figure is your total clock hours

Example:

John teaches ENG 201. The class has a 20% weekly load and meets twice a week. Last week, John missed one of his classes due to illness. When doing his time sheet, he calculates the total hours missed as follows:

1. He looks at his instructor program to determine that his weekly load percentage is 20%
2. He multiplies that by 32. (.20 x 32 = 6.4)
3. The 6.4 is the total clock hours for that class for the week
4. Since John only missed one class, he divides 6.4 by 2 (6.4 ÷ 2 = 3.2)
5. The 3.2 figure is the total clock hours for the one class meeting.
6. John writes 3.2 on the “Sick Leave” line of his part-time time sheet for the date missed and then again in the “Total” column

If you have further questions, please contact Payroll.

If you are asked to substitute for someone else’s class, fill out the Substitute Time Report. Provide the name of the original teacher and the course number, and sign your own name on the —Substitute Teacher Signature‖ line. Have your supervisor sign as approval to pay, and submit to the payroll department by the end of the pay period.
Benefits – Full-Time Faculty

**What:** MATC offers a full range of employee benefits. You will want to familiarize yourself with available options so that you can choose what will best fit your needs.

**Health Insurance** – Milwaukee Area Technical College offers its represented faculty and non-teaching professionals a choice between three medical insurance plans with coverage which begins after 30 days of employment: One HMO Plan and two (2) PPO plans with different levels of benefits. As of July 1, 2011, full-time faculty and paraprofessional pay a specific percentage of their gross pay from each paycheck toward their medical coverage. The percentage of the contribution depends upon the plan selected, the number of dependents covered, and participation in biometric testing for wellness purposes. Starting March 1, 2014, your health insurance contributions will be based on 12.6% of the full monthly premium. You may be eligible for a reduced contribution based on participation in biometric testing for wellness purposes. If you qualify for this reduced contribution, you would pay 10% of the full monthly premium. Certain adult children ages 19 and older may be “qualifying children” or “qualifying dependents” as defined by the federal or state insurance mandates. If so, they may be eligible for coverage under the medical plan through the end of the month in which they turn age 27. Same-sex domestic partners may also be covered by the medical plans with some restrictions. In both cases, taxes may be imputed and withheld according to state and federal tax laws.

Your contributions for health insurance are taken from your paychecks on a pre-tax basis unless you notify Human Resources, in writing, to the contrary. The Human Resources department can provide more details.

**Waiving Health Insurance through MATC**
With proof of health coverage elsewhere, employees can “opt out” of all medical plans at the time of hire, or during any subsequent open enrollment period. MATC will reimburse such employees an annual stipend of $525, paid over a twelve-month period and added to the employees’ payroll checks. An “Opt-Out” form must be completed and proof of insurance provided to Human Resources.

**Dental** - Milwaukee Area Technical College offers one group dental plan through Humana for new enrollments. This insurance becomes effective following thirty (30) days of employment. It is a traditional dental plan with an annual deductible, an annual maximum benefit, etc. Certain adult children who qualify for medical insurance (given above) may also qualify for coverage under their parent’s MATC dental plan. Same-sex domestic partners may also be covered by MATC dental plans with some restrictions. In both cases, taxes may be imputed and withheld according to state and federal tax laws.

A nominal monthly contribution is required for “family” dental coverage. Your contributions for dental insurance are taken from your paychecks on a pre-tax basis unless you notify Human Resources, in writing, to the contrary. The Human Resources department can provide more details.

**Vision** – Milwaukee Area Technical College provides annual routine vision benefits to all employees and their dependents who are also enrolled in one of its health plans.
There is currently no employee contribution required toward the cost of this coverage. Same-sex domestic partners and qualifying adult children may also be covered by the vision plan with some restrictions. One routine eye exam per year is covered in full. Employees who are enrolled in the HMO medical plan must have an “in-network” HMO-contracted health care professional perform the exam in order for the exam to be a covered expense. Eligible employees and their covered dependents will receive reimbursement of up to $125 annually toward the purchase of glasses or contact lenses. Benefits become effective on the same date as health insurance.

Employee Wellness Program -- MATC has a Wellness committee with representatives from all four campuses. The committee is lead by the MATC Wellness Coordinator. The mission of the program is to improve the quality of life for MATC employees by providing diverse wellness programming that meets a wide range of personal health needs. Wellness activities vary from health screenings, presentations, individual and team challenges, a wellness-dedicated webpage and dedicated designated wellness posting areas at each campus are part of the program. Committee volunteers are always welcome. Further information can be obtained by contacting the Wellness Coordinator (414-297-6610; extension 76610.)

Group Life Insurance - This insurance becomes effective after six months of employment, and the primary provisions of the policy are as follows:
- The amount of insurance in effect is based upon annual earnings rounded up to the nearest $1,000.
- The amount of insurance increases each January 1 (if earnings increased) based upon the previous year’s earnings.
- The benefit is doubled in the event of accidental death.
- Dismemberment benefits are provided according to an established schedule.
- The policy’s face value reduces by 25% annually from age 65 through ages 67.
- The group plan is term insurance, with no accumulated cash value of any kind.
- Life insurance benefits that exceed $50,000 are subject to taxation by IRS regulation.
- The coverage can be continued at no cost, in the event of total and permanent disability which occurs prior to age 60.
- Milwaukee Area Technical College's group life insurance policy is currently paid for by the College.

Paid Sick Days - Milwaukee Area Technical College provides paid sick days to regular employees immediately upon employment. Highlights of this benefit are as follows:
- Fifteen (15) paid sick days are provided to eligible employees on September 1 of each year.
- Paid sick days may be used for the personal illness of the employee and for situations where the employee is required to be absent from work for other compelling personal reasons, as defined in the appropriate labor agreement.
- Paid sick days accumulate year after year up to a maximum of one-hundred fifty (150) full days, and then accumulate in half-days.
- At retirement, a portion of unused sick days can be used for retiree health insurance; refer to your union agreement for details.

Long-Term Disability Benefits - Milwaukee Area Technical College's group long-term disability insurance policy is currently paid for by the college. This insurance is
designed to protect you against loss of income in the event you become totally disabled. The basic provisions of the policy are as follows:

- Coverage is effective following 30 days of employment.
- Benefits are paid after a 120-day waiting period.
- Benefits provided are equal to 90 percent of base monthly earnings if the disability was incurred on or before February 15, 2014. Benefits provided are equal to 66 2/3 percent of base monthly earnings if the disability was incurred on or after February 16, 2014.
- Benefits are payable to age 65 (or to age 70 if disability occurs after age 60).
- Amount of benefit is offset by amount of other disability income received such as Social Security or disability pension benefits.

**Worker’s Compensation** – If you are injured while working at Milwaukee Area Technical College, your injury will be investigated by MATC’s Worker’s Compensation insurance carrier, and if it is determined that it is covered by Worker’s Compensation, benefits will be provided for medical expenses and loss of income as a result of this injury.

To file a claim, you will need to complete the Employee Report of Accident/Illness form and your supervisor must complete the Supervisor Accident/Illness Investigation Report. Forms may be obtained by employees in the Administrative Offices for North, South and West Campuses and in Room M254 (Human Resources) at the Main Campus, or you can go to http://imatc, under the Human Resources “online forms” section.

**Pension** - Full-time employees of Milwaukee Area Technical College become members of the Wisconsin Retirement System (WRS) as of the first day of employment. The College currently pays both the “employee” and the “employer” contributions to the plan. The contribution each year is equal to a percent of pay, and is determined annually by the State of Wisconsin. Primary benefits provided under the Wisconsin Retirement System include the following:

- A pension benefit that can begin as early as age fifty-five (55) with ten (10) years of service.
- Disability pension eligibility after five (5) years of service.
- Immediate vesting of “employee” contributions.
- A death benefit payable to designated beneficiary (ies).
- A variety of pension annuity options that include joint survivorship and guaranteed term annuities.
- For income earned on or after February 16, 2014, employees will pay the full employee WRS state pension contribution as defined by the state of Wisconsin. "Details about the WRS Pension benefits affected by recent state legislation are still being interpreted. Any changes from the information given above will be communicated as it becomes available."

**Section 403b Tax Deferred Investments** – You may invest a portion of your salary on a pre-tax basis in a number of securities, as offered through six different companies. It is your responsibility to ensure that you do not exceed the maximum contributions allowed in any calendar year, as defined by IRS regulations annually.
Additional benefits include sabbatical leave, Employee Assistance Program, health and dependent care flexible spending accounts, credit union participation, certain paid holidays, and the option to buy savings bonds through payroll deduction.

Additional details are provided in the full-time faculty labor agreement, on the MATC intranet, or by contacting the Humana Resources department. You will be contacted by Human Resources for an orientation which will include information about your benefits plans.

**Section 457 Deferred Compensation Program** – MATC offers employees the opportunity to invest in the Wisconsin Deferred Compensation (WDC) Program. This program allows an automatic investment from your paychecks to be used as supplemental retirement income. Many features of the program resemble those of the Section 403(b) Tax Deferred investments as given above. However, it will permit a higher level of tax-sheltered dollars to be contributed, and will offer a Roth-based savings feature. If you have an immediate interest in more details, visit the following State of Wisconsin’s benefits website:

[http://etf.wi.gov/faq/deferred_comp.htm](http://etf.wi.gov/faq/deferred_comp.htm)

**How:** Information regarding benefits is available through Human Resources. You will be contacted by Human Resources for enrollment and information about your benefit plans.
Benefits – Part-Time Faculty

**What:** MATC offers a full range of employee benefits. You will want to familiarize yourself with available options so that you can choose the plans that best fit your needs.

**Health Insurance** – Milwaukee Area Technical College offers its represented faculty and non-teaching professionals a choice between three medical insurance plans: Beginning July 1, 2011, MATC pays 60% of the cost of the single policy premium of the plan chosen by the employee. Certain adult children, ages 19 and older, may be “qualifying children” or “qualifying dependents” as defined by the federal or state insurance mandates. If so, they may be eligible for coverage under the medical plan through the end of the month in which they turn age 27. Same-sex domestic partners may also be covered by the medical plans with some restrictions. In both cases, taxes may be imputed and withheld according to state and federal tax laws.

You are eligible to purchase health insurance during open enrollment, which generally occurs in the spring of each year. There are special provisions regarding pre-existing conditions. Please refer to your labor contract for this important information. To receive a copy of the labor contract, call the Local 212 AFT Office at (414) 765-0910.

The Human Resources department can provide more detail.

**Dental** – Certain adult children who qualify for medical insurance (as given above) may also qualify for coverage under their parent’s MATC dental plan. Same-sex domestic partners may also be covered by MATC dental plans with some restrictions. In both cases, taxes may be imputed and withheld according to state and federal tax laws.

Milwaukee Area Technical College offers one group dental plan through Humana for new employees. You are eligible to enroll during open enrollment. It is a traditional dental plan with an annual deductible, an annual maximum benefit, etc. Certain adult children who qualify for medical insurance (as given above) may also qualify for coverage under their parent’s MATC dental plan. Same-sex domestic partners may also be covered by MATC dental plans with some restrictions. In both cases, taxes may be imputed and withheld according to state and federal tax laws. Part-time employees pay the full premium for dental coverage.

**Vision** – Milwaukee Area Technical College provides annual routine vision benefits to all employees and their dependents who are also enrolled in one of its health plans. There is currently no employee contribution required toward the cost of this coverage. Same-sex domestic partners and qualifying adult children may also be covered by the vision plan with some restrictions. One routine eye exam per year is covered in full. Employees who are enrolled in the HMO medical plan must have an “in-network” HMO-contracted health care professional perform the exam in order for the exam to be a covered expense. Eligible employees and their covered dependents will receive reimbursement of up to $125 annually toward the purchase of glasses or contact lenses. Benefits become effective on the same date as health insurance.
Employee Wellness Program -- MATC has a Wellness committee with representatives from all four campuses. The committee is lead by the MATC Wellness Coordinator. The mission of the program is to improve the quality of life for MATC employees by providing diverse wellness programming that meets a wide range of personal health needs. Wellness activities vary from presentations, individual and team challenges, a wellness-dedicated webpage and dedicated designated wellness posting areas at each campus are part of the program. Committee volunteers are always welcome. Further information can be obtained by contacting the Wellness Coordinator (414-297-6610; extension 76610).

Group Life Insurance - Milwaukee Area Technical College's group life insurance policy in the amount of $10,000 is currently fully paid for by the College. Accidental death and dismemberment provision included.

Worker's Compensation – If you are injured while working at Milwaukee Area Technical College, your injury will be investigated by MATC's Worker's Compensation insurance carrier, and if it is determined that it is covered by Worker's Compensation, benefits will be provided for medical expenses and loss of income as a result of this injury.

To file a claim, you will need to complete the Employee Report of Accident/Illness form and your supervisor must complete the Supervisor Accident/Illness Investigation Report. Forms may be obtained by employees in the Administrative Offices for North, South and West Campuses and in Room M254 (Human Resources) at the Main Campus, or you can go to http://imatc, under Human Resources "online forms".

Pension – MATC currently pays both the “employee” and “employer” portion of contributions to the Wisconsin Retirement System (WRS) for employees who qualify. Human Resources will notify you by letter if you qualify for this benefit. "Details about the WRS Pension benefits affected by recent state legislation are still being interpreted. Any changes from the information given above will be communicated as it becomes available." For income earned on or after February 16, 2014, employees will pay the full employee WRS state pension contribution as defined by the state of Wisconsin.

Sick Leave – You will receive sick leave hours at the end of each semester, which may be used for personal illness or compelling personal reasons. Please see the current labor contract for what constitutes a “compelling personal reason”.

Section 403b Tax Deferred Investments – You may invest a portion of your salary on a pre-tax basis in a number of securities, as offered through six different companies. It is your responsibility to ensure that you do not exceed the maximum contributions allowed in any calendar year, as defined by IRS regulations annually.

Additional details are provided in the part-time faculty labor agreement, on the MATC intranet, or by contacting the Human Resources department. You are expected to attend an orientation coordinated by Human Resources which will includes information about your benefits plans.

Section 457 Deferred Compensation Program – MATC offers employees the opportunity to invest in the Wisconsin Deferred Compensation (WDC) Program. This program allows an automatic investment from your paychecks to be used as
supplemental retirement income. Many features of the program resemble those of the Section 403(b) Tax Deferred investments as given above. However, it will permit a higher level of tax-sheltered dollars to be contributed, and will offer a Roth-based savings feature. If you have an immediate interest in more details, visit the following State of Wisconsin’s benefits website:

http://etf.wi.gov/faq/deferred_comp.htm

How: Information regarding benefits is available through Human Resources. You will be contacted by Human Resources for enrollment and information about your benefit plans.

Benefits – Who to Contact

Where: (Milwaukee Campus)

<table>
<thead>
<tr>
<th>Benefit Type</th>
<th>Location</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health And Dental Insurance</td>
<td>Rm M254</td>
<td>Ext. 76504/76937</td>
</tr>
<tr>
<td>Tax-Deferred Investments</td>
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<td>Employee Trust Funds – Madison, WI (877) 533-5020</td>
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<tr>
<td>Life Insurance, Accidental Death And Dismemberment</td>
<td>Rm M254</td>
<td>Ext.76504</td>
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Certification

What: Certification is a process by which the Wisconsin Technical College System Office evaluates the occupational, academic, and teaching experience of applicants to certified positions to determine his/her preparedness to work in the Wisconsin Technical College System (WTCS). The WTCS Office does not issue certificates directly to individuals who desire certification. All requests for certification are made to the WTCS Office by District Certification Officers for district employees whose positions require certification. Certification of educational personnel, faculty, counselors, instructional specialists, and administrators is governed by the Wisconsin Administrative Code, Chapter TCS 3. This code identifies minimum requirements for initial and renewal certification. This document applies to all full-time and part-time personnel requiring certification based upon the standards set forth in Chapter TCS 3, effective date June, 1994.

Who: The responsibility for submitting documentation to acquire and maintain certification lies with the employee. It is part of the employee's contract of employment to maintain proper and current certification within the areas of assignment, or be subject to layoff.

