FACULTY HANDBOOK
2010 - 2011

Downtown Milwaukee Campus
700 West State Street
Milwaukee, WI 53233-1443
414-297-MATC
info@matc.edu

Mequon Campus
5555 West Highland Road
Mequon, WI 53092-1143
262-238-2200

Oak Creek Campus
6665 South Howell Avenue
Oak Creek, WI 53154-1107
414-571-4500

West Allis Campus
1200 South 71st Street
West Allis, WI 53214-3110
414-456-5500
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.
# Table of Contents

**Directory**
- Organizational Charts (2009-10) ........................................ 1
- Must Know locations - Milwaukee Campus ......................... 13
- Mequon Campus Office/Hours ........................................... 14
- Oak Creek Campus Office/Hours ....................................... 19
- College Directory – Milwaukee Campus (60) ....................... 21
- Mequon Campus (50) .................................................... 23
- Oak Creek Campus (20) .................................................. 24
- West Allis Campus (80) ................................................... 25
- Faculty Resource Centers .............................................. 26
- Academic Calendar 2008-2009 ........................................... 28

**General College Information**
- Accidents and Liability (Forms) ........................................ 29
- Affirmative Action ....................................................... 32
- Cancellation of Classes .................................................. 35
- Classroom Maintenance .................................................. 36
- Communication ............................................................ 37
  - Fax, Groupwise, Mailbox, Phone .................................. 40
- Copyright Guidelines ...................................................... 41
- Employer Job Orders ...................................................... 44
- Equipment Repair Service .............................................. 45
- Fire procedures ............................................................ 46
- Furniture for classes or office ......................................... 47
- IMATC Contents (Internal website) ..................................... 48
- IT – Informational Technology ......................................... 49
- Keys .................................................................................. 50
- Legal Concerns ............................................................. 51
- Parking ............................................................................. 52
- Payroll ............................................................................. 53
- Public Safety Classroom Safety .......................................... 57
- Public Safety Crime Prevention Programs ............................. 58
- Public Safety Department Information ................................. 59
- Public Safety ...................................................................... 60
- Purchases - Bookstore ...................................................... 61
- Purchases - Classroom & Office Supplies ............................. 62
- Purchases - Equipment vs. Supplies .................................... 63
- Purchases - Internal Requisitions ....................................... 64
- Purchases - Outside .......................................................... 66
- Purchases - Petty Cash ...................................................... 67
  - Petty Cash Voucher ........................................................ 69
- Shuttle Van Service (Operations) ......................................... 69
- Teaching and Learning Technology ..................................... 70

**Professional Responsibilities**
- Appointment and Class Assignments .................................. 71
- Benefits - Full-Time Faculty .............................................. 72
- Benefits - Part-Time Faculty .............................................. 75
- Benefits - Who to Contact ................................................ 77
- Certification ....................................................................... 78
- E&RD Center for Effective Teaching .................................... 84
- Faculty Timer Report ....................................................... 85
- Faculty Full-Time Report Form ........................................ 86
- Faculty Part-Time Report Form .......................................... 87
- MATC Standards of Teaching Excellence .............................. 88
- Peer Support Team .......................................................... 89
- Professional Development ................................................ 91
- Salary Placement/Reclassification ........................................ 92

**Instructional Topics and Procedures**
- Academic Success – Standards (grading) ................................ 94
- Accreditation ..................................................................... 96
- Assessment Tools ............................................................ 98
- Attendance .......................................................................... 99
- Student Syllabus Receipt ................................................... 102
- Attendance Records ........................................................ 103
- Audio/Visual ..................................................................... 104
- Audit Form ......................................................................... 105
- MATC Core Abilities and Indicators ...................................... 105
- Course Outcomes Summary - COS ...................................... 108
- Drop/Withdraw Procedure ............................................... 109
- End of Semester Procedures ............................................. 110
- Field Trips .......................................................................... 111
  - Field Trips Approval Request form .................................. 111
- Grade Change Procedures ................................................. 113
- Grade Rosters ..................................................................... 114
- Incomplete Grades ........................................................... 116
- Incomplete Grade Agreement ............................................. 117
- Instructor Initiated Withdrawal form ................................... 118
- Library .............................................................................. 119
- Online Withdrawal ........................................................... 121
- Offical Change of Grade .................................................... 122
- Printing and Copying Services .......................................... 123
- Student Outcomes Assessment - SOA ................................. 125
- Syllabus ............................................................................. 126
- Textbooks .......................................................................... 128
- Stormer Passes – LD Cards ............................................... 129