Instructional and Instructional Related Supervisors have the following certification responsibilities regarding employees who report to them:

1. assigning certified faculty and staff to appropriate assignments,
2. guiding the professional growth of the supervised employees,
3. providing the guidance needed for certification.

The District Certification Officer is responsible for maintaining the certification standards within the institution. The WTCS Education Director -Certification examines MATC’s compliance with the certification code through an annual audit of district certification records. Noncompliance results in a loss of state aid.

Where: The District Certification Office is located in room M262 at the Downtown Milwaukee Campus, 700 West State Street, Milwaukee, WI 53233. The office is part of the Human Resources Division and is open Monday through Friday from 8:00 a.m. until 5:00 p.m. For help with your certification questions please contact the Certification Office:

Liz M. Pancorbo, District Certification Officer 414-297-7696

Michele Schimke, Administrative Specialist-Certification & Labor Relations 414-297-6486

Additional information regarding the state certification code, academic and occupational requirements, and certification guidelines can be found at the WTCS Certification website: http://systemattic.wtcsystem.edu/certification/

When: Certification is granted for a period of time and must be renewed in order to continue teaching. Once granted, certification must run its course.
THE MAGNIFICENT SEVEN
Seven courses required to qualify for WTCS Five Year Certification:

#50, CURRICULUM OR COURSE CONSTRUCTION
This course prepares educators to employ the performance-based instructional design process. Participants designate performance expectations, design learning plans, develop assessment tasks, and produce a syllabus.

#51, TECHNICAL AND ADULT EDUCATION IN THE WTCS (WISCONSIN TECHNICAL COLLEGE)
This course prepares technical college educators to contribute to the accomplishments of the Wisconsin Technical College mission and purposes. Participants think critically about their personal philosophy, roles, and responsibilities as they focus on serving Wisconsin Technical College customers (external and internal).

#52, TEACHING METHODS
This course prepares educators to create a learning environment that supports learners and results in the achievement of designated learning outcomes. Emphasis is on teaching and learning techniques that promote active learning, support learners with a variety of learning preferences and needs, and generate continuous improvement in teaching and learning. Peer Support is accepted as an equivalent to #52.

#53, EDUCATIONAL PSYCHOLOGY
Participants of this course use principles of education psychology to connect teaching to learning. Focusing on the importance of a learner-centered educational environment, they apply what is known about how people learn to the process of planning, evaluating, and improving the quality of learning.

#54, EDUCATIONAL EVALUATION
This course prepares educators to design and implement the performance assessment component of a course. Emphasis is on the development of criterion-referenced performance assessment strategies, the application of varied assessment formats, and the use of assessment as a tool for improving teaching and learning.

#55, GUIDANCE AND COUNSELING
This course prepares teachers and other educators to assume an effective and appropriate role in meeting the guidance and counseling needs of learners. Participants differentiate the guidance and counseling services provided by professional counselors from the guidance and counseling needs appropriately met by teachers and other educators.

#69, EDUCATIONAL DIVERSITY
This course prepares participants to pro-actively contribute to a learning environment that will meet the needs of diverse student populations. Participants examine organizational, classroom, and individual diversity issues, and develop strategies for increasing personal effectiveness in working with diverse groups. Participants are encouraged to apply competencies to meeting the needs of the specific diverse populations, or individual members of diverse groups, that make up their teaching and learning environments.
Individuals needing to complete WTCS certification course requirements #50 - #69 may take them through several options:

1) MATC offering through the Professional Development Department.
2) WTCS State Office or other Technical College. 
http://faculty.net.mtc.edu/index.html
3) Equivalent undergraduate or graduate level courses at an accredited college or university: 
http://systemattic.wtcsystem.edu/certification/Cert/Renewing/courses/index.htm

Upon completion of the requirement at the college or university you must submit official transcripts documenting completion. Copies of transcripts and grade reports are not accepted.

If you believe that you have completed coursework that meets the required certification course competencies, you must provide the course syllabus and official transcript indicating course completion to the District Certification Officer. The information will be evaluated by a MATC Professional Development facilitator who will determine if the required competencies are met. For the competencies for each requirement see: 
http://systemattic.wtcsystem.edu/certification/Cert/Renewing/EdRequirement/edrequire.htm

Certification Requirements by Position Classification

Academic Faculty
Instructors teaching in the School of Liberal Arts and Sciences see: 
http://imatc/HR/certification/pdfs/acadfacreq.pdf
For WTCS certification requirements for specific departments/subjects see:  
http://systemattic.wtcsystem.edu/certification/occexp/index.htm

Occupational Faculty
Instructors teaching in the occupational areas see: 
http://imatc/HR/certification/pdfs/occupfacreq.pdf
For WTCS certification requirements for specific departments/subjects see: 
http://systemattic.wtcsystem.edu/certification/occexp/index.htm

Basic Education Faculty
Instructors of courses in the Pre-College Education Division including English as a Second Language (ESL) refer to the WTCS Certification website:
http://systemattic.wtcsystem.edu/certification/occexp/850-862-BasicEd.docx

Counselors
Counselors of students regarding vocational, career and personal concerns and the use of interviews, tests, or other techniques using counseling principles see: 
http://imatc/HR/certification/pdfs/counselorreq.pdf

Instructional Specialists
Those who advise and assist instructional staff in the development and use of curriculum materials, instructional devices and presentation techniques, including audio-visual equipment, television, computers and distance education see:
http://imatc/HR/certification/pdfs/instspecreq.pdf

Types of WTCS Certification and Renewal Requirements
Certificates are issued for a “cycle” – the length of time for which a certificate is valid. Cycles always end on August 31st.
The following certificates are issued to eligible faculty and certified staff by the WTCS State Office:

**Five-Year Certification**
- Certification for instructional area(s) only.
- Highest level of certification issued by the WTCS Board.
- Issued to individuals who have completed the educational, work and teaching experience requirements for Five-Year Certification.
- Certification cycles are five years.
- Renewal requires completion of six approved semester or equivalent credits from the MATC District Plan.
- All activities used toward certification renewal require the supervisor's approval on a PGA form: [http://imatc/HR/certification/pdfs/PGA.pdf](http://imatc/HR/certification/pdfs/PGA.pdf)

**Provisional Certification**
- Certification for instructional area(s) only.
- Issued to full-time individuals who meet the minimum requirements for certification but not all the requirements for Five-Year Certification.
- Initial certification cycle for new employees is three years.
- Initial certification cycle for individuals moving from Part-Time Approval or Part-Time Provisional Certification is two years.
- Subsequent certification cycles are two years.
- Renewal requires completion of six semester credits of the remaining educational or other requirements listed on the WTCS certificate. Last cycle may be less than six credits.

**Part-Time Provisional Certification**
- Certification for Instructional area(s) only.
- Issued to part-time faculty who meet the minimum requirements for certification but not all the requirements for Five-Year Certification.
- Initial certification cycle for new employees is three years.
- Initial certification cycle for individuals moving from Part-Time Approval Certification is two years.
- Subsequent certification cycles are two years.
- Renewal requires completion of two semester credits of the remaining requirements listed on the WTCS certificate.

**Approval Certification**
- Certification for instructional area(s) or course(s) that are not included in the individual's primary certified instructional area.
- Individual must already hold Provisional, Part-time Provisional or Five-Year Certification.
- Individual must meet the certification requirements for the additional area.
- The expiration date of the Approval Certificate will be the same as the expiration date of the individual's Provisional Certificate or Five-Year Certificate. If the individual holds both Provisional and Five-Year Certification, then the expiration date of the Approval Certificate will be the same as the Provisional Certificate.
- Renewed automatically if primary certification is renewed.
- Individuals holding Life Certification can hold Approval Certification for two years and will not have any renewal requirements.
Part-Time Approval Certification
- Issued to part-time occupational faculty who teach the same **one or two** program courses during each certification cycle.
- If a third course is added to the instructor’s schedule during the certification cycle, the instructor’s certification must be changed to Part-time Provisional Certification.
- Initial certification cycle for new employees is three years. Subsequent certification cycles are two years.
- Renewal requires **one** of the following:
  - Completion of one of the certification course requirements #50-#69 (two credits)
  - Completion of an approved 10-hour certification course module plus 330 hours of verified occupational experience
  - Completion of 10 hours of WTCS approved professional training plus 330 hours or verified occupational experience.
  See [http://systemattic.wtcsystem.edu/certification/Cert/ten-hour/INDEX.HTM](http://systemattic.wtcsystem.edu/certification/Cert/ten-hour/INDEX.HTM)

Articulation Certification
- Issued to high school instructors in K-12 school districts who provide introductory level MATC occupational or occupational related instruction.
- A signed articulation agreement for the course exists between MATC and the high school.
- The high school instructor must hold valid Department of Public Instruction (DPI) certification and specific documentation of specialized training or coursework for courses such as CISCO and food service sanitation.
- Renewed if the articulation agreement is renewed and the DPI certification is extended.

Emergency Certification
- Issued to individuals who do not meet the Provisional Certification requirements for the instructional area.
- The employee is assigned due to an emergency situation as approved by the District Certification Officer and WTCS Education Director-Certification.
- Issued for one year and may not be renewed.
- Associate Dean Supervisor provides justification for emergency request in writing.

Individual Request Certification
- An individual already holding certification for an instructional area may make an “individual request for certification.”
- The individual may request and pay for a Provisional or Five-Year Certificate for an eligible instructional area
- The individual is responsible for all fees charged.
- If the individual is assigned a course in the requested area the Individual Request will be changed to district-requested certification
- Fees will not be reimbursed if a district assignment is made. The individual must complete the renewal requirements listed on the Individual Request.
Educational Research and Dissemination (ER&D)

What: ER&D is an American Federation of Teachers sponsored, research-based professional development program. At MATC, we are proud that our local ER&D is a hallmark of shared governance being jointly financed and supported by Local 212 and the college administration.

Vision:
Our local ER&D is a faculty-directed professional development program committed to assisting teachers and professional staff to maximize their effectiveness as teachers in order to improve student learning.

Mission:
Our mission is to provide faculty with the programming and resources to develop, revitalize, and renew their teaching at all stages of their careers. We strive to maintain a culture that values the art and craft of teaching and that respects the professionalism of our work. Our program places major emphasis on research-based best practices, faculty initiative, collaboration, and respect. We continue to renew the program through frequent evaluation and ongoing assessment of faculty needs and of our services.

Core Values of Our Services:
- ER&D’s professional development delivers reputable, research-based content that utilizes best practices.
- Classroom teachers and college staff create and deliver courses, workshops and services which:
  - provide opportunity for thoughtful discussions among colleagues and researchers about teaching and learning;
  - build in opportunities for self-reflection, application and implementation of instructional strategies, resulting in tangible change of practice; and
  - promote collegial relationships through nonjudgmental, nonthreatening learning environments.
- ER&D builds a sense of pride in AFT Local 212, MATC, and the principle of shared governance.

Where: ER&D supports MATC’s Seven Standards of Teaching Excellence by assisting faculty to achieve those standards, its Educational Technology Center (ETC) which shares space with the Faculty Resource Center is located in M201 of our downtown campus.

Further information concerning ER&D’s offerings and hours can be obtained from the ER&D Educational Assistant at Ext. 78980, or stop in at M201 at the Milwaukee Campus.
Faculty Time Report

What: Faculty time reports are forms you need to fill out in order to receive your paycheck. They also keep track of when you substitute teach for another faculty member or, when you are sick. Check the union contract or with a union representative for an explanation on any of the other terms on the form.

How: The faculty time report contains vital information that must be completed in order for the payroll department to issue a paycheck.

Items 1 thru 9 must be filled out before being turned into the payroll department. Preprinted forms are usually sent out during the first two weeks of the semester.

Where: If you do not receive any preprinted forms, blanks forms may be obtained from your divisional office or the payroll window at your campus. A schedule of pay dates and when time reports are due can also be obtained in your divisional office.
# Faculty Full Time Report Form

## FACULTY TIME REPORT

**NAME:** __________________________  
**COSMO ID:** __________________________  
**PAY PERIOD:** __________________________  
**LOC:** __________________________  
**DEPT:** __________________________  
**REGULAR HOURS REQUIRED:** __________________________

* * * *  

**SUPERVISOR SIGNATURE:** __________________________  
**AUTHORIZATION AND APPROVAL FOR PAY OR TIME INDICATED:** __________________________

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**SUBSTITION DURING PART TIME**

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**TOTAL PERIODS**

**OTHER LEAVE CODES**

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<th>JD</th>
<th>NP</th>
<th>ML</th>
<th>O</th>
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<td>M - MATERNITY LEAVE</td>
<td>J - JURY DUTY</td>
<td>N - LEAVE NO PAY</td>
<td>M - MILITARY LEAVE</td>
<td>O - OTHER (SPECIFY)</td>
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<td>R - RECESS DAYS</td>
<td>P - PART OF CONTRACT</td>
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**INSTRUCTIONS**

Indicate the hours you worked (only if required) and any absence from your assignment by type and amount of time in clock hours below the date it occurred. Your assignment for any day is determined by your program, so please consult your program when calculating time. If your absence is for a reason other than listed in the table above, please consult “OTHER LEAVE CODES”. If you substitute during the pay period, indicate by date who you substituted for and the total periods. On the last day of the pay period, total by type the hours indicated, then sign and submit the time report to your supervisor or designee.

Note: Time must be reported in one quarter (1/4) hour increments. 

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**MatC is an Affirmative Action/Equal Opportunity Institution**
# Part Time Faculty Report Form

**MATC**

Milwaukee Area Technical College

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**PART TIME FACULTY**

**PERCENT OF LOAD TIME REPORT**

---

**NAME:**

**EMPLOYEE SIGNATURE:**

**COSMO ID:**

**SUPERVISOR SIGNATURE:**

**PAY PERIOD:**

**SUPERVISOR:**

---

**TYPE**

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<th>WED</th>
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**SICK LEAVE**

**PROFESSIONAL LEAVE**

**OTHER**

**CODE FOR OTHER**

---

**TYPE**

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</table>

**SICK LEAVE**

**PROFESSIONAL LEAVE**

**OTHER**

**CODE FOR OTHER**

---

**OTHER LEAVE CODES**

- DD – DUTY INCURRED DISABILITY
- MP – MATERNITY DISABILITY LEAVE
- NP – LEAVE NO PAY
- JD – JURY DUTY
- NP – LEAVE NO PAY
- O – OTHER (SPECIFY) ____________

**INSTRUCTIONS**

At the end of the pay period, sign the time report and submit it to your supervisor.

---

*MATC is an Affirmative Action/Equal Opportunity Institution*
MATC Standards of Teaching Excellence

I. Understanding Students and Fostering Student Success

The MATC teacher understands, respects, and appreciates the unique background, circumstances and needs of our diverse student population and is prepared to recognize, assist, and support students’ needs.

II. Classroom Management

The MATC teacher creates a safe, effective classroom, acknowledges students’ rights and responsibilities, and encourages students to be self-directed learners.

III. Planning/Organization

The MATC teacher organizes and creates his or her syllabus and/or course calendar, in conjunction with the course outcome summary, with realistic goals and objectives for the course and the students, and builds in time for planning, grading, feedback, and reflection.

IV. Teaching Methodology

The MATC teacher understands learning styles and uses a variety of instructional strategies, including the use of technology, to encourage students’ development of critical thinking, problem solving, and performance skills.

V. Assessment of Student Learning

The MATC teacher knows and appropriately uses a variety of formal and informal assessment tools to enhance learners’ knowledge and to evaluate students’ progress and performance.

VI. Content Mastery & Currency

The MATC teacher remains maintains certifications, remains current in his or her academic or technical field and actively pursues continuous improvement within that area.

VII. Professional Contributions

The MATC teacher, participates within the MATC community, represents MATC throughout the district, and actively seeks opportunities to contribute to the professional community.

Adapted from Wisconsin Educator Standards
The Wisconsin Department of Public Instruction
http://dpi.wi.gov/tepdl/stand10.html

Approved by Joint Committee (212 FT & PT Faculty Representatives & Administrative Representatives) on June 22, 2009
Peer Support Team

What: The Peer Support system is a faculty collaboration that promotes professional growth and excellence in teaching. Teachers work with colleagues from the Peer Support Team to experience professional growth and teaching satisfaction.

Peer Support provides a supportive arena for developing teaching strategies and sharing ideas and concerns. The focus is on learning more about your specific instructional issues, expanding your teaching skills, sharing practical ideas, and trying these ideas out in your classroom.

Teachers on the Peer Support Team have volunteered to help you in any way possible. The emphasis is on you. Your needs will drive the nature and extent of the help provided.

Who: School of Business

<table>
<thead>
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<th>Name</th>
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<tr>
<td>Brian Moran</td>
<td>Milw</td>
<td>M503</td>
<td>297-7779</td>
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<tr>
<td>Tom Surwillio</td>
<td>Milw</td>
<td>M475</td>
<td>297-7002</td>
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<tr>
<td>Jim Udulutch</td>
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<td>M503</td>
<td>297-6818</td>
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<tr>
<td>Linda Zizzo</td>
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School of Health Sciences

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<tr>
<td>Barbara Berte</td>
<td>Milw</td>
<td>H316-20</td>
<td>297-7201</td>
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<tr>
<td>Gladys Boyd</td>
<td>Milw</td>
<td>H316-14</td>
<td>297-7183</td>
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<tr>
<td>Susie Heitman</td>
<td>Milw</td>
<td>M475</td>
<td>297-6882</td>
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<tr>
<td>Marilyn Henning</td>
<td>Mil2</td>
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<td>297-6826</td>
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<tr>
<td>Paul Mansfield</td>
<td>Milw</td>
<td>M463</td>
<td>297-8078</td>
</tr>
<tr>
<td>Stephanie McKennie</td>
<td>North</td>
<td>B208</td>
<td>(262) 238</td>
</tr>
<tr>
<td>Melba Redmond</td>
<td>Milw</td>
<td>H330-10</td>
<td>297-7210</td>
</tr>
<tr>
<td>Julienne Rock</td>
<td>North</td>
<td>B201F-C</td>
<td>(262) 238</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2226</td>
</tr>
<tr>
<td>Josie Veal</td>
<td>Milw</td>
<td>H316-15</td>
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School of Pre-College Division

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<tbody>
<tr>
<td>Terry Bott</td>
<td>Mil/West</td>
<td></td>
<td>297-7779</td>
</tr>
<tr>
<td>Paul Carrier</td>
<td>Milw</td>
<td>C337</td>
<td>297-7852</td>
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<tr>
<td>Mary Jefferson-Ganya</td>
<td>Milw</td>
<td>M504</td>
<td>297-7451</td>
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<tr>
<td>Kevin Mulvenna</td>
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<td>M578</td>
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## School of Liberal Arts and Sciences

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<tr>
<td>Toshiba Adams</td>
<td>Milw</td>
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<tr>
<td>Catherine M. Adedokun</td>
<td>Milw/North</td>
<td>M377</td>
<td>297-7030</td>
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<tr>
<td>Darele Bisquerra</td>
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<tr>
<td>Traci Clark</td>
<td>Milw</td>
<td>C262</td>
<td>297-8113</td>
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<tr>
<td>Jimmy Crocket</td>
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<tr>
<td>Jill Crowder</td>
<td>Milw</td>
<td>M679</td>
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<td>Liz Harris</td>
<td>West</td>
<td>256-A</td>
<td>297-7779</td>
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<tr>
<td>Pat McFarland</td>
<td>Milw</td>
<td>H226-12</td>
<td>297-7748</td>
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<tr>
<td>David Racer</td>
<td>Meq</td>
<td>A211</td>
<td>(262) 238</td>
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<td>-2272</td>
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<tr>
<td>Perry Nigh</td>
<td>Milw</td>
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<tr>
<td>Janet Nortrom</td>
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<td>FH1</td>
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<tr>
<td>Jackie Robinson</td>
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<td>M389</td>
<td>297-8603</td>
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<tr>
<td>Mike Stupak</td>
<td>West</td>
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## School of Media & Creative Arts

<table>
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<tr>
<td>John Glembin</td>
<td>Milw</td>
<td>M542</td>
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<td>Susan Retzer</td>
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<td>M552</td>
<td>297-8085</td>
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<tr>
<td>Bob Stocki</td>
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<td>M554A</td>
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## School of Technical and Applied Sciences

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<td>T407</td>
<td>297-7260</td>
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<tr>
<td>Daniel Inyang</td>
<td>Milw</td>
<td>T243A</td>
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<td>Jim Jagmin</td>
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<td>297-7264</td>
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<tr>
<td>Sue Silverstein</td>
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<td>Bev Sroka</td>
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<tr>
<td>Jeffery Szymanski</td>
<td>Milw</td>
<td>T246</td>
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</tr>
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Professional Development

What: The Professional Development department has the responsibility of enhancing the knowledge, skills, and abilities of Milwaukee Area Technical College employees at all levels.

This department responds to its mission by offering professional and personal growth opportunities through tuition reimbursements, a wide variety of courses/workshops, and other programs to assure a quality workforce.

Course offerings for Wisconsin Technical College System certification renewal is one of the major responsibilities of this department.

For more information call Barbara Cannell (414) 297-7709, Lynnett Harvey (414) 297-6912 or visit our site at: [http://facultynet.matec.edu/profdev/](http://facultynet.matec.edu/profdev/)
Salary Placement/Reclassification

What: Salary class placement is based on education at the time of hire. Official transcripts are evaluated to determine class placement. Faculty may apply for salary reclassification based on completion of advanced degrees or 16 credits earned after placement. Faculty are responsible for keeping track of their own credits earned toward salary reclassification.

When: Eligible faculty must submit the application for salary reclassification no later than the fifth day of the semester (the semester begins with full-time Faculty Coordination Day, first and second semester). All work included in the application must be completed by the date of submission.

How: Faculty initiates a salary reclassification by submitting a Salary Reclassification Application (http://imatc/HR/certification/salaryreclass.html) along with appropriate documentation. For degrees or courses done outside of MATC, official transcripts are required. For MATC or Professional Development courses that can be verified on COSMO, no transcripts are necessary. The Salary Reclassification application must be signed by the supervisor.

The following criteria will apply for credits earned toward salary reclassification:

- Credits eligible for salary reclassification are specified in activity item numbers 1, 2, 3, and 5 of the MATC District Plan for Renewal of a Five Year Certificate.

- Completion of the seven required Certification courses #50 - #69 is not a prerequisite for Salary Reclassification.

- Credits eligible for salary reclassification must be earned on the individual’s non-contract (personal) time, and the individual must not be reimbursed or paid by MATC for the activity. The supervisor is not obligated to alter schedules to accommodate the individual’s needs.

- Only graduate credits and MATC certification course activities not used for initial salary placement may be carried forward to the first salary reclassification. No other undergraduate or staff development activities may be carried forward from salary placement.

- After an instructor is placed on the salary schedule, additional credits earned and approved by the supervisor may apply toward salary reclassification.

- Credits eligible for salary reclassification may accumulate without time restriction.

- Credits completed toward a degree in the academic, occupational, or educational field will apply toward salary reclassification. Sabbatical credits apply.

- Wellness and Physical Education credits do not apply toward salary reclassification unless the credits are completed as part of an approved degree program.
- Graduate credits must have a grade of B or higher and undergraduate credits must have a grade of C or higher for salary reclassification purposes.

- Graduate, undergraduate, associate degree, vocational diploma, and continuing education credits (Activities #1 and #2 of the District Plan), must be earned from accredited institutions

- Occupational/professional training (Activity #5 of the District Plan) may be used for salary reclassification credit based on a cumulative total of 40 hours of attendance equals one credit. The activity must be related to the area of certification and must be conducted by a qualified trainer and/or reputable organization

- MATC Professional Development course activities offered for one or more credits in structured classes to satisfy certification requirements, to improve services to students, or for individual interest (Activity #3 of the District Plan) may be used toward salary reclassification.

- The seven required Certification courses #50-#69 are applicable toward salary reclassification.

- It is no longer necessary to submit a PGA form along with a salary reclassification. Only the salary reclassification application is needed.

- A PGA form must be submitted only for renewal of Five Year certificate.

Where: Questions regarding initial salary placement and salary reclassification, as well as submission of salary reclassification applications should be directed to the District Certification Office at (414) 297-6486.

The Human Resources Department implements approved salary reclassifications and maintains individual personnel files.

The salary reclassification application can be found at this link:

[http://imatc/HR/certification/salaryreclass.html](http://imatc/HR/certification/salaryreclass.html)
Standards of Academic Success & Financial Aid Eligibility

Purpose

Standards of Academic Success provides students who are having academic difficulties with a framework for knowing when assistance and specific support services are needed to ensure success in meeting their educational goals. To graduate, students must satisfy course and credit requirements for the degree or diploma they seek. A cumulative grade point average (GPA) of 2.0 is required for graduation.

The MATC Standards of Academic Success define the requirements students must meet to maintain satisfactory academic progress and financial aid eligibility. They also establish a formal process to identify, notify, and provide assistance to students who fall below required academic standards as well as provide the appeal process. The Standards of Academic Success applies to all students enrolled in, diploma and degree programs.

Standards of Academic Success

Standards of Academic Success (SAS) shall be triggered three times a year. Student’s academic status will be calculated after the end of the fall, spring, and summer semesters. Grade changes and completion of incomplete grades will be calculated the following semester. This calculation includes:

- **Semester Grade Point Average (GPA)** based on courses completed at MATC during the semester being evaluated
- **Cumulative GPA** based on all courses completed at MATC
- **Semester course completion rate** (percentage of credits completed out of credits attempted at MATC for the semester being evaluated)
- **Cumulative course completion rate** (percentage of credits completed out of all credits attempted at MATC)

After the calculation, students will be placed on good academic standing, academic warning, academic probation, and academic probation with monitored academic plan. These students are financial aid eligible (Title IV) Programs as long as they can complete their academic program within the maximum timeframe. The maximum timeframe is the period of time that is no longer than 150% of the length of the academic program. For example, the registered nursing program requires 70 credits to graduate. Total credits to graduate (70) times 150% is 105 credits. This means that the student must complete the program within the 105 credits to be eligible to receive financial aid. The 105 credits include all transferred, attempted, and completed credits.
**Good Academic Standing**

To remain in Good Academic Standing, a student must maintain:

1. Minimum 2.0 Semester GPA
2. Minimum 2.0 Cumulative GPA
3. Minimum 67% Semester Course Completion Rate (U, W, and I grades are considered as credits attempted but not successfully completed)
4. Minimum 67% Cumulative Course Completing Rate (U, W, and I grades are considered as credits attempted but not successfully completed)

Students may be eligible to receive Title IV and state financial aid while on good academic standing.

*If a student does not meet these standards, the following will occur:*

**Academic Warning (Financial Aid Warning)**

1. As a consequence of failing to meet the standards for Good Academic Standing, students will have their status changed to Academic Warning at the end of the semester being evaluated and will receive written notification from the Registrar.
2. Students on Academic Warning will not be restricted in the number of credits that they can take.
3. Students who achieve a semester and cumulative grade point average of at least 2.0 and a semester and cumulative completion rate of 67% will return to Good Academic Standing.
4. Students who do not achieve a semester and cumulative grade point average of at least 2.0 and a semester and cumulative completion rate of 67% will go to Academic Suspension.
5. Students cannot be on Academic Warning consecutively (two semesters in a row).
6. Students may not appeal their Academic Warning status.
7. Students may be eligible to receive Title IV and state financial aid while on academic warning.

Students may be eligible to receive Title IV and state financial aid while on academic warning.

**Academic Suspension (Financial Aid Suspension)**

1. As a consequence of failing to meet the requirements to return to Good Academic Standing, students on Academic Warning will be placed on Academic Suspension. Students will be notified by the registrar of their change in status.
2. Once suspended, to be considered for re-enrollment, a written appeal must be filed by the due date.

3. Students will be notified of the procedures and deadlines to file an Academic Appeal for Reinstatement.

4. Appeals will be reviewed for reinstatement by the Academic Appeals Committee established by the Vice President of Student Services.

5. Students whose appeals are granted will be placed on Academic Probation.

6. Students whose appeals are denied will be suspended and required to sit out of MATC for one semester. After sitting out for one semester, students must initiate the appeal process for re-enrollment.

*Students suspended are not eligible for enrollment or financial aid.*

**Academic Probation (Financial Aid Probation)**

1. Upon successful appeal of their suspension status, students will be reinstated with Academic Probation status and will be limited to a maximum of six counselor-approved credits.

2. Students must achieve a semester and cumulative grade point average of at least a 2.0 and a semester and cumulative completion rate of at least 67% to return to Good Academic Standing.

3. Students cannot be on Academic Probation consecutively (two or more semesters in a row).

4. Students may be eligible to receive Title IV and state financial aid while on academic probation.

**Academic Suspension (Financial Aid Suspension)**

1. As a consequence of failing to meet the requirements to return to Good Academic Standing, students on Academic Probation will be placed on Academic Suspension. Students will be notified by the registrar of their change in status.

2. Once suspended, to be considered for re-enrollment, a written appeal must be filed by the due date.

3. Students will be notified of the procedures and deadlines to file an Academic Appeal for Reinstatement.

4. Appeals will be reviewed for reinstatement by the Academic Appeals Committee established by the Vice President of Student Services.

5. Students whose appeals are granted will be placed on Academic Probation with Monitored Plan.
6. Students whose appeals are denied will be suspended and required to sit out of MATC for one semester. After sitting out for one semester students must initiate the appeal process for re-enrollment.

_Students suspended are not eligible for enrollment or financial aid._

**Academic Probation with Monitored Plan (Financial Aid Probation with Monitored Plan)**

1. As a consequence of failing to meet the requirements to return to Good Academic Standing, students on Academic Probation will be placed on Academic Suspension. Students will be notified by the registrar of their change in status.

2. Students will need to appeal and if the appeal is granted, students will be placed on Academic Probation with Monitored Plan and will be required to follow an academic plan that is developed by their counselor.

3. Students will be monitored each semester and any deviation from the plan may result in suspension.

4. Students on this status must achieve a 2.0 semester grade point average and a 100% semester completion rate to remain on this status and avoid returning to Academic Suspension.

5. Students will return to Good Academic Standing when they meet both semester and cumulative requirements, as defined by the standards for Good Academic Standing.

6. Students may be eligible to receive Title IV and state financial aid while on academic probation with monitored plan.

**PROCEDURE AND POLICY LINKS MAY BE FOUND BELOW**

Procedure - Standards for Academic Success and Financial Aid Eligibility [FF0900](#).

Policy References for the above procedure: D0800, Graduation Requirements; F0900, Standards of Academic Success, FO500, Student Financial Assistance
Accreditation

Accreditation by the Higher Learning Commission (HLC—formerly North Central Association-NCA) provides assurance to the public, in particular to prospective students, that the college has been found to meet the agency’s clearly stated requirements and criteria, and that there are reasonable grounds for believing that it will continue to meet them.

The process of accreditation provides the accredited organization with an opportunity for critical self-analysis leading to improvement in quality and for consultation and advice. MATC was accepted into an alternative process of accreditation known as AQIP (Academic Quality Improvement program).

This process allows MATC to meet the Criteria for accreditation through activities and projects that align with current processes that utilize the Quality Improvement such as Strategic Planning, Student Outcomes Assessment, and program evaluation (QRP). Some of the benefits of using AQIP are:

- Re-accreditation is integrated seamlessly with improvement based on our college’s own priorities
- Collaboration and networking with peers is done in a non-threatening environment
- Faculty and staff are more directly in the activities of accreditation

The HLC’s Criteria provide a framework from which we can evaluate our effectiveness and identify areas for improvement. These criteria are:

- helping students learn
- accomplishing other distinctive objectives
- understanding students’ and other stakeholders’ needs
- valuing people
- leading and communicating
- supporting institutional operations
- measuring effectiveness
- planning continuous improvement
- building collaborative relationships

Processes that are followed for AQIP in a seven-year cycle

a. Year One – Vital Focus and College Self Assessment are done through the Constellation Survey, Conversation Days, and Discerning Priorities. A Strategy Forum is attended by a college team. This is a peer review process to examine and select the 3-4 Action Projects

b. Over the ensuing two to three years, these Action Projects will be implemented. Annual updates to the HLC are required.

c. A Systems Portfolio will be developed during the first three years of our involvement in AQIP. This document serves as a self-study report and an analysis of our strengths
and challenges related to the above 9 criteria. The system's portfolio can be found at
http://ecampus.matc.edu/accreditation/

d. A System Appraisal Process is an evaluation of the Action Projects that had been
undertaken and an analysis of college’s systems that support and enhance the
continuous quality activities that. This process leads the Reaffirmation of Accreditation
through the AQIP process. The system’s portfolio can be found at:
http://ecampus.matc.edu/accreditation

For more detailed information on the application, survey, report or Action Projects, visit
MATC’s Accreditation Home page at http://ecampus.matc.edu/accreditation.