**Advising and Assisting Students**
- Academic Advising .......................................................... 130
- Academic Support & Services ............................................ 133
- Childcare Services ............................................................ 135
- Financial Aid ...................................................................... 136
- Program Plan ................................................................. 137
- Program Plan Counseling ............................................... 138
- Referral Numbers for Registration &
  - Academic Records - Milwaukee Campus .......................... 139
- Refunds - Tuition ............................................................. 140
- Student Accommodation Services ................................... 141
- Student Assistance Center ................................................. 145
- Student Employment Services .......................................... 146
- Student Support Services ................................................ 147
- Advanced Standing .......................................................... 148
- ATODA Prevention Services ............................................. 149
- Bilingual Services ............................................................. 150
Organizational Charts

Finance

Finance
Organizational Chart

Effective July 1, 2010

James Williams
Vice President

Karen Esche-Eff
Administrative Specialist

Terri Gayhart
Controller

Kristin Schraml
Manager
Procurement

Richard Dries
Director
Operations

Al Evinrude
Director
Construction Services

Rocky Coe
Manager
Project Accounting

Beth Phillips
Manager
Bookstore

Carol Seaman
Interim Director
Enterprise Services

Gerald Trotter
Manager
Printing Services

Carol Seaman
Director
Childcare Services

Manager
MEC's
Health Occupations
Organizational Chart
by Program Supervisor
Effective July 1, 2010

Richard Ammon
Associate Dean
MEQUON
Health Occupations - Mequon Campus
Anesthesia Technology
Cardiovascular Technology
Occupational Therapy Assistant
Opticianry Science

Dr. Nancy Vrabec
Associate Dean
MILWAUKEE
Associate Degree
Practical Nursing
Radiography
Renal Dialysis Technician

Dr. Wilma Bonaparte
Associate Dean
WEST ALLIS
Dietary Technician
Funeral Services
Medical Coding

Sharon Abston-Coleman
Associate Dean
MILWAUKEE
Clinical Laboratory Technician
Health Informatics
Dental Hygiene

Kelly Dries
Associate Dean
MILWAUKEE
Cross Program: Health 101, 107, 104
Dental Assistant
Dental Assistant Bilingual

Dessie Levy
Dean

Linda Esche
Word Processing Specialist

Dental Technician
Medical Assisstant
Pharmacy Technician
Phlebotomy
Physical Therapist Assistant

Nursing Assistant
Respiratory Therapist
Surgical Technology
Organizational Charts
Media and Creative Arts

[Diagram of organizational chart for Media and Creative Arts]
Organizational Charts
Oak Creek Campus
Pre-College Organizational Chart
by Program Supervisor
Effective July 1, 2010

Gloria Pitchford-Trice
Dean

Sue Scasny
Office Specialist

Pat Kappel
Associate Dean

Arturo Martinez
Associate Dean

Dr. James Campbell
Associate Dean

Mary McKinney
Assistant Dean

Adult High School

College Prep
(Basic Skills)
Milwaukee Campus

GED/HSED

Bilingual Programs

CBO Network
(Basic Skills)

ESL

118.15 Contracts

Client Reporting

GED/HSED
Organizational Charts
Technology & Applied Sciences
Organizational Charts
West Campus
### 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>X7922</td>
<td>Varies M-S ☐ ☒ ☒ ☒ ☒</td>
</tr>
<tr>
<td>Bookstore</td>
<td>8th &amp; State</td>
<td>X 76811</td>
<td>8:00 am-6:00 pm M-Th 8:00 am-4:00 pm F</td>
</tr>
<tr>
<td>Cashier</td>
<td>S123</td>
<td>X 76353</td>
<td>7:45 am-6:00 pm M-Th 7:45 am-4:00 pm F</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>Counseling/Student Employment Services</td>
<td>S203</td>
<td>X 76267</td>
<td>7:45 am-6:00 pm M-Th 7:45 am-4:00 pm F</td>
</tr>
<tr>
<td>Division Offices</td>
<td>M-Bldg 2nd FL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Court</td>
<td>H-Bldg</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gymnasium</td>
<td>T-Bldg</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>S-Bldg 3rd FL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Student Admissions</td>
<td>M254</td>
<td>X 78960</td>
<td>8:00 am-5:00 pm M-F</td>
</tr>
<tr>
<td>Key Department</td>
<td>M2</td>
<td>X 76418</td>
<td>7:00 am-3:30 pm M-F</td>
</tr>
<tr>
<td>Library</td>
<td>M377</td>
<td>X 76205</td>
<td>Varies M-S ☐ ☒ ☒ ☒ ☒</td>
</tr>
<tr>
<td>Mailroom</td>
<td>M284</td>
<td>X 76487</td>
<td>7:30 am-4:00 pm M-F</td>
</tr>
<tr>
<td>Payroll Window</td>
<td>M286</td>
<td>X 76431</td>
<td>8:00 am-4:00 pm M-F</td>
</tr>
<tr>
<td>Public Safety</td>
<td>M274</td>
<td>X 76588</td>
<td></td>
</tr>
<tr>
<td>(Emergency)</td>
<td>C219</td>
<td>X 76750</td>
<td>Varies M-F ☐ ☒ ☒ ☒ ☒</td>
</tr>
<tr>
<td>Student Accommodation Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Accounts</td>
<td>M292-Window</td>
<td>X 76797</td>
<td>7:45 am-4:00 pm M-F</td>
</tr>
<tr>
<td>Test Monitoring</td>
<td>S215</td>
<td>X 78180</td>
<td>9:00 am-8:00 pm M-Th 9:00 am-12:00 pm F</td>
</tr>
<tr>
<td>Tutoring Services</td>
<td>C201</td>
<td>X 76791</td>
<td>Varies ☐ ☒ ☒ ☒ ☒ ☒ ☒ ☒</td>
</tr>
<tr>
<td>Welcome Center</td>
<td>S115</td>
<td></td>
<td>7:45 am-6:00 pm M-Th ☐ ☒ ☒ ☒ ☒ ☒ ☒ ☒</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7:45 am-4:00 pm F ☐ ☒ ☒ ☒ ☒ ☒ ☒ ☒</td>
</tr>
</tbody>
</table>

RESTROOMS are not on every floor of each building at the Milwaukee Campus. The restrooms for the main building are located only on 2nd, 4th and 6th floors.

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

☒☒☒ when classes are in session
### Must Know Locations - Mequon Campus Offices/Hours