For general information on accreditation, the criteria or to see what other colleges have done
using AQIP, see the Higher Learning Commission’s site at http://www.AQIP.org.
Assessment Tools

What: Assessment is used throughout a course to measure students' learning (skills, knowledge and behavior) and to provide information to improve subsequent learning. Using the course competencies, teachers should develop learning activities and then assess to determine what has been learned and what competencies have not been achieved.

On-going formative assessment provides information to the instructor and the students on what may be done to improve learning and student performance. Using a variety of assessment tools is helpful for students with different learning styles and it requires different levels of processing or applying the information or skills.

To enhance your teaching and student learning, consider getting feedback from your students on what teaching and learning strategies were most effective for them and helped them meet the competencies.

Where: Many instructors are familiar with test banks, written exams and quizzes. There are, however, many other assessment tools that may provide better feedback and enhance learning.

Frameworks for over 50 assessment options with scoring guides (rubrics) are available in MS Word documents. These assessments are also built into the WIDS software, and can be incorporated in learning plans as assessment tasks.

These can be found at: http://imatc/CurrManag/index.htm Select Curriculum Department → Guides, Manuals, Handbooks → Wids Instructions and Pat → Performance Tasks

* Note: The website will be moving in Fall 2013. Look for announcements in Gmail.

Autobiography Group Work Peer-Assessment Pamphlet
Biography Group Work Self-Assessment Portfolio
Board Game Informational Position Paper
Case Study Interview Poster And Teacher's Guide
Classification List Internship Problem/Solution Report
Class Participation Invention Proposal
Comparison Paper Investigative Report Reflection On Learning
Concept Map/Web Journal Resume
Core Abilities Lab Report Role Play
Critique Lesson Plan--Teach Research Paper
Cyberography A Lesson To The Service Project
Data Analysis Class Skill Demonstration
Data Records Letter Summary
Debate Mini-Museum Venn Diagram (Compare And
Decision Analysis Model Contrast Information)
Electronic Letter Web Page
Presentation Newsletter Written Product
Attendance

What:  
Course Syllabus Attendance Supplement  
A current class syllabus and a Course Syllabus Attendance Supplement must be distributed for each student during the first class session. A copy of the syllabus should also be given to your supervisor at the start of the semester. As stated above, your syllabus should include information regarding when and how you can be reached. It is important to give your students this information because MATC will not give out your home number, address, nor interrupt you in the classroom with phone calls from students.

Retention Concerns  
Discuss with your students any class-related concerns that may make a student’s continuing attendance difficult. By addressing these problems from the outset, you can help students stay in class and in school. Make sure to clearly point out what you expect from your students, including assignments, attendance, how they can arrange makeup work, grading policies, and where this information can be found in your syllabus.

While retention is a responsibility of the whole college, students generally respond favorably to their instructors’ concern when students are having difficulties in class or attendance problems arise. Direct communication through conferences, phone calls, and letters can help you identify barriers that may stand in the way of student success.

When:  
After you have reviewed the syllabus and the Course Syllabus Attendance Supplement in class, please have each student fill out and hand in the Student Syllabus Receipt card. This receipt helps students commit to your course requirements and protects you from allegations regarding content and grading. You must keep this on file for 30 days after the course ends.
ACADEMIC AND FINANCIAL AID POLICIES — Academic and financial aid policies can be found in the MATC Student Handbook which is located on the MATC home page at matc.edu. From the My MATC header on the left side of the web page, click on "Student Handbook."

STANDARDS FOR ACADEMIC SUCCESS (SAS) — MATC reviews your academic progress every semester by evaluating your grade point average and course completion rate. MATC's SAS policy can be found in the MATC Student Handbook which is located on the MATC home page at matc.edu. From the My MATC header on the left side of the web page, click on "Student Handbook."

STUDENT DROPPING OR CHANGING COURSES — The last day you may voluntarily withdraw from a course is two weeks before the last day of the class. For summer sessions and quarter sessions, the cutoff date for withdrawal is one week before the end of the session. In extenuating circumstances, the withdrawal cut-off date may be overridden with the approval of both the instructor and the associate dean. If you do not report for a final examination and you do not formally withdraw or arrange for an incomplete grade, you will be given a U grade for the course.

When you wish to withdraw from a course or change a grade, you must complete a Course Change Form available in the office of the academic dean or the Registration and Records Office. You are considered enrolled in courses until you officially withdraw. MATC's refund policy is in compliance with the Uniform Refund Policy of the Wisconsin Technical College System. A refund schedule can be found in the MATC Student Handbook which is located on the MATC home page at matc.edu.

MATC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans With Disabilities Act.

92:27-A

ATTENDANCE documentation (Instructor Completes This Side)

Instructors are required to document attendance on a weekly basis on the course syllabus.

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<thead>
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<th>Student Name (Last First)</th>
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WITHDRAWAL OF STUDENTS
(Administrative Regulation and Procedure DDI0710)

1. Fill out the Instructor Recommended Withdrawal Form or complete the online form.
2. Indicate the reason for withdrawal.
3. If the reason for withdrawal is something other than "Never Attended," record the student's first and last date of attendance.
4. Submit the form to the Registration and Academic Records Office or submit the online form.

REINSTATING WITHDRAWN OF STUDENTS
(Administrative Regulation and Procedure DDI0710)

1. Complete the first two lines of the Instructor Recommended Withdrawal form.
2. Write REINSTATE across the top of the form.
3. Sign the form and submit to Registration and Academic Records Office.

Provost Office
MATC SYLLABUS RECEIPT FORM — STUDENT

Subject ID __________________ Course No. __________________ Section No. __________________

Instructor Name __________________

Instructor E-mail __________________

Student Name (Last, First) __________________

Student Signature __________________ Day’s Date __________________

This syllabus receipt form confirms the instructor has provided and reviewed the course syllabus with the student. The course syllabus indicates all course requirements, including attendance and grading. The signed syllabus receipt verifies the student has received the course syllabus and it has been reviewed with the student by the course instructor.

MATC SYLLABUS RECEIPT FORM — INSTRUCTOR

Please print the required information, sign and return to your instructor.

Subject ID __________________ Course No. __________________ Section No. __________________ Day _______ Time _______

Instructor Name __________________

Student Name (Last, First) __________________ MATC Student ID No. __________________

Student E-mail __________________

Student Mailing Address __________________ City _______ State _______ Zip _______

Preferred Telephone Number __________________ Alternate Phone Number __________________

I received the course syllabus from my instructor. The course instructor has reviewed and informed me of all course requirements including attendance and grading.

Student Signature __________________ Today’s Date __________________

92 27-A
Attendance Records

What: Up-to-date attendance records should be maintained by recording each time the class meets and noting every absence and missed assignment for each student. It is your responsibility to inform your students that you expect them to make every effort to attend all classes, and that they must contact you (in advance if possible) and obtain any makeup work if they are absent.

Do your best to tailor any missed classroom work into acceptable makeup homework assignments, but remind your students that it is their responsibility to complete all of the work. If a student does not contact you or make up missed class work, the student should be given a warning, either in person or on the phone, and/or by letter. If the student continues to miss classes and fails to complete makeup work, you may choose to withdraw the student.

Some agencies may require that you fill out a form verifying that the student has attended classes. Students are responsible for some forms and will bring them to you should they need them. You may receive other computer-generated forms in the mail, such as WTCS Client Reporting, W-2 Pay for Performance, and Veterans Affairs. Please follow the guidelines listed under Attendance Records to ensure that accurate accounts are given for these students.

Attendance Records
Instructors are required to keep daily attendance records for students enrolled in classes. The form found on the back of the Study Syllabus Receipt can be used for this purpose. In addition, several agencies require attendance reports for students enrolled in MATC classes.

Having current and up to date attendance records is also a critical part in emergency management. If an emergency would occur on or off campus, the faculty’s attendance records would become an integral part in assuring accurate accountability.

Generally, these forms are computer generated and require feedback for specific reasons, such as WTCS client reporting, W-2 Pay for Performance, Veterans Affairs requirements, apprenticeships, and high school contracts.

These reports are critical for accurate accounting of students. In some instances, attendance that is not reported may have negative consequences for students enrolled, causing them to be removed from classes. Your attention to attendance reporting in a timely fashion is important to allow these students to remain enrolled. (Procedures DD0800, DD1001, DD1003)

When: Each time the class meets
Audio/Visual

What: Videos and DVDs
Videos and DVDs are available from the MATC Library A/V Services. Access listings of these materials by using the online catalog in each campus library, or by clicking on the library link from the www.matc.edu web page and going to the library catalog. You must arrange on your own to borrow any films, tapes, etc., from local schools or instructional departments.

To check out videos and DVDs in the classroom, you may use an Audiovisual Request form. A copy of the form is available online by clicking on the Audio/Visual link on the intranet web page (http://imatc/Library/avrequest.html). Plan ahead to ensure the videos are available for your requested dates.

Through MATC’s subscription to Films on Demand, instructors can have access to an up-to-date, cross-curricular library of over 6,000 high quality digital videos. Instructors can choose to share links to a whole video or just particular segments of a video with their students in Blackboard. Visit the MATC Library Website. From the Books and Videos menu, select the Films on Demand link.

Multimedia Equipment
Most multimedia is available from the location at which the class is taught. If you need some type of A/V equipment that is not already in the room that you are using, you can request it from the Faculty Resource Center (FRC). Please do not move a piece of A/V equipment from one room to another.

Before class begins, check the multimedia equipment to see that it is operating properly. Call 460-4775 (Downtown) for technical assistance. If you are at Mequon, Oak Creek or West Allis campuses, call your campus Media Specialist (number below).

When: If you need some type of multimedia equipment that is not already in the room that you are using, contact the Faculty Resource Center (FRC) at least two weeks prior to the date of intended use. The request must be made no later than NOON of the previous day to ensure availability. Last minute calls run the risk of unavailable equipment. Plan ahead to insure the A/V equipment is available.

How: To request multimedia equipment not in your room, contact the Faculty Resource Center (FRC) at your campus. Call a Multimedia Technician if a bulb is burned out in an overhead projector (460-4775 – Downtown). If you are at Mequon, Oak Creek or West Allis campuses, call your campus Media Specialist (number below).

Who: Milwaukee Campus (FRC) Room M201 Ext. 78980
Milwaukee Campus (A/V support) Room M201 414-460-4775
Mequon Campus Room A280A Ext. 82354
Oak Creek Campus Room A206 Ext. 54719
West Allis Campus Room 350 Ext. 65347
Audit Form

AUDIT FORM

(Return completed form to registration office at the Milwaukee Campus)

Student Name: ___________________________ Student ID#: ___________________________

Subject Identifier Crs See ___________________________

I wish to register for the above course as an Auditor. Student’s Signature ___________________________

Registration Name: ___________________________ Date: ___________________________

I wish to change from audit to credit status.

Instructor Signature: ___________________________ Date: ___________________________

Dean or Regional Administrator: ___________________________ Date: ___________________________

I wish to change from credit to audit status.

Instructor Signature: ___________________________ Date: ___________________________

Dean or Regional Administrator: ___________________________ Date: ___________________________

M.A.T.C. is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans With Disabilities Act.

Figure 11 Audit Form
MATC Core Abilities

What: Core abilities are skills, knowledge and attitudes that augment the content-area outcomes. Graduates of MATC are expected to be able to demonstrate the MATC Core Abilities. The Core Abilities are assessed in programs, typically as part of a larger assessment tool or in a survey of students. Core abilities are also linked to competencies and are assessed as part of courses to which they link.

Graduates of MATC are expected to demonstrate the college Core Abilities. The list of core abilities, along with the more specific indicators of performance, can be found on the next page.

You should include a list of the targeted core abilities for your course in the syllabus you give to your students. You may determine that some of the core abilities will not be directly taught, nor are all of them applicable to every course offered. But the intent is, that by the time the students graduate, they should have had multiple exposures and practice in each of the nine. In fact, each semester’s graduates complete a survey identifying their own level of core ability attainment as another measure of assessment.

Core Abilities are promoted and enhanced by faculty in all program courses.

Assessments of the Core Abilities are done at the course level, for the program, and via a student self-assessment survey.
The MATC Core Abilities and Indicators

1. Communicate Effectively
   a. Learner speaks effectively for the intended purpose, audience, occasion, and topic.
   b. Learner writes effectively for the intended purpose, audience, occasion, and topic.
   c. Learner applies rules of standard English language structure, including grammar and spelling.
   d. Learner uses correctly the language of his/her discipline.
   e. Learner chooses presentation format (oral, written, graphic) appropriately.
   f. Learner communicates in a bias-free manner.
   g. Learner supports viewpoints with evidence.

2. Collaborate with Others
   a. Learner cooperates with others.
   b. Learner resolve conflicts effectively.
   c. Learner participates in shared problem solving.
   d. Learner demonstrates empathy, respect and concern for others.

3. Respect Diversity
   a. Learner acknowledges personal prejudices and biases.
   b. Learner appreciates perspectives of people outside his/her own background/culture.
   c. Learner works collaboratively with people from other backgrounds/cultures.
   d. Learner demonstrates awareness to global issues.

4. Demonstrate Responsibility
   a. Learner prepares for and attends class.
   b. Learner turns in quality work.
   c. Learner adheres to safety rules and regulations.
   d. Learner acts professionally to fulfill job duties within chosen field.
   e. Learner demonstrates flexibility and self-directedness in learning.
   f. Learner acknowledges a responsibility to the global community (cultural, economic, environmental, political).
   g. Learner practices environmental sensitivity in his/her profession.
   h. Learner utilizes effective time management.

5. Think Critically and Creatively
   a. Learner differentiates between assertions based on evidence and opinions.
   b. Learner considers others’ viewpoints and perspectives.
   c. Learner presents logical and reasonable arguments.
   d. Learner evaluates sources of information for credibility and reliability.
   e. Learner analyzes relationships between ideas, people, events, and things.
   f. Learner breaks complex problems into component parts.
   g. Learner selects and applies problem solving methods.
   h. Learner evaluates implications of alternative solutions.
   i. Learner anticipates future trends.
   j. Learner considers unconventional solutions.
6. **Utilize Technology**
   a. Learner acknowledges the scope of technology.
   b. Learner recognizes the cultural, social, economic, and political effects of technology.
   c. Learner solves problems using technology.
   d. Learner uses the technologies appropriate for their occupational program.
   e. Learner recognizes the impact of technology.
   f. Learner uses appropriate technology to obtain information.
   g. Learner uses appropriate technology to manage information.

7. **Apply Math and Science**
   a. Learner applies math concepts and principles appropriately.
   b. Learner interprets and applies mathematical concepts that reach a solution.
   c. Learner collects observations and data in a scientific manner.
   d. Learner generates appropriate questions based upon observations.
   e. Learner formulates appropriate hypothesis.
   f. Learner tests their hypothesis through scientific investigation.
   g. Learner organizes data in a logical manner.
   h. Learner analyzes data appropriately.
   i. Learner interprets meaning from scientific data.

8. **Demonstrate Environmental Responsibility**
   a. Learner models sustainable practices.
   b. Learner identifies environmental issues.
   c. Learner practices resource conservation.
   d. Learner practices environmental sensitivity.

9. **Embrace Change**
   a. Learner thinks positively of improved outcomes.
   b. Learner realistically assesses workplace environment.
   c. Learner anticipates challenges and adjustments.
   d. Learner increases flexibility.
   e. Learner reflects upon successful outcomes.
   f. Learner adjusts to changing circumstances.
   g. Learner celebrates successful change.
Course Outcome Summary (COS)

What: The Course Outcome Summary (COS) is the official document specifying the title, course credits, hours, description, units of instruction, expected student competencies, and performance standards for your course.

The COS is developed using WIDS (Worldwide Instructional Design System – Web-based software). The software combines the development of both programs and courses with the ability to plan outcomes assessment (Technical Skill Attainment (TSA) and Course Outcome Summary (COS) all under a single application.

Who: Contact your supervisor to obtain a copy of the Course Outcome Summary or course outline and sample syllabus.

For WIDS information, call the Curriculum Department at extension 76240 (LeeAnn Mikula), or visit the WIDS website at:
http://www.wids.org/

When: A Course Outcome Summary will be developed for all new courses. For existing courses, the COS will be updated for renewal every three years by the department. Course content is approved by the department and reviewed by the occupational program advisory committees every two years. (Procedure EE0121 – can be found at: http://matc.edu/documents/LegalDocuments/procedures/ee/ee0121.pdf

Where: Course Outcome Summaries are currently available at:
Drop/Withdrawal Procedure

What: Instructors are required to withdraw students that have never attended their class by the 16th day of the semester. This date is published each semester and summer. As an instructor you may drop or withdraw a student from your course for poor attendance. Before you drop students you should try to contact them to find out the reason for their absences. If you are able to contact them, you need to explain the situation and the options that are available to them.

You may withdraw a student for the following reasons:

1. The student fails to meet attendance requirements of licensing agencies. This applies to certain courses that must meet state or national standards.
2. A student poses a safety hazard because of missed instruction that is critical to class or lab performance.
3. The student is unable to make up instruction in the class or lab.
4. The student has not attended the class for the first two weeks.

Withdrawing a student may affect financial aid entitlement and subject the student to repayment of funds received. The student does not receive a refund for an instructor withdrawal.

If neither the student nor the instructor initiates a withdrawal, and the student is not meeting course objectives, a final grade of U should be issued.

How: To withdraw a student you need to fill out an Instructor Recommended Withdrawal form. This form may be completed online on iMATC under eforms, scroll to the bottom of the page. This form is also available in your dean’s office.

Be sure to check one reason for withdrawal and include last date attended. Last date attended must be given for all instructor withdrawals unless never attended is the reason for withdrawal.

If it is an online class, the last date attended is the date of the last contact with the student, email, phone call, etc. If no contact was made at all (i.e. the student never attended class), that should be the reason for the withdrawal.

Where: Send the remaining copies to:

- Milwaukee Registrar's Office Ext. 76824 Room S115
- Mequon Registration Ext. 82300 Room A110
- Oak Creek Registration Ext. 54500 Room A106
- West Allis Registration Ext. 65500 Room 114

When: Instructor’s have one academic semester to withdraw students from classes. Once the time frame has passed, withdrawals will be made only if an error occurred on the part of the instructor, division or registration, or academic records.

If an instructor error or divisional error, the error must be clearly documented in writing and must accompany the Instructor Initiated Withdrawal form. The last date of attendance must be included.
End of Semester Procedures

What: When you are finished teaching for the semester, you should do the following:

1. **Accounts:** All accounts with the college (outstanding bills for parking, resale accounts, inventory repair work, etc.) must be paid. All monies, change funds, or sales should be deposited with your division office prior to the final day of classes.

2. **Checklist:** Some divisions may require the use of a checklist. If yours does check all appropriate items on the checklist (a sample is provided down below), sign the checklist form, and place it in your supervisor’s mailbox.

3. **First Aid Kits:** All first aid kit holders should clean and resupply kits in preparation of the following school year.

4. **Keys:** After your teaching assignment has ended, return all keys to the Lock and Key Service Department or to the drop box located near or in each mailroom. See directory for key page.

5. **Lockers:** Announce to your students the date they must vacate their lockers. After this date, all padlocks remaining on lockers will be cut in order that lockers may be cleaned and repaired. Contents left in lockers will be disposed of immediately.

6. **Student Records:** You must complete and enter all grades on INFOline by the due date and give a copy to your Associate Dean. Missing grades affect students’ academic status, financial aid, and delays graduation when needed for a final course requirement to be met.

7. **Visual Aids:** Return cd’s, dvd’s, and any other instructional materials. If you plan to use cd’s, dvd’s, and other visual aids during the first four weeks of next semester’s course, be sure to requisition them.

8. **Blackboard Course Management Processes:** It is the instructor’s responsibility to perform a series of simple tasks to manage and preserve course content so that it may be accessed at a later date. In each class you must:

   50 Make the completed course unavailable to students.
   51 Download the course’s Grade center.
   52 Create and download and archive file of the course.

For detailed process information please see the tutorial at:

Instructor Closing Checklist

HAVE YOU...

1. Turned in all timesheets?
2. Turned in your inventory of equipment?
3. Turned in all college money in your possession, with cash receipt book and/or deposit book balanced?
4. Turned in all Grade Reports and relayed any potential problems to your Associate Dean?
5. Requisitioned keys for the summer if needed?
6. Ordered desk copies of books needed for the fall?
7. Requisitioned all supplies needed for the beginning of Semester 1 classes?
8. Requisitioned needed room and equipment repairs?
9. Turned in Required/Special Reports? (instructors who have had special assignments during the year.)
10. Left everything in your office in good order and securely locked in preparation for summer cleaning work?
11. Returned all borrowed equipment?
12. Reported any unsafe conditions in your classroom through Dean to the Building Services Department?
13. Have all accounts, including blanket orders and vendor invoices with the college been settled?
14. Have you requested appropriate software upgrades?

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<th>No</th>
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Instructor's Name

Forwarding Address

Phone Number

Academic Dean or Campus Associate Dean
Field Trips

What: Observe the following procedures when preparing for and taking a field trip:

1. Fill out the Field Trip Approval Form, G:45 at least one week prior to taking the field trip, and submit it to your supervisor. This form requires your signature and the signatures of the students who are going on the field trip. High school contract classes also require parental consent forms for high school contract students under the age of 18.

   A copy of the Field Trip Approval Request form should be sent to the Public Safety Director prior to trip departure. The event should also be announced on the college events list.

2. Remind your students to notify other instructors whose classes they may miss due to your trip.

3. At the first meeting of the class after the trip, submit the attendance for the trip to your supervisor.

4. Accurate attendance records are necessary when traveling to an MATC sponsored event off campus.

   This information is critical if an emergency would occur. Having emergency contact information is strongly encouraged for all participants attending the fieldtrip.

   If an emergency would occur while attending an MATC sponsored event, you must contact the Department of Public Safety at (414) 297-6200

Refer to MATC Procedure DD0100

When: At least one week prior to taking the field trip.
Field Trip Approval Request

FIELD TRIP REQUEST
MATC ________ Division

Field trip to: ________________________________________________________________

Date of trip: _______________________________ Time of trip: ___________________

A field trip has been planned with approval of college authorities for the purpose of visiting and viewing:

________________________________________________________________________

________________________________________________________________________

As a student of this class, I wish to be included on this field trip. I understand that any transportation arranged by MATC will be by public carrier. I agree to pay for such expenses as are incidental to the trip and to comply with the conditions under which this trip is taken.

STUDENT SIGNATURES

Instructor: _________________________________________________________________

Dept. and Course No. ____________________________ Date of Approval ________________

Approved by ______________________________________ Date of Approval ________________
Grade Change Procedures

What: There may be some cases that you will need to change the grade of a student. Some of the reasons may be:

1. Computational or computer calculation error.
2. Change an Incomplete, "I", grade to a letter grade.

Grades may only be changed for one academic semester. Grade changes over one academic semester may be made only if an error has occurred on the part of the instructor, division, or registration.

Instructors may not give students a “W” as a grade or change a student’s grade to “W”.

How: To change the grade you need to obtain and complete the Official Change of Grade form available in the divisional offices at each campus.

Complete the form; retain the pink copy for your records and give the remaining copies to your dean. Grades change forms submitted by a student will not be accepted.

Where: Milwaukee Campus Ext. 76824 Room S115
Mequon Campus Ext. 82300 Room A110
Oak Creek Campus Ext. 54500 Room A106
West Allis Campus Ext. 65500 Room 114
Grade Rosters

What: At six weeks and at the end of the semester, you will be responsible for entering your class grades online via INFOnline.

Each semester emails are sent to all faculty listing the dates the system is available for grading. Grades should be entered only for classes after they have ended. (Six-week grades are not collected for 400- or 600- level courses.)

When: At six weeks and at the end of the class during the next available online grading period.

How: Click on INFOnline on the MATC Home Page www.matc.edu

- Click on Log in at the top of the page
- Follow the login steps.
- Click on faculty → Click on grading → Select term (example: FA2013)
  Click on Submit
- Select grading type Final or Midterm. (Use midterm for Progress grades)
- Choose a section to grade by checking the appropriate box, then click submit
- The screen will then display the grading scale and the roster. After entering grades, click submit. Once you finish with that section, you may do another section by returning to the faculty menu or if completely finished, please log out. Click on the MATC logo and you will be taken back to the MATC Home Page.

Verification: After submitting your grades you will receive a confirmation sheet that is titled Grading Confirmation Form. The form will list the class name, title, location, term, and instructor. It will have the name of each student and their grade.

If you have a problem logging in, please call the help desk. If you have a problem entering your grades, please email register@matc.edu or call 297-7846. Please include the complete section name (example: ACCTG-111-201) in the email and details of the problem.

CAUTION: If attempting to make a grade change after the initial roster has been submitted, the following message will come up.....Final grades cannot be changed after they have been verified. The grade has been restored to the unedited value for - Student #######. This means the grade was not changed for this student. The change must be submitted via grade change form to your campus registration office.
Standard Grades

The following letter grades are used to report student achievement:

\[
\begin{align*}
A & = 4.00 \text{ Superior} & C^+ & = 2.25 \\
A- & = 3.75 & C & = 2.00 \text{ Average} \\
B+ & = 3.25 & C^- & = 1.75 \\
B & = 3.00 \text{ Above Average} & D^+ & = 1.25 \\
B- & = 2.75 & D & = 1.00 \text{ Below Average} \\
U & = 0.00 \text{ Failing} & D^- & = 0.75
\end{align*}
\]

You should assign a grade of U to students who do not report for the final examination and have not formally withdrawn or arranged for an incomplete.

Other Grade Symbols

I – Incomplete: You can assign an incomplete if a student has done satisfactory work through most of a semester but due to extenuating circumstances cannot complete the work by semester’s end. With the student, you should work out a plan for finishing the work and describe this plan on the Incomplete Grade Agreement form 28:586 (see Figure 9). This form must be filled out and signed by both you and the student when you issue the incomplete.

A student must finish the work for an incomplete before the end of the following semester, or the incomplete will be converted to a U. After the student has met the requirements described on form 28:586, you should determine a final grade and submit it to the dean or regional administrator by using the Official Change of Grade form 28:582 (see Figure 10).

AU – Audit: Students may audit any course if they can profit from classroom activities but do not want credit or an achievement grade. Credit and audit students pay the same fees and have the same attendance requirements; however, auditors are not required to complete out-of-class assignments nor take examinations.

A course that has been audited may not be used to satisfy prerequisite requirements for other courses, nor can it be included in determining financial aid or veterans’ benefits. Students request Audit status by completing the MATC Audit Form.

P – Pass: You can use the grade option of pass to indicate successful completion of noncredit courses or other courses that do not lend themselves to a traditional achievement grade. When your syllabus is approved, the grading system you outline there will also be approved.

W – Withdrawn: Instructors should keep in mind that a W can be given only in the following situations:

1. Student Withdrawals: A student may initiate a withdrawal from any course up to 2 weeks before the end of class. For summer sessions and quarter sessions, the cutoff date for withdrawal is one week before the end of the session. Students may withdrawal by obtaining the form at the Registration office or in the Office of Student Services, by using TouchTone Registration by calling 414-297-7462, or via InfoOnline.

2. Attendance and Instructor-Initiated Withdrawals: If you initiate a withdrawal for poor attendance, classroom problems, or other concerns, use the Instructor-Recommended Withdrawal form (see Figure 12). Instructor-initiated withdrawal procedures are outlined in Figure 13. Students do not receive a refund for an instructor withdrawal.

If a requested grade change involves a change from a letter grade to an ‘I’ (Instructor Withdrawal), and there is documentation of enrollment and attendance beyond the official last day of withdrawal affecting financial aid, the grade change must be denied. Withdrawing a student for never attended may affect financial aid entitlement and subject the student to repayment of funds received.
Incomplete Grades

What: There may be circumstances that prevent a student from completing the course. The Incomplete Grade Agreement is a contract between you and the student which allows the student the chance to make up the work after the grading period has passed.

You should enter an "I" for the student on the grade roster and complete the Incomplete Grade Agreement available in the dean's office.

How: The Incomplete Grade Agreement contains space for the student's name and ID number as well as a description of the course requirements to be completed.

It should be explained to the student that if the incomplete is not changed by the end of the following semester (summer semester not included) the grade will automatically be changed to a "U", affect scholarships, and it will be counted as non-completion when calculating a student’s academic standing. Therefore, students are usually given incompletes only if they are missing one or two assignments/tests etc.

You must make sure that the student understands what is required to complete the course. Both you and the student need to sign the agreement. You will each keep a copy of the agreement as well as turning in one copy to your dean's office.

Where: The Academic Division Office at your campus
Incomplete Grade Agreement

Social Security Number __________________________

___________________________________
Student’s Last Name  First

______________________________
Instructor’s Name

Department/Course Number__________ Course Title_________________________

Semester/School Year______________ Grade Earned to Date___________________

(A, B, C, etc.)

Description of Requirements for Resolving the Incomplete:

___________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Note: if an incomplete is not removed within one semester, it will be considered as a “U” grade on your scholarship record.

Student’s Signature______________________________

Instructor’s Signature_____________________________

Date________________

Three (3) copies:
One copy to student
One copy to the dean or regional administrator
One copy to be retained by the instructor

28:586
**Instructor Initiated Withdrawal**

**INSTRUCTOR INITIATED WITHDRAWAL**

NOTE: INSTRUCTOR WITHDRAWALS DO NOT INITIATE A REFUND FOR THE STUDENT

**PLEASE PRINT:**

Student Name ____________________________  Student ID No. ____________________________

Last First  Middle

Subject Identifier  Crs  Sec  Course Title

First Date Attended __/__/________  Last Date Attended __/__/________

School Year (Term) FA SP SU  Number of Periods Attended __________

**CIRCLE ONE OF THE FOLLOWING CODES FOR EXPLANATION OF INSTRUCTOR INITIATED WITHDRAWAL**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>AR</td>
<td>Dissatisfied with Instructor</td>
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<tr>
<td>ATT</td>
<td>Academic Reasons</td>
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<td>CP</td>
<td>Computer Problems</td>
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<td>CS</td>
<td>Changed Schools</td>
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<td>DIH</td>
<td>Dissatisfied with Instructor</td>
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<td>EAD</td>
<td>Ineligible for Aid</td>
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<td>F</td>
<td>Final Grade</td>
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<td>H</td>
<td>Health Reason</td>
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<td>MD</td>
<td>Met Educational Goal</td>
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<td>M</td>
<td>Military Duty</td>
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<td>OG</td>
<td>Obtained Job</td>
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<td>PG</td>
<td>Poor Grades</td>
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<td>PI</td>
<td>Personal Issues</td>
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<tr>
<td>SA</td>
<td>Stopped Attending</td>
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<tr>
<td>SAE</td>
<td>Never Attended</td>
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</tbody>
</table>

Instructor Signature ____________________________ Date __________

**INSTRUCTION:** Complete and return the yellow copy for your records. Immediately forward the original to the Registration Office at the Downtown Milwaukee Campus or the Student Services Office at the Mequon, Oak Creek or West Allis Campus.