<table>
<thead>
<tr>
<th>Department/Service</th>
<th>Room</th>
<th>Hours and Days Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Support Center</td>
<td>B210</td>
<td>7:45 am – 9:00 pm M-Th&lt;br&gt;7:45 am – 4:30 pm F&lt;br&gt;2009 Summer Hours (Mon- Th) from 7:45 a.m. to 6:15 p.m.</td>
</tr>
<tr>
<td>Administration</td>
<td>A200</td>
<td>8:00 am – 4:00 pm M-F</td>
</tr>
<tr>
<td>Admissions</td>
<td>A110</td>
<td>See Student Services</td>
</tr>
<tr>
<td>Bookstore</td>
<td>A107</td>
<td>7:30 am – 6:00 pm M-Th&lt;br&gt;7:30 am – 3:45 F</td>
</tr>
<tr>
<td>Building Services</td>
<td>A138</td>
<td>7:30 am – 4:00 pm M-F&lt;br&gt;After 4 pm contact switchboard</td>
</tr>
<tr>
<td>Business and Graphic Arts</td>
<td>A238</td>
<td>7:30 am – 4:00 pm M-F</td>
</tr>
<tr>
<td>Cashier (Business Office)</td>
<td>A116</td>
<td>9:45 am – 6:00 pm M-Th&lt;br&gt;7:45 am – 4:00 pm F</td>
</tr>
<tr>
<td>Child Care</td>
<td>A216</td>
<td>6:45 am – 5:15 pm M-F&lt;br&gt;Call 238-2450 for more information</td>
</tr>
<tr>
<td>Computer/Productions Center</td>
<td>B210</td>
<td>8:00 am – 9:00 pm M-Th&lt;br&gt;8:00 am – 4:00 pm F&lt;br&gt;For information, call 238-2220</td>
</tr>
<tr>
<td>Consumer Hospitality Services</td>
<td>A238</td>
<td>7:30 am – 4:00 pm M-F</td>
</tr>
<tr>
<td>Counseling</td>
<td>A110</td>
<td>See Student Services&lt;br&gt;Call 262-238-2261 for an appointment</td>
</tr>
<tr>
<td>EMS</td>
<td>A211</td>
<td>Call 262-238-2241 for appointment</td>
</tr>
<tr>
<td><strong>Emergencies</strong></td>
<td>A280</td>
<td><strong>Dial ext. 76200 anytime</strong></td>
</tr>
<tr>
<td><strong>Employment Development Center</strong></td>
<td></td>
<td>Call 414-297-6244 for an appointment</td>
</tr>
<tr>
<td><strong>Evening School</strong></td>
<td>A280</td>
<td>4:00 pm – 10 pm M-Th&lt;br&gt;❖ when evening classes are in session&lt;br&gt;❖❖ when evening classes are not in session&lt;br&gt;❖❖❖ when Weekend College is in session</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>Department/Service</th>
<th>Room</th>
<th>Hours and Days Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid Information</td>
<td></td>
<td>See Student Services</td>
</tr>
<tr>
<td>Food Service</td>
<td>A101</td>
<td>7:30 a.m. - 6:00 p.m. M-Th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:45 a.m. - 1:30 p.m. F</td>
</tr>
<tr>
<td>GED Testing</td>
<td>A114</td>
<td>See Student Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(call 262-238-2300 for an appointment)</td>
</tr>
<tr>
<td>Stormer Pass</td>
<td>A118</td>
<td>Days/hours vary – see posted schedule</td>
</tr>
<tr>
<td>Health Occupations</td>
<td>B201</td>
<td>7:30 a.m. – 4 p.m. M-F</td>
</tr>
<tr>
<td>Information Center</td>
<td>A280</td>
<td>7:30 a.m. – 9 p.m. M-Th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:30 a.m. – 4 p.m. F</td>
</tr>
<tr>
<td>Liberal Arts and Sciences</td>
<td>A211</td>
<td>7:30 a.m. – 4 p.m. M-F</td>
</tr>
<tr>
<td>Library</td>
<td>A282</td>
<td>7:45 a.m. - 9:00 p.m. M-Th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:45am - 4:30pm F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8:00 a.m. - 12:00 p.m. Sat</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:45 a.m. - 8:30 p.m. M-Th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>during the summer session</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:45 a.m. - 4:00 p.m. F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>during the summer session</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:45 a.m. - 4:00 p.m. M-F</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>A280</td>
<td>See Information Center</td>
</tr>
<tr>
<td>Media Center</td>
<td>A280</td>
<td>7:30 a.m. – 4 p.m. M-F</td>
</tr>
<tr>
<td>Parking Permits (Cashier’s Office)</td>
<td>A116</td>
<td>7:45 a.m. – 7 p.m. M-Th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:45 a.m. – 4 p.m. F</td>
</tr>
<tr>
<td>Public Safety</td>
<td>A280C</td>
<td>(262) 238-2257 X82257</td>
</tr>
<tr>
<td></td>
<td></td>
<td>24hr service call Dispatch</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(414) 297-6588 X76588</td>
</tr>
<tr>
<td>Recruitment</td>
<td>A114</td>
<td>8 a.m. – 4 p.m. M-F</td>
</tr>
<tr>
<td>Registration</td>
<td>A110</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>Department</th>
<th>Location</th>
<th>Hours</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services for Students with Disabilities</td>
<td>B210</td>
<td>7:45 a.m. - 5:15 p.m. M-Th</td>
<td>For information call 262-238-2227</td>
</tr>
<tr>
<td>Student Accommodation Services</td>
<td>B210</td>
<td>7:45 a.m. - 11:45 a.m. F</td>
<td>For information call 262-238-2227</td>
</tr>
<tr>
<td>Student Life</td>
<td>A114</td>
<td>8 a.m. – 4 p.m. M-F</td>
<td>(extended hours will be posted)</td>
</tr>
<tr>
<td>(Student Activities, Student Housing, Student Senate, ID Pictures, Lost and Found)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Services</td>
<td>A110</td>
<td>7:45 a.m. – 6 p.m. M-Th</td>
<td></td>
</tr>
<tr>
<td>(Admissions, Counseling, Testing, Registration)</td>
<td></td>
<td>7:45 a.m. – 4 p.m. F</td>
<td></td>
</tr>
<tr>
<td>Financial Aid Counselor</td>
<td>A110</td>
<td>9:00 a.m. – 6:00 p.m. M</td>
<td></td>
</tr>
<tr>
<td>(Call 262-238-2300 for schedule)</td>
<td></td>
<td>8:00 a.m. – 4:00 p.m. T</td>
<td></td>
</tr>
<tr>
<td>Technical and Industrial</td>
<td>A233</td>
<td>7:30 a.m. – 4 p.m. M-F</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
## 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>
</table>
| Academic Support Center            | A208 | 8:00 a.m. – 9:00 p.m. M-Th  
                                |      | 8:00 a.m. – 5:00 p.m. F  
                                |      | 8:30 a.m. – 12:30 p.m. S  
                                |      | *(when classes are in session)* |
| Administration                     | A200 | 8:00 a.m. – 5:00 p.m. M-F  
                                |      | 5:00 p.m. – 9:00 p.m. M-Th  
                                |      | *(during evening classes)* |
| Admissions                         |      | See Student Services |
| Bookstore                          | A103 | 7:45 a.m. – 6:00 p.m. M-Th  
                                |      | 7:45 a.m. – 4:00 p.m. F   |
| Building Services                  | A140 | 6:00 a.m. – 11:30 p.m. M-F  |
| Business and Graphic Arts          | A200 | 8:00 a.m. – 4:15 p.m. M-F   |
| Cafeteria                          | A100 | 7:00 a.m. – 8:00 p.m. M-Th   
                                |      | 7:00 a.m. – 1:00 p.m. F   |
| Cashier (Business Office)          | A103 | 7:45 a.m. – 6:00 p.m. M-Th   
                                |      | 7:45 a.m. – 4:00 p.m. F   |
| Consumer Hospitality Services      | A126 | 11:00 a.m. – 4:00 p.m. W&F  
                                |      | 9:00 a.m. – 2:00 p.m. M   
                                |      | 8:00 a.m. – 1:00 p.m. Th  |
| Counseling                         |      | See Student Services |
| Emergencies                        | A100D| **Dial 76200 at any time** |
| Employment Development Center      | Library | Call 414-297-6244 for an appointment |
| Financial Aid                      |      | See Student Services |
| Financial Aid Counselor            | A110 | 7:45 a.m. – 11:00 a.m. T   |
| Information                        |      | See Student Services |