This form is used for Instructor Initiated Opportunity Registrations and complies with all requirements of the Americans With Disabilities Act.

**Reference:**

[http://matc.edu/documents/LegalDocuments/procedures/dd/DD0710.pdf](http://matc.edu/documents/LegalDocuments/procedures/dd/DD0710.pdf)
Library

What: Each of MATC's four campuses contains a fully staffed Library with academic collections focusing on the programs unique to that campus. In addition to print and periodical collections, each library provides electronic access to a variety of online books, periodicals, videos, practice tests, and reference material. Access the MATC Library’s resources at http://books.matc.edu.

The libraries have computers available for student, faculty and staff use. The computers have access to the internet and Microsoft Office software. To obtain printouts, users need a Stormer Pass.

Electronic Resources
The library’s website at http://books.matc.edu is accessible from anywhere. It is the starting point to search the online catalog, renew materials and search library databases. MATC’s article databases contain articles from newspapers, magazines, journals and reference books, often in full text. The library also subscribes to more specialized resources. One of them is Films on Demand, which is an excellent supplement to the library’s audiovisual collection. It has hundreds of full-length documentaries and instructional videos from PBS and Films for the Humanities and Sciences. Learning Express has practice tests for professional licenses, basic skills improvement training, and workplace readiness exercises. Another resource particularly useful for off-campus access is the library’s NetLibrary electronic book collection. Over 10,000 full-text electronic books are available with this resource.

Library Resource Instruction
The Library seeks to serve the faculty and/or students by providing a variety of methods to learn about the library resources. Some of the services available are library videos for distance students, an electronic Ask-a-librarian service, and targeted research instruction. A one week notice is required to schedule an instruction session with a Reference librarian, although individual campus policies may vary. Contact the campus library where your class is being held for more specifics. The calendar and sign up form for Milwaukee campus instruction is at http://guides.matc.edu/instructionscheduling

Library Assignments
Faculty are encouraged to consult with library staff before giving students library assignments as acquiring additional materials may be necessary. Ordering and preparing materials for use generally takes at least two weeks. Additionally, subject guides and other research resources are available at: http://guides.matc.edu

How: Reserves
The library maintains a reserve section in each campus library to allow any faculty member to place materials owned by the library, their department or the faculty member on reserve in the library for use by their students. Items on Reserve must comply with copyright provisions. Allow two or more days for staff to prepare items for reserve before sending students to the library. The online Reserve Request form is at http://guides.matc.edu/reserverequests. Please remind students that they must have a current Stormer Pass to use or borrow library materials, including Reserve items.
Obtaining Materials From Other Libraries
If the desired resources are not available within the four MATC libraries, MATC faculty, staff and students are able to borrow items from other libraries around the world through use of the Infopass or interlibrary loan systems. These systems allow the patron to either visit nearby member libraries to check out specific items or to have materials sent from distant libraries. Please contact an MATC librarian for assistance in acquiring these items.

Reference Service
Reference librarians are available during library hours. The Reference Librarian is available for one on one research consultation. Walk-in consultation is often available.

Recommendations for Purchase
Any faculty, staff member or student may recommend materials to be purchased or to identify materials to be deselected or updated. Faculty members are encouraged to participate in reviewing and recommending new materials.

Where & When:

Hours are for Fall and Spring semesters. Summer and interim hours may vary.

Milwaukee Campus – Room M377
7:30 a.m. – 9:00 p.m. Monday-Thursday
7:30 a.m. – 4:00 p.m. Friday
10 a.m. – 2:00 p.m. Saturday for Weekend College

Contact information:
Library Orientation – Diane Kercheck at ext. 77449
Reserves – Merlene Cain at ext. 77030
Reference desk – Librarian on duty at ext. 77559
Recommendations for Purchase – Peg LaSalle at ext. 76424

Mequon Campus – Room A282 Ext. 82212
7:45 a.m. – *9:00 p.m. Monday-Thursday
7:45 a.m. – 4:00 p.m. Friday

Oak Creek Campus – Room A202 Ext. 54602
7:45 a.m. – 9:00 p.m. Monday-Thursday
7:45 a.m. – 4:00 p.m. Friday

West Allis Campus – Room 213 Ext. 65392
7:45 a.m. – 9:00 p.m. Monday-Thursday
7:45 a.m. – 4:00 p.m. Friday
Online Withdrawals

Instructor Initiated Withdrawal

Instructors may withdraw students from class if they deem is necessary, i.e. attendance. Withdrawals may be made for the current semester and up to one academic semester after the end of the class. If past this timeframe, the withdrawal can be made only if an error was made. This is the same for grade changes.

When submitting the instructor withdrawal the last date attended must be completed. If it is an online course, the last date attended should be the date of the last communication from the student. If no communication has been received from the student, then never attended should be checked as the reason for the withdrawal.

Please follow this link: http://imatc/EForms/eforms.htm
Under:

Ecampus e-Forms

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<th>Registration and Academic Records</th>
<th>Milwaukee Campus Instructor Initiated Withdrawal Form</th>
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<td>Oak Creek Campus Instructor Initiated Withdrawal Form</td>
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<td>West Allis Campus Instructor Initiated Withdrawal Form</td>
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<td>Mequon Campus Instructor Initiated Withdrawal Form</td>
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For questions or support concerning the instructor withdrawal forms, contact:

Registration(414) 297-6824

Note: Click on the campus where the class is located for the complete Instructor Initiated Withdrawal Form. Complete the form and submit.
Official Change of Grade

OFFICIAL CHANGE OF GRADE

NAME ___________________________ (Last) ___________________________ (First) STUDENT ID ________________

TERM ________________ CAMPUS LOCATION ________________

________________________ / __________________________

SUBJECT IDENTIFIER COURSE SECTION COURSE TITLE

PREVIOUS GRADE OF ___________________________ NEW GRADE OF ___________________________

________________________ __________________________

INSTRUCTOR NAME: ___________________________ INSTRUCTIONAL DEAN AND DATE ___________________________

Red — Instructor’s Copy Blue — Student’s Copy Canary — Student’s Copy Pink — Instructional Dean’s/Instructor’s Copy

MATC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans With Disabilities Act.
Printing and Copying Services

What: MATC Printing Services
(also known as “the Bindery”)

The Printing Services Department provides MATC with all of its printing needs. These services range from pre-press to bindery and finishing. Support staff and faculty from all four MATC campuses are encouraged to use our facilities for the institution’s printing needs. Pick-up and delivery services are also available. Hours of Operation: Monday – Friday 7:30 a.m. – 4:00 p.m.

Services available include:

Printing/ Digital Document Systems/Large Format Printing
1-Color Printing and 2-4 Color Printing
Carbonless Copies (NCR)
Black and White Copies
Color Copies
Tabs
Banners, Signs, Posters and Backlit Displays

Bindery/Finishing
3-hole drilling
Book binding

Cutting/Trimming
Folding
Laminating
Numbering (ideal for Raffle Tickets)
Perforating (allows for easy tear-off)
Shrink Wrapping
Stapling/Stitching
Mounting

Comb bound books
Coil bound books

Typesetting/Electronic Prepress
File Preparation/Output to Films and Plates
Scanning/Photo Retouching
Typesetting

Flyers/Posters/Banners
Invitations/Announcements
Forms
Newsletters
Materials reproduced in Printing Services can then be sold through the Bookstore (see the Bookstore Manager).

**Copy Machines**

If you have an urgent need to copy materials before class, self-service copy machines are available at each campus Faculty Resource Center. Check with your supervisor for location and procedures. You will need your Campus Stormer Pass to utilize this service. The Milwaukee campus Faculty Innovation Center offers delivery service of materials for copying to the Bindery. **Note:** The Faculty Resource Center copiers are limited to 100 total copies (pages). All larger copy jobs should be sent to the Bindery.

**How:**

If your materials are prepared one week before class, the materials will be delivered in time for that class. Check with your supervisor regarding the pickup and delivery procedure. In addition, the bindery at the Milwaukee Campus (Room M141) will do custom printing, duplicating, and binding when given sufficient lead-time. An evening drop box is available in the main building in Room M141 for after-hours service.

The best reproduction of your materials will result from copy that contains clean, black images on white paper or from an electronic file of your materials. Call Printing Services for information about which electronic file formats can be used. You can submit your electronic files on a CD, flash drive, portable hard drive, or you can send/transfer your job electronically via the MATC computer network. (Send to: printservices@matc.edu).

Please pay strict attention to copyright laws. It is illegal to duplicate copyrighted materials unless you have obtained permission from the copyright owner or the material is exempted under the “fair use” clause. You are personally liable and responsible to follow the guidelines in “Printed Material and the Copyright Law” and “Non-print Media and the Copyright Law” available through your supervisor or the Faculty Resource Center. All published and copyrighted materials must be presented with written approval from the holder of the copyright. You can obtain permission to copy by submitting a written request to the person holding the copyright.

**When:**

If your materials are prepared one week before class, the materials will be delivered in time for that class. Turnaround time for a standard black ink, 8 1/2 x 11 reproduction is two (2) working days. This time may have to be extended during times of heavy usage such as the beginning of each semester. Color, halftone (photographs) or booklet work will require three to five days. Emergency work should be discussed with the Printing Operations staff.

**Where:**

**Printing Services** Ext. 76334 or 76878 **Rm M141**
Student Outcomes Assessment (SOA)

What: SOA is a quality process that is based on the continuous improvement philosophy — use data and information to assess progress and make improvements — that has been applied to the college’s programs and courses. This process is referred to as PTA 3 — Plan, Teach, Assess, Analyze, Adjust.

The plan and the process are based on the philosophy of continuous quality improvement. That means, student learning goals and objectives are established, the assessment tools to evaluate the attainment of these are identified and implemented, the data from these tools are evaluated, and adjustments for improvement are then determined. This process is done in three areas: Courses, Programs, and for the college’s Core Abilities.

Programs
For each of the 140 programs at MATC, a template has been developed which is updated annually. This process is intended to not only document student learning for the program level, but also to allow faculty members to collaborate on the most essential aspect of their program – student success. This process has led to improvements in all of the programs. Outcome Assessment includes:
1. College, Division and Program Mission Statement, and the Goals of the program
2. Learning outcomes expected of graduates (including the MATC Core Abilities)
3. Assessment tools used to measure these outcomes and criteria
4. Data or results of the assessments done
5. Adjustments to the program for improved learning

Courses
For courses, you may have seen Course Outcome Summaries - or COS (some people call them WIDS documents because of the software used to develop them). A COS is a summary of all of the expected learning competencies students should demonstrate upon completion of a course. The focus of this type of curriculum development is competency-based. The students should know what they are expected to demonstrate, how they will be assessed, and the criteria for grading. Many courses are already written in this format and can be seen by opening the WIDS software (Your Associate Dean or Instructional Chair can also assist you.)


The following questions drive the SOA development process at MATC
1. What do you expect your students to be able to “do” by the end of your course?
2. What learning outcomes can the graduates of your program demonstrate?
3. How do you know that students are learning what you have taught?
4. How do you make adjustments to your teaching and curriculum to improve student learning and performance?

If you can answer these questions, you have a basic understanding of SOA.

When: This process is done on a yearly cycle, at the end of the spring semester and is reported on the SOA template.

Where: The complete SOA Plan is on the IMATC website. Your program SOA template is also available. Go to: http://imatc/CurrManag/index.htm Select Course Outcome Summaries & SOA Templates.
Syllabus

What: The syllabus is prepared by the instructor. It specifies for the student what is required of each class – the content, grading structure, and schedule of your course. As a result, it is a very important document for students, and you should take care to create a coherent, clear, and comprehensive syllabus.

Along with other class information, make sure that your syllabus informs students about attendance requirements, makeup work, and when and how you can be reached.

However, do not tell students to telephone the college when they are going to be absent. If you want students to notify you directly, give them an appropriate phone number, your MATC voice mail telephone number, or e-mail address.

The Course Syllabus Template shows the course syllabus guidelines you should follow. In addition, your supervisor can help you design the best syllabus for your course. Procedure EE0122 lists the following items required in a syllabus:

- Name of the faculty member, including office hours, room number, and phone number(s).
- Class meeting dates and times, including class and lab room numbers.
- Name of course, department abbreviation, department number, and course number.
- Credits, periods, overall goal (course description), prerequisites, textbooks, and supplies.
- Chronology of instructional units (from the course outline), assignments (pages, etc.), and tests. Specific competencies (from the course outline) for each unit may be included either in the syllabus or provided to the students when the unit is presented in class. Faculty are encouraged to allow for the variation in students and classes by expanding on the required competencies and for remediation as necessary.
- Course assignment requirements for lecture, lab, or shop projects.
- Grading standards and defined weight (%) of each activity such as exams, quizzes, projects, assignments, etc., and criteria for assigning a grade.
- Rules about absence, withdrawal, incomplete work, makeup procedures as related to divisional attendance policy, and procedures related to the academic alert system.
- General description and location of available optional references in the department, library, public library, computer labs, tutoring center, etc.
- Bibliography of outside reading, videotapes, or computer materials, and where they are available.
**Note:** Courses utilizing facilities with chemicals, hazardous materials, and equipment must specify, within the syllabus, safety instruction, location of Material Safety Data Sheets, and other safety procedures expected of students.

The syllabus must be based upon a current course outline, but the individual instructor may alter the sequence of units, vary the presentation, and develop special handout materials. The required textbook must be used; the use of optional materials for remediation or advanced learning, etc., as allowed by the department, is encouraged.

The use of computerized word processing makes customizing the course syllabus for each semester an easier task.

**When**

A syllabus is required for each MATC course. The syllabus must be distributed to students on the first day of class, with a copy given to the respective supervisor.

If, during the semester, you need to change dates and assignments on your syllabus, make those changes as you see fit, but be sure to include them in writing and hand them out to your students.

**Other:** **Americans With Disabilities Act Statement**

It is strongly recommended that an ADA Statement be included in your syllabi. It is the intent of Milwaukee Area Technical College (MATC) to fully comply with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA) of 1990. Please provide a statement to support this including information regarding the Student Accommodations Learning Center located at your campus.

**Example:** If you have a disability that impacts your classroom performance and wish to request an accommodation, contact the Student Accommodations Learning Center at (414) 297-6750. Admission of a disability is voluntary and will be handled in a confidential manner. MATC does not discriminate against individuals with disabilities and fully complies with the Americans with Disabilities Act of 1990.

*To ensure your academic success in this program, you are strongly encouraged to provide your instructor with a copy of the Instructor Notification Form from the Student Accommodations Learning Center.*

**Emergency/Evacuation Statement:**

Every Milwaukee Area Technical College building is equipped with a mass notification system which will be used by the Department of Public Safety to provide directions during an emergency. All classrooms are also equipped with an emergency response guide which provides guidelines for dealing with emergencies. Students are asked to review these guidelines with Faculty prior to an emergency.

Please inform the student to notify you during the first week of the semester, if she/he has a condition that may limit or affect his/her ability to evacuate in an emergency.
Textbooks

What: The textbooks for each course taught in the district have been formally adopted by MATC, and you must include these textbooks in your course syllabus.

The textbooks are available in the Bookstores; your supervisor will estimate the orders for your class each semester. If you want to change a textbook, an action that requires departmental approval, see your supervisor. (Procedure EE0103)

It is recommended that you have a desk copy of all textbooks for the courses that you are teaching and other related courses that pertain to your area of instruction. You can find the titles of these books in the dean's office. Desk copies can be obtained from the publisher.
Stormer Passes (ID Cards)

What:
Faculty/staff may obtain Stormer Passes at a card station. There is no fee for faculty and staff to obtain a Stormer Pass. If it is lost/stolen or damaged, there is a $12 replacement fee. A photo ID, COSMO number and proof of employment are needed to obtain a Stormer Pass. Faculty/Staff will be required to obtain an employee ID badge. There is no fee for the Employee ID badge. If it is lost/stolen or damaged, there is a $25 replacement fee. Faculty/staff will be required to wear the employee badge while on campus. The employee ID badge will be required to print in the Faculty Innovation Center, Faculty Resource Center and on campus.