- ■ when evening classes are in session
- ■■ when evening classes are not in session
- ■■■ when Weekend College is in session
<table>
<thead>
<tr>
<th><strong>Oak Creek Campus</strong></th>
<th><strong>Room</strong></th>
<th><strong>Hours and Days Available</strong></th>
</tr>
</thead>
</table>
| Instructional Resource Center | A206A-1 | 7:30 a.m. – 8:30 p.m. M-Th  
7:30 a.m. – 4:00 p.m. F |
| Liberal Arts and Sciences | A205 | 7:30 a.m. – 4:00 p.m. M-F |
| Library | A202 | 7:45 a.m. – 9:30 p.m. M-Th  
7:45 a.m. – 4:00 p.m. F  
10:00 a.m. – 2:00 p.m. S  
(when classes are in session) |
| Lost and Found | See Student Life |
| Media Center | A206A | 7:30 a.m. – 8:30 p.m. M-Th  
7:30 a.m. – 4:30 p.m. F |
| Parking Permits | A105 | See Cashier |
| Police Science | A121 | 8:00 a.m. – 4:30 p.m. M-F |
| Public Safety | A100D | (414) 571-4612 X54612 |
| 24hr service call Dispatch | (414) 297-6588   X76588 |
| Registration | See Student Services |
| Student Accommodation Services | A211 | 8:00 a.m. – 4:00 p.m. M-F  
(Evening services available by appt. only) |
| Stormer Pass | A106 | Hours and days vary but are posted |
| Student Life (Student Activities, Student Housing, Student Senate) | A109 | 8:00 a.m. – 5:00 p.m. M-F |
| Student Services (Admissions, Counseling, Information, Lost and Found, Registration, Financial Aid, GED Testing, Advising) | A106 | 7:45 a.m. – 6:00 p.m. M-Th  
7:45 a.m. – 4:00 p.m. F |
| Technical and Industrial | B115 | 7:30 a.m. – 4:00 p.m. M-F |
| Tutoring Services | A208 | 8:00 a.m. – 9:00 p.m. M-Th  
8:00 a.m. – 4:00 p.m. F |
| Veterans Affairs | See Student Services |

- when evening classes are in session
- when evening classes are not in session
- when Weekend College is in session
## 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>Academic Support Center</td>
<td>249</td>
<td>See Student Services</td>
</tr>
<tr>
<td>Administration</td>
<td>104</td>
<td>8 a.m. – 4:30 p.m. M-F</td>
</tr>
<tr>
<td>Admissions</td>
<td>120</td>
<td>See Student Services</td>
</tr>
<tr>
<td>Bookstore</td>
<td>153</td>
<td>8 a.m. – 7 p.m. M-Th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8 a.m. – 3:30 p.m. F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8 a.m. – 3:30 p.m. M-F</td>
</tr>
<tr>
<td>Business and Graphic Arts</td>
<td>104</td>
<td>8 a.m. – 4 p.m. M-F</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>121</td>
<td></td>
</tr>
<tr>
<td>Cashier (Business Office)</td>
<td>114A</td>
<td>8 a.m. – 4 p.m. M-F</td>
</tr>
<tr>
<td>Child Care</td>
<td>865 S. 72 St.</td>
<td>6:15 a.m. – 4 p.m. M-F</td>
</tr>
<tr>
<td>Health Occupations</td>
<td>104</td>
<td>8 a.m. – 4 p.m. M-F</td>
</tr>
<tr>
<td>Copy Machine</td>
<td>213</td>
<td>See Library Hours</td>
</tr>
<tr>
<td><strong>Emergencies</strong></td>
<td>100</td>
<td><strong>Dial 76200 anytime</strong></td>
</tr>
<tr>
<td>Employer Hotline</td>
<td></td>
<td>24 hours/day, 7 days/week 278-6939</td>
</tr>
<tr>
<td>Employment Development Center</td>
<td></td>
<td>Call 414-297-6244 for an appointment</td>
</tr>
<tr>
<td>Financial Aid Specialist</td>
<td>112</td>
<td>9:00 a.m. – 5:30 p.m. Monday - Thursday</td>
</tr>
<tr>
<td>ID Cards</td>
<td>133</td>
<td>8:30 a.m. – 1:30 p.m. M, W, F</td>
</tr>
<tr>
<td>(Extended hours first two weeks of semester only — see posted hours for evening and Weekend College)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Clinic</td>
<td>121</td>
<td>8:30 a.m. – 11:30 a.m. M</td>
</tr>
<tr>
<td>Liberal Arts and Sciences</td>
<td>104</td>
<td>8 a.m. – 4 p.m. M-F</td>
</tr>
<tr>
<td>Library</td>
<td>213</td>
<td>7:45 a.m. – 8:30 p.m. M-Th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:45 a.m. – 4 p.m. F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:45 a.m. – 4 p.m. M-F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10 a.m. – 2 p.m. S</td>
</tr>
<tr>
<td>West Allis Campus Department/Service</td>
<td>Room</td>
<td>Hours and Days Available</td>
</tr>
<tr>
<td>-------------------------------------</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&lt;br&gt;7:30 a.m. – 4:00 p.m. F&lt;br&gt;Weekend College (For Information call 414-456-5500)</td>
</tr>
<tr>
<td>Public Safety</td>
<td>100A</td>
<td>(414) 456-5373 X65373 24hr service call Dispatch (414) 297-6588 X76588</td>
</tr>
<tr>
<td>Student Services – Admissions</td>
<td>120</td>
<td>7:45 a.m. – 4 p.m. M-F</td>
</tr>
<tr>
<td>Student Services – Advising/Counseling</td>
<td>120</td>
<td>7:45 a.m. – 6 p.m. M-Th&lt;br&gt;7:45 a.m. – 4 p.m. F</td>
</tr>
<tr>
<td>Student Services – Assessment (by appointment only)</td>
<td>120</td>
<td>8 a.m. – 8:00 p.m. M-Th&lt;br&gt;8 a.m. – 4 p.m. F&lt;br&gt;Weekend College (For information, call 414-456-5334) (Tutoring services available by appt. only) (For information, call 414-456-5334)</td>
</tr>
<tr>
<td>Student Services – Academic Support Center</td>
<td>249</td>
<td>8 a.m. – 8:00 p.m. M-Th&lt;br&gt;8 a.m. – 4 p.m. F&lt;br&gt;Weekend College (For information, call 414-456-5334) (Tutoring services available by appt. only) (For information, call 414-456-5334)</td>
</tr>
<tr>
<td>Student Services – Registration</td>
<td>114</td>
<td>7:45 a.m. – 6 p.m. M-Th&lt;br&gt;7:45 a.m. – 4:00 p.m. F</td>
</tr>
<tr>
<td>Student Services – Scheduling and Programming</td>
<td>114</td>
<td>7:45 a.m. – 4 p.m. M-F</td>
</tr>
<tr>
<td>Student Services – Student Accommodations Services</td>
<td>217</td>
<td>8 a.m. – 3:00 p.m. M-F (For evening hours, call 414-456-5352)</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>Technical and Industrial</td>
<td>104</td>
<td>8:00 a.m. – 4:00 p.m. 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
# 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>Vicki Martin, Executive Vice President, Provost, Academic Affairs</td>
<td>M278</td>
<td>Shelly Conroy</td>
</tr>
<tr>
<td>414-297-6836</td>
<td>Barbara Cannell, Interim Associate Provost</td>
<td>M270/8</td>
<td>Margie Kleineider, Karen Ortiz</td>
</tr>
<tr>
<td>414-297-6395</td>
<td>Business and Information Technology Division</td>
<td>M246</td>
<td></td>
</tr>
<tr>
<td>414-297-6433</td>
<td>Mohammad Dakwar, Interim Dean, Rich Busalacchi, Kit Collins, Mercedes Fisher, Juana Harrison, Joe Jacobson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>414-297-6263</td>
<td>Health Occupations Division</td>
<td>H116</td>
<td>Carriel Danz, Pa Vang, Charisse Place, Liane Hanson, Cathy Adams, Sue Lukowski</td>
</tr>
<tr>
<td>414-297-6278</td>
<td>Pre-College Education Division</td>
<td>FH208</td>
<td>Susan Scasny, Sharon Gest, Mary Jo Phillips, Carlie Deahl, Annette Velez, Barbara Trader</td>
</tr>
<tr>
<td>414-297-6584</td>
<td>Liberal Arts and Sciences Division</td>
<td>M214</td>
<td>Chandra West, Sarah Helding, Karen Schultz</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>414-271-1036</td>
<td>Media and Creative Arts Division</td>
<td>MPTV 4th C-Bldg M244</td>
<td>Karen Wierschem Charisse Place</td>
</tr>
<tr>
<td></td>
<td>Ellis Bromberg, Dean</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jim MacDonald</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>414-297-8320</td>
<td>Office of Corporate Learning Division</td>
<td>1205 Bldg</td>
<td>Mary Heiser</td>
</tr>
<tr>
<td></td>
<td>Duane Schulz - Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>414-297-6315</td>
<td>Technology &amp; Applied Sciences Division</td>
<td>T203</td>
<td>Lisa Wendler Sue Fritsche Paula Zimmermann Kathy Radaj</td>
</tr>
<tr>
<td></td>
<td>Dave Turner, Dean</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alfredo Luna</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bill Hodgkinson</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mike Benner</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sandy McClary</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Becky Alsup-Kingery</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dorothy Walker</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vince Vitale</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Joseph Jacobsen</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kit Collins</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>
<tbody>
<tr>
<td>262-238-2200</td>
<td>Lucia Francis, Interim Vice President&lt;br&gt;Maureen Crump-Phillips&lt;br&gt;Tony Holloway</td>
<td>A200</td>
<td>Sandra Webster&lt;br&gt;Conleigh Lohmann&lt;br&gt;Maureen Madison</td>
</tr>
</tbody>
</table>