Students need a Stormer Pass to use the library, academic support centers, printing, gym, vending, Stormer Café, food court, parking and other campus resources/facilities. Students pay a card fee each semester, but this does not entitle the student to a new card or photo. Students should be encouraged to keep their card for a minimum of two (2) years.

Where:
Early in the semester, direct students to Card stations at:

**Milwaukee Campus** located inside the bank (Room S301)
9:00 a.m. – 2:00 p.m. Monday
2:00 p.m. – 6:00 p.m. Tuesday
1:00 p.m. – 4:00 p.m. Wednesday
9:00 a.m. – 2:00 p.m. Thursday
9:00 a.m. – 1:00 p.m. Friday

**Mequon Campus** located in the Student Life Office (Room A118)

**Oak Creek Campus** located in the Stormer Pass Office (Room A107).

**West Allis Campus** located in the Student Life Office (Room 133)

All students must present a valid MATC Stormer Pass when requested to do so. This request may come from the Department of Public Safety.

How
Students, Faculty and Staff can now use a credit card to place campus cash on their Stormer Pass as well as cash. This option is available at the Account Management Centers (AMC) or online. Visit the Stormer Pass web page for the link, and to also view your Stormer Pass statement.

[https://matcstormerpass-sp.blackboard.com/eaccounts](https://matcstormerpass-sp.blackboard.com/eaccounts)
Academic Advising

What: Milwaukee Area Technical College recognizes academic advising to be a critical component to the success of its students. Through advising, students are provided assistance in developing and implementing a plan to reach their educational and professional goals. Advising is a continual and interactive process in which Faculty Advisors provide information, guidance, and support so that advisees have the knowledge needed to make the best possible decisions concerning their academic program, their academic success, and their future.

Who: All students who have been admitted to a degree or diploma program are assigned a Faculty Advisor after the start of their first semester. All full-time Faculty are assigned advisees. Advisors list are updated after the start of each semester and can be obtained on INFOOnline. Advisor names appear on student records including the Program Plan.

Usually, your advisees should be students in your own division or program. The number of students assigned to any one faculty member will vary depending on the full-time faculty/student ratio in each program. Faculty Advisors work with all continuing students. Students on academic probation are also assigned to Counselors for retention-related counseling and advising. Students who do not have an assigned advisor, or who have been inaccurately assigned, should be referred to their academic division office for advisor assignment.

When: Faculty advising should be a year-long process, although there are times of concentrated “advising” as well. To fully engage the students in the advising process, a Faculty Advisor should be proactive by initiating contact with students and aggressively bringing Support Services and information to them. Although academic advising is a two-way street and the student should take some responsibility for it, initial contact usually must come from the Faculty Advisor. Simply put, you must make first move and constantly be in touch with your advisees throughout the year.

Advising Weeks
Each semester “Advising Weeks” are scheduled during which Faculty Advisors are encouraged to meet with their advisees to plan for the next term. Normally, these meetings can occur during office hours or during class, but additional time may be required. Adviser training will be made available prior to the Advising Weeks. Contact the Counseling, Advising and Career Planning Center at advising@matc.edu for more information.

Proactive Advising during the Semester
If you wait until Advising Weeks to make your first contact with the advisees on your list, it may be too late! With proactive advising, you should be contacting your advisees throughout the semester through phone calls or e-mail. You should contact all your advisees during the first two weeks of classes to see if they have begun classes. Check in with them again during Mid-term to see if any Academic Support Services are needed. Follow up a week or two before Advising Weeks to
schedule appointments during Advising Weeks. Finally, try to contact your advisees during the final weeks of the semester to check that they have followed through with registration for the next semester and are completing their courses. The number and duration of conversations, e-mails, and/or meetings you have with an advisee per semester bears directly on the student’s satisfaction with advising, his or her program, and the institution.

**How: Faculty Advisors**

Faculty Advising is a developmental process in which advisor and advisee enter a dynamic relationship, respectful of the student’s concerns. It helps students achieve their educational, career, and personal goals through the use of the full range of institutional and community resources. Advising is a decision-making and problem-solving process by which students have the opportunity to maximize their educational potential through advisor, you should be able to answer questions about the college’s procedures, resources and requirements as well as course prerequisites and course sequencing. As a Faculty Advisor you are not expected to be a Counselor. However, you should become familiar with campus resources and be able to make referrals as appropriate. Questions regarding Counseling, Advising, and Career Planning may also be directed to the Counseling, Advising and Career Planning Center at advising@matc.edu.

**Classroom Faculty**

All classroom faculty, whether full time or part-time, are encouraged to support advising at MATC in the following ways:

- Connect students in your classroom to Student Web E-mail and INFOOnline
- Make announcements about advising activities
- Encourage students to contact their Faculty Advisor
- Develop classroom activities that link students to each other, to their program and to MATC
- Refer students who may be experiencing academic difficulties, personal problems that interfere with academic success, or attendance problems to appropriate campus and or community resources
- Maintain office hours and encourage students to contact you during office hours to discuss performance in the classroom and any issues that may be interfering with academic success

**Online Advising Resources**

Faculty have web access to their advisee lists, including registration status and contact information, through the option “Advisees” on INFOOnline. Program Plans, test scores, and transcripts can be found under “My Advisees” on INFOOnline.

A ready reference to answer your advising questions is available at http://IMATC.matc.edu: select “Departments” and then “Advising” from the list of departments.

Please post the following form outside of your office area so that students can see when your office hours are.
ON-CAMPUS TIME — FULL-TIME FACULTY

(Circle One) **Sem. 1** or **Sem. 2** School Year 20____

Teacher Name __________________________ Office No. __________________________

(Please Print) Phone Ext. No. __________________________ e-mail Address __________________________ @matc.edu

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<th>Time</th>
<th>Monday</th>
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**TOTAL HOURS**

Teacher Signature  Date Supervisor Signature Date

**PLEASE READ AND FOLLOW THE INSTRUCTIONS BELOW WHEN COMPLETING THIS FORM.**

1. Indicate your course numbers, locations and rooms in the appropriate space, i.e., **Subject, Course Number and Section Number** (Example: **OFTECH-194-200, West – Room 332**).
2. Write in "Office" for your office hours and include locations and room numbers. (No more than two office hours may be scheduled in one day.)
3. Mark "X" for your prep time.
4. Write **Lunch** in the appropriate spaces. If you are not scheduling a lunch period, write **No Lunch** within that day’s column.
5. Please total each day. If the start and/or end time does not start on the hour, write the exact start and stop time in the appropriate spaces and connect them with a straight line. The totals, without lunch, will be 32 hours.
6. Complete this form and forward it to your supervisor as soon as possible. The supervisor will review it, retain a copy, forward a copy to Payroll, and return the original to you to post outside your office.
Academic Support Services

Services at Milwaukee Campus

NOTE: Students need a current MATC Stormer pass (ID) to use the Academic Support Centers.

What & Where: Tutoring Services C201, ext. 76791 (414) 297-6791
Tutoring Services provides Group Tutoring (SI), Walk-In Tutoring, and Assigned Tutoring. Visit our extensive, up-to-date website. Just google “MATC Tutoring,” or click on this link: http://www.matc.edu/student/resources/Tutoring/index.cfm

For the Online Tutor, google “MATC Distance Tutoring.” The Homework Helpline for Math and Accounting is available Tuesdays and Thursdays, 4-7pm, at 414-297-8376. Consultations with faculty are welcome!

Communication Center C278, ext. 76739 (414) 297-6739
Provides assistance in business and business related courses, computer application courses, computer use, keyboarding, medical transcription, multimedia presentations, and use of the Internet.

Computer Production Center M273, ext. 77922 (414) 297-7922
Offers help in computer use for production of course assignments through word processing, spreadsheets, databases, computer programming, multimedia presentations, web site creations, and access to new technologies.

Math Center C271, ext. 76702 (414) 297-6702
Helps students in all levels of mathematics, accounting, engineering related courses, occupational math, statistics, the use of computerized instructional resources, videos, and the Internet. Computer-aided and video tutorials are available.

Science Center C271, ext. 76989 (414) 297-6989
Provides assistance in science and health occupations courses including, anatomy and physiology, astronomy, biology, biochemistry, chemistry, medical terminology, microbiology, nutrition, physics, psychology, sociology, engineering sciences, social sciences, and technical sciences. Computerized instructional resources, models, and the Internet are utilized.

Writing Center C270, 78189 (414) 297-8189
Provides assistance in course related written assignments, including essays, professional writing, library Internet research papers, projects, and other writing projects. An online writing center is available for students in courses or programs. Find us located under current students-more resources-Academic Support Center –Online Tutoring at matc.edu.

Homework Helpline (414) 297-8376, (262) 238-2479
Academic Support provides telephone help to students in accounting and mathematics (all levels). Call for hours.
## Academic Support Services

<table>
<thead>
<tr>
<th>What &amp; Where:</th>
<th>Services at the Mequon Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Academic Support Center (*)  B210, ext. 82220 (262) 238-2220</td>
</tr>
<tr>
<td></td>
<td>Student Accommodation Services B210, (262) 238-2227 or (262) 238-2474 (TTY)</td>
</tr>
<tr>
<td></td>
<td>Disabled students requiring classroom accommodations, including tutoring and note taking, should call to arrange an appointment.</td>
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<table>
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<tr>
<th>What &amp; Where:</th>
<th>Services at the Oak Creek Campus</th>
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<tbody>
<tr>
<td></td>
<td>Academic Support Center (*)  A208, ext. 54647 (414) 571-4647</td>
</tr>
<tr>
<td></td>
<td>Student Accommodation Services A211, (414) 571-4525 or (414) 571-4634 (TTY)</td>
</tr>
<tr>
<td></td>
<td>Disabled students requiring classroom accommodations, including note taking and tutoring, should call to arrange an appointment. Evening Services are available by appointment only.</td>
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</table>

<table>
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<tr>
<th>What &amp; Where:</th>
<th>Services at the West Allis Campus</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Academic Support Center (*)  249, ext. 65334 (414) 456-5334</td>
</tr>
<tr>
<td></td>
<td>Student Accommodation Services 217, (414) 456-5352 or (414) 456-5354 (TTY)</td>
</tr>
<tr>
<td></td>
<td>Disabled students requiring classroom accommodations should call to arrange an appointment. Evening and weekend services are available by appointment only.</td>
</tr>
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</table>

* Includes Tutoring and Test Monitoring Services
Childcare Services

What: The Milwaukee, Mequon, Oak Creek and West Allis Centers provide child care services for children ages six weeks to thirteen years. All sites are nationally accredited by the National Association for the Education of Young Children (NAEYC) and offer flexible scheduling for MATC students, staff/faculty, and community families.

When: Milwaukee Campus center offers services year-round. The Mequon, Oak Creek, and West Allis Campus centers provide services from August through May (10 months) and are closed during the summer months.

Where: MATC’s Children Centers

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>DEPARTMENT</th>
<th>LOCATION</th>
<th>EXTENSION</th>
<th>DAYS/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee</td>
<td>Child Care</td>
<td>H-240</td>
<td>X77880</td>
<td>Mon – Fri 6:30 a.m. – 5:30 p.m. Year round</td>
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<tr>
<td>Mequon</td>
<td>Child Care</td>
<td>A-216</td>
<td>X82456</td>
<td>Mon – Fri 7:00 a.m. – 5:00 p.m. Fall and Spring semesters only</td>
</tr>
<tr>
<td>Oak Creek</td>
<td>Child Care</td>
<td>B-124</td>
<td>X54690</td>
<td>Mon – Fri 7:00 a.m. – 5:00 p.m. Fall and Spring semesters only</td>
</tr>
<tr>
<td>West Allis</td>
<td>Child Care</td>
<td>865 S. 72nd Street</td>
<td>X65419</td>
<td>Mon – Fri 7:00 a.m. – 5:00 p.m. Fall and Spring semesters only</td>
</tr>
</tbody>
</table>
Financial Aid

What:  
Financial aid is available to eligible students. Financial aid consists of grants, loans, work-study, and scholarships. Refer students attending classes at regional campuses to the welcome center on that campus, where rotational financial aid services are available on a limited schedule.

The Financial Aid Office also houses the Scholarship Clearinghouse. Students who want to research scholarship opportunities should be referred here.

Students seeking part-time work-study, on-campus or off-campus employment, should contact the Financial Aid Office.

Please have students refer to Financial Dates of Importance  
http://www.matc.edu/student/resources/financial_aid/impdates.cfm

When:  
The Financial Aid Office is open from 7:45 a.m. to 6:00 p.m. Monday through Thursday, and 7:45 a.m. to 4:00 p.m. on Friday.

Where:  
Milwaukee Campus S222  
Financial Aid (414) 297-6282

Oak Creek Campus A106H
Mequon Campus A110
West Allis Campus 112
Program Plan

What: The Program Plan is an individual student-planning instrument. It is prepared for all students who are enrolled in Adult High School or a diploma or degree program. It is a document to assist students in monitoring their educational progress and planning for the future.

It provides comprehensive student information, which includes academic status, advisor name and location, and program requirements, courses taken, and courses yet to be taken to complete the diploma or degrees.

Students can print their program plan in the campus Welcome Centers, and in instructional areas at all campuses and on line. Proper student identification is necessary when requesting the plan.

When: Students may view their program plan and/or print their plans via INFOline /myMATC. Students will want to print their program plans in October/November and March/April for advising for the next semester.
Counseling, Advising and Career Planning Center

What: Career, personal, and academic planning is available to all students in our Counseling, Advising and Career Planning Centers. The Center's staff of trained advisers and counselors assist students in determining and reaching career, educational, and personal goals.

When: Day

Monday through Thursday from 7:45 a.m. to 6 p.m., and on Friday from 7:45 a.m. to 4:00 p.m.

Evening

Staff is available Monday through Thursday evenings from 4:15 to 6 p.m. at all campuses. No appointment necessary.

Where:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee Campus</td>
<td>S203</td>
<td>(414) 297-6267</td>
</tr>
<tr>
<td>Mequon Campus</td>
<td>A110</td>
<td>(262) 238-2400</td>
</tr>
<tr>
<td>Oak Creek Campus</td>
<td>A106</td>
<td>(414) 571-4500</td>
</tr>
<tr>
<td>West Allis Campus</td>
<td>120</td>
<td>(414) 456-5464</td>
</tr>
</tbody>
</table>
Referral Numbers for Registration and Academic Records

What: Please refer students to the following numbers as appropriate for the Milwaukee Campus Registration and Records office. This will assist students in being referred directly to the correct area.

Where Milwaukee Campus

<table>
<thead>
<tr>
<th>Question</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Registration Questions</td>
<td>(414) 297-7900</td>
</tr>
<tr>
<td>Graduation Questions</td>
<td>(414) 297-8108</td>
</tr>
<tr>
<td>Verifications</td>
<td>(414) 297-7012</td>
</tr>
<tr>
<td>Grade Questions/Concerns</td>
<td>(414) 297-8108</td>
</tr>
<tr>
<td>Registration Questions/Concerns</td>
<td>(414) 297-6824</td>
</tr>
<tr>
<td>Transcripts (Information only)</td>
<td>(414) 297-6416</td>
</tr>
<tr>
<td>Transcripts</td>
<td>(414) 297-7019 or 7014</td>
</tr>
<tr>
<td>Registrar's Office</td>
<td>(414) 297-6824</td>
</tr>
</tbody>
</table>
Refunds – tuition

What: After a student enrolls in a course, he or she may decide not to attend the class and desire a refund.

When: Refund Schedule

15- and 16-Week Courses Day/Evening Refund Schedule

<table>
<thead>
<tr>
<th>When the Class Is Dropped</th>
<th>Amount of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the class begins</td>
<td>100%</td>
</tr>
<tr>
<td>Calendar days 1 to day 12</td>
<td>80%</td>
</tr>
<tr>
<td>Calendar days 13 to day 25</td>
<td>60%</td>
</tr>
<tr>
<td>Calendar day 25</td>
<td>None</td>
</tr>
</tbody>
</table>

Refund Schedule for All Other Courses
(Day, Evening, Weekend, Etc.)

<table>
<thead>
<tr>
<th>When the Class Is Dropped</th>
<th>Amount of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the class begins</td>
<td>100%</td>
</tr>
<tr>
<td>Before 11% of scheduled class completed</td>
<td>80%</td>
</tr>
<tr>
<td>From 11% to 20% of scheduled class completed</td>
<td>60%</td>
</tr>
<tr>
<td>After 20% of scheduled class completed</td>
<td>None</td>
</tr>
</tbody>
</table>

The computer will make these calculations and determine the refund amount.

Where: To drop a course and obtain a refund, the student can drop in-person at any of the campuses registration offices or via INFOline at www.matc.edu and click on INFOline. If MATC cancels a class, the refund will be generated automatically. The refund schedule is printed on the back of the student’s schedule and is available in the Welcome Center and Student Services offices at the regional campuses and centers.
Using Retention Alert

What: Retention Alert is a system that provides students access to resources to help them successfully pursue an MATC education. There are three broad categories in Retention Alert: financial, personal/confidential, and retention. Challenging situations in each of these areas may have a negative impact on a student’s ability to succeed academically.

Retention Alert provides resources to complement and extend the services you may already be providing to students. Retention Alert also provides access to resources that you may not be familiar with. In either case, it is important that students be informed of the Retention Alert referral process before submitting an alert. Students should understand that after a referral is made, they will be contacted by someone via phone or email to discuss resources or set up an appointment to meet in person.

How: How should I inform my students that I am using retention alert?
Here is an example of the retention alert content that the Math and Science instructors have added to their syllabi:

Retention Alert: MATC is interested in the success of all of its students. Retention Alert is a tool that instructors and staff can use to help improve student success. There are three areas of Retention Alert: financial, personal/confidential, and retention. Retention Alert is designed to identify students who may be at risk of academic difficulty or failure as early as possible. Throughout the semester, I may create Retention Alerts or referrals for some of my students. After a referral is made, the student will be contacted by someone by phone or email to discuss resources or set up an appointment to meet in person. The Retention staff follows up with the student and the student’s instructor to facilitate support efforts. Prevention and intervention are key with students so timing and resources are important. With Retention Alert, hopefully students can get the help they need, when they need it.

The FAQ's are under retention alert on the MATC portal:
http://ecampus.matc.edu/advising/RetentionAlert/FAQs.html

Who
When I submit a retention alert, who is my alert directed to?
There are several people who receive the retention alerts and who may also reassign the case to someone within their department:

Financial - Camille Nicolai
Personal/Confidential - Walter Lanier
General Retention Category – Michelle Lamarre
Classroom Behavior - Archie Graham
Student Accommodations- Christine Zollicoffer

In the event of an immediate safety risk to self or others,
CONTACT MATC PUBLIC SAFETY AT 414-297-6200.

If a student exhibits conduct issues, contact your campus Office of Student Life.
Student Accommodation Services

What: The Student Accommodations Learning Center at each campus is a state of the art resource laboratory designed specifically to serve qualified students with disabilities. Students wishing to use these resources must apply for services, provide documentation of the student’s disability, and an individual accommodation plan is then developed for each student.

Under federal law (the Rehabilitation Act and ADA), qualified disabled students may be entitled to receive academic adjustments and auxiliary aids, as necessary to overcome educational barriers caused by their disability. Confidential documentation along with other pertinent information is used to determine appropriate academic adjustments and auxiliary aids.

Accommodations and other services to students must be requested by the student and must be based on the student’s disability. Please be aware that students are responsible to request accommodations using the College’s established process, and faculty are not authorized to grant accommodations to individual students. In the event that a student contacts you directly requesting an accommodation, the student should be referred to SAS.

Staff in the learning centers assist students with identifying and/or clarifying their educational needs. Specialized support services available to students include but are not limited to: interpreters, reader services, books on tape, large-print adaptive equipment, note taker service and advising.

Additional accommodations and/or services, outside of those mentioned, may be arranged and made available to students that have additional specifically documented needs for such services. All services are free and confidential. Accommodation plans are developed on an individualized basis and tailored to the needs of the student.

When: All services are available 7:45 a.m. to 6:00 p.m. weekdays (until 4 p.m. on Fridays) at all campus’ when classes are in session. Hours are posted on each campus in the student accommodations area.

Where: Milwaukee Campus

- **Services for the Hearing Impaired**
  - C219
  - (414) 297-6581, (414) 297-8982 TDD

- **Services for the Learning Impaired**
  - C219
  - (414) 297-6750

- **Services for the Visually Impaired**
  - C219
  - (414) 297-6750

- **Transition Services for Students With Disabilities**
  - S215
  - (414) 297-7839

Mequon Campus

- (262) 238-2227; B210

Oak Creek Campus

- (414) 571-4525; A211

West Allis Campus

- (414) 456-5352; 217
ACCESSING ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

<table>
<thead>
<tr>
<th>Title: ACCESSING ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES</th>
<th>Code: FF01000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Reference: C0200, C0201, C0203, F0102; Board Minutes, 5/18/92</td>
<td></td>
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</tbody>
</table>

MATC fully complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the ADA Amendments Act of 2008. The Student Accommodations Services (SAS) department and ADA/504 Coordinator ensure that students with disabilities are provided reasonable accommodations to ensure their successful participation in MATC’s educational environment. The Administrative Notice (F0102) provides additional information concerning accommodations.

**STEPS TO ACCESS STUDENT ACCOMMODATIONS SERVICES (SAS)**

Accommodations are determined on an individual basis according to a person’s documented needs. Students requesting accommodations must make a request for accommodation in advance of need.

A student of MATC who has a disability and desires academic adjustments, auxiliary aids, and/or disability services from MATC must:

1. Be currently enrolled in an Associate Degree, Diploma, Certificate, Apprentice, Pre-College or Adult Continuing Education program/course.
2. Provide documentation of the disability by a licensed professional (medical doctor, psychologist, or psychiatrist) that states the specific diagnosis of the disability (including DSM-IV codes where applicable), how it impacts the student's education, the duration of the disability, and the recommended accommodations and/or services to accommodate that disability at MATC.
3. Complete the appropriate Accommodation Request Form (Test or Program/Course) to request the specific accommodations, auxiliary aids, and/or services needed. Please refer to the SAS Student Guide [http://www.matc.edu/student/resources/needs.cfm](http://www.matc.edu/student/resources/needs.cfm) for examples of accommodations, auxiliary aids, and services. Please be aware that requests involving the audio format of textbooks or specialized equipment/furniture may require as much as TWO MONTHS LEAD TIME. All requests will be responded to in a timely manner.
4. Submit the Accommodation Request Form and appropriate documentation of disability to the Coordinator/Instructor of SAS as early as possible.
5. Meet with Disability Specialists to discuss approved accommodations, complete the Service Plan, and write the “Confidential Memorandum to Instructor” (notification letters to inform instructors about approved accommodations.)
6. Deliver the “Confidential Memorandum to Instructor” in person (preferred) or by intercampus mail. For online courses, the “Confidential Memorandum to Instructor” may be delivered via MATC email to the instructor.

**Approving Authority:**

Vice President, Student Services

**Date:** 9/14/12
Students are responsible to provide each instructor with the “Confidential Memorandum to Instructor” notification letter in order to utilize approved accommodations in that particular course. It is suggested that students approach instructors very early, in class or during office hours, to discuss the notification letter.

Academic adjustments are designed to ensure equal access to education in that they are modifications to how the course content is received by the students during class or expressed during testing. Academic adjustments are not an alteration of course content or requirements.

DETERMINATION OF ACCOMMODATIONS/SERVICES TO BE PROVIDED

All Accommodation Request Forms with accompanying appropriate documentation of disability will be reviewed by SAS in a timely manner in accordance with the Americans with Disabilities Act. Each request for accommodation will be evaluated on an individual basis. MATC has discretion in choosing the specific accommodation, aid, or service it provides to the student, as long as it is effective. The student has the right to provide input as to the type and effectiveness of specific accommodations as they relate to his/her disability. If the request is denied, the student will be contacted by SAS. The need for further documentation or possible alternatives will then be discussed.

If an accommodation or service is not approved, the student may request that the Director of SAS review the decision. The student has the right to submit a written appeal of a decision of the Director of SAS to the ADA/504 Coordinator within 30 calendar days, using the following procedure:

- The appeal must be in writing, stating the reason for the disagreement, and submitted to the ADA/504 coordinator or designee. Pending the outcome of the appeal, the accommodations recommended by the college staff will be available.
- The ADA/504 coordinator will reevaluate the decision, considering any information or statements supplied by the student or prospective student (including any additional information from medical or vocational rehabilitation experts). It is the student's responsibility to provide all necessary documentation at his/her own expense in support of his/her appeal.
- The ADA/504 coordinator may elect to use the assistance of an Accommodations Committee. The ADA/504 Accommodations Committee may consult with outside agencies in the appeal process, taking care to provide confidentiality for the student/prospective student. The ADA/504 Accommodations Committee will discuss its findings and make recommendations to the ADA/504 coordinator for appropriate action. The ADA/504 coordinator will make the "final appeal decision."
- The student/prospective student will be notified of the final decision in writing, generally within 30 calendar days after the appeal is filed. By filing this appeal, the student/prospective student does not give up his/her right to pursue other appeal processes within the college or through outside regulatory agencies.

The ADA/504 Coordinator is:
Assistant General Counsel
Milwaukee Area Technical College
700 West State Street, Room M-278
Milwaukee, WI 53233-1443
FINALIZING ACCOMMODATIONS

To begin using approved accommodations/services, the student will meet with the staff of SAS to complete a Service Plan designating the services and test accommodations that will be provided. The student has the right to refuse any recommended service or accommodation, for any particular course or for all courses. If the student accepts accommodations for an individual course, the SAS staff will print faculty notification letters, known as “Confidential Memorandum to Instructor” for each course for which the student accepts accommodations and this document is provided to the student. After consulting with SAS staff for approval of requested accommodations, students are responsible to meet with their instructors to present the instructor notification and discuss how academic adjustment needs will be met.

For certain accommodations, such as the need for a note-taker, the instructor is responsible to report to SAS via the Confidential Memorandum to Instructor if the instructor chooses to provide faculty notes for the student. If the instructor chooses not to provide his or her own notes to the student, the instructor should announce to the class the opportunity to serve as a note-taker. Following two announcements, if no other students in the class volunteer, the instructor shall notify SAS so that alternate means can be employed to meet the student’s need. Alternate means may include: provision of a recording device, provision of notes from another section of the same course, assignment of a volunteer not enrolled in the class to take notes.

Students who have provided the Confidential Memorandum to Instructor to their instructors, but do not receive approved academic adjustments, such as a note-taker or alternative test taking arrangements, must notify the SAS Director. For students with approved accommodations for a note-taker, if no note-taker has been assigned within the first week after the student provides the instructor with the Confidential Memorandum to Instructor, the SAS Director should be notified.

The SAS Coordinator and Director will facilitate the provision of alternative accommodations to meet the student’s needs within a reasonable timeframe, not to exceed one week. SAS will also work with course instructors to identify and provide compensatory benefits or services to students who experience a loss of educational benefits because the approved accommodation was not provided.

STUDENTS TRANSFERRING TO MATC

Students with disabilities who transfer to MATC from other colleges must follow MATC procedures for determining what and how services and/or accommodations are provided. The Coordinator/Instructor of SAS should be contacted to discuss arrangements prior to the beginning of the semester. Appropriate documentation of disability and a completed Program/Class Accommodation Request Form will be necessary before accommodations or services are considered.

Office of Responsibility: Student Services
Student Counseling

What: Short term counseling/assistance is available for students in our Counseling, Advising and Career Planning Centers. Our counselors offer crisis intervention, referrals to appropriate community or campus services, and brief, supportive listening.

Faculty and staff are also encouraged to utilize the center’s services for consultation, support, and as a referral source.

When: All services are free and confidential, and available 8 a.m. to 6 p.m. weekdays (until 4:15 p.m. on Fridays) when classes are in session.

Where: Milwaukee Campus Room S203 (414) 297-6267
Mequon Campus Room A110 (262) 238-2400
Oak Creek Campus Room A106 (414) 571-4500
West Allis Campus Room 120 (414) 456-5464
Student Employment Services

What: Student Employment Services (Ses), (The JOBshop) helps MATC students develop successful job seeking strategies and skills. SES Specialists are available to assist students with online job applications, writing resumes and cover letters, preparing for job interviews, and career research. SES manages Wisconsin TechConnect (for MATC), the Wisconsin Technical College System’s state-wide online information (jobs service) system used to recruit students and graduates from Wisconsin’s 16 Technical Colleges. Resumes are uploaded into the system for those seeking employment which includes full and part time, internships, seasonal, and work study positions.

Employers
Employers may post job descriptions on Wisconsin TechConnect by logging into MATC’s homepage at www.matc.edu, clicking on the JOBShop and following the link for employers. They also may contact one of our SES Specialists to discuss internships, arrange campus visits, set up on campus interviews, and learn about job fairs.

Faculty
Class presentations are offered upon request. SES Specialists will cover job search strategies including resume and cover letter development, interviewing techniques, and the importance of follow up.

Who

<table>
<thead>
<tr>
<th>Information</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistance with job readiness,</td>
<td>Barbara Toles</td>
</tr>
<tr>
<td>cover letters, interviews</td>
<td>Jenny McGilligan</td>
</tr>
<tr>
<td>Employers</td>
<td>Barbara Toles</td>
</tr>
<tr>
<td></td>
<td>Jenny McGilligan</td>
</tr>
<tr>
<td>Faculty</td>
<td>Barbara Toles</td>
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<td></td>
<td>Jenny McGilligan</td>
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<tr>
<td>Internship</td>
<td>Barbara Toles</td>
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<td>Jenny McGilligan</td>
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<tr>
<td>Job Fairs</td>
<td>Barbara Toles</td>
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<tr>
<td></td>
<td>Jenny McGilligan</td>
</tr>
<tr>
<td>Program/Employment Data</td>
<td>Barbara Toles</td>
</tr>
<tr>
<td></td>
<td>Jenny McGilligan</td>
</tr>
<tr>
<td>TechConnect</td>
<td>Any Jobshop Staff Member</td>
</tr>
<tr>
<td>Work Study</td>
<td>Joanne Washington (on Campus) 414-297-8322</td>
</tr>
<tr>
<td></td>
<td>Jenny McGilligan (off Campus)</td>
</tr>
<tr>
<td>Class Presentations</td>
<td>Barbara Toles</td>
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<tr>
<td></td>
<td>Jenny McGilligan</td>
</tr>
<tr>
<td>Staff Manager</td>
<td>Jim Fall/Bridget Thyne</td>
</tr>
<tr>
<td></td>
<td>Mike Kuehnli</td>
</tr>
</tbody>
</table>

Where: Milwaukee Campus Room S114.
http://www.matc.edu/student/resources/JOBshop/
Monday – Thursday: 8:00 a.m. – 4:30 p.m.
Friday: 8:00 a.m. – 4:00 p.m.
Appointments can be made by students on the outlying campuses and those attending evening classes.
Student Support Services

What: Advanced Standing - Credit for Prior Learning
Advanced standing options may include credit awarded for skills and knowledge acquired through high school coursework, courses transferred from another college, work experience, independent study, military training, apprenticeship, or examination. Advanced standing work may also qualify as course substitutions or waivers.

Where: Applications for Advanced standing are available online at: http://imatc/AdvStanding/index.html

What: Bilingual Services
MATC's Bilingual Services prepares students who have limited English skills for entrance into occupational programs at the college, and provides support services to them while they are in training. They also provide job search.

Where: Office of Bilingual Education
Milwaukee Campus Room M224 (414) 297-7801 (414) 297-8147

What: Veteran’s GI Bill Benefits
Veterans’ benefits are available to eligible students. Veterans’ benefits are paid to students based on the number of credits taken during the semester. For this reason, it is important for teachers to promptly report to registration the dropping of a student from their class.

Where: Office of Military Education Support
Milwaukee Campus Room S115 (414) 297-6394

When
Mon-Wed-Thur-Fri 9:30 a.m. – 6:00 p.m.
Tues 7:45 a.m. – 4:15 p.m.