Business, and Information Technology Division
Dr. Richard Ammon

Health Occupations Division
Dr. Richard Ammon

Liberal Arts and Sciences Division
Courtney Marlaire

Division of Technology & Applied Sciences
Becky Alsup Kingery

414-354-6662 Brown Deer Center (Location 51)
8060 N. 60th St., Brown Deer, WI 53223
Sharon Roth
# 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>
<tbody>
<tr>
<td>414-571-4500</td>
<td><strong>Vice President</strong></td>
<td>A200</td>
<td>Caryn Dohring</td>
</tr>
<tr>
<td></td>
<td>John Stilp</td>
<td></td>
<td>Linda Kenney</td>
</tr>
</tbody>
</table>

**Business and Information Technology Division**
*Richard Busalacchi*

**Health Occupations Division**
*Nancy Vrabec*

**Liberal Arts and Sciences Division**
*Carl Morency*

**Division of Technology & Applied Sciences**
*Vince Vitale*
*Rebecca Alsup-Kingery*
*Dorothy Walker*

<table>
<thead>
<tr>
<th>Phone</th>
<th>Supervisors</th>
<th>Room</th>
<th>Clerical Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>414-421-2570</td>
<td><strong>Greendale Center (Location 23)</strong></td>
<td></td>
<td>Cindy Ahrens</td>
</tr>
<tr>
<td></td>
<td>Greendale Center (Location 23)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6801 Southway, Greendale, WI 53129</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Kathleen Schwartz*
## 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**  
*Pablo Cardona, PhD.* | 104   | Alberta Witherspoon  |
| 414-456-5500   | **Business and Information Technology Division**  
*Dr. Kit Collins* | 104   | Vivian Stiglich      |
|                | **Health Occupations Division**  
*Dr. Wilma L. Bonaparte* |       | Ellen Winters        |
|                | **Liberal Arts and Sciences Division**  
*Dr. Wilma L. Bonaparte* |       | Ellen Winters        |
|                | **Division of Technology & Applied Sciences**  
*Dr. Kit Collins* |       | Ellen Winters        |
|                | **Student Services**  
*Vivian Jorgensen* |       | Cathy Adams          |
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. A center is located at each campus location.

Examples of equipment available for use in the FRC’s:
- Networked PC computers with Internet and GroupWise access, Microsoft Office and WIDS
- Printers
- CD/DVD duplicator
- Scantron test scorers
- Laminators
- Scanners
- Student Response Systems (iclickers)
- Microphones and podcasting equipment

Examples of equipment available for checkout from the FRC’s:
- Multimedia carts for use in the classrooms
- Laptop computers
- Digital cameras
- Video camcorders
- Student Response Systems (iclickers)
- TV/VCR combo units

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.

For questions or support with 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>James Stepp</td>
<td>(414) 297-7066</td>
<td><a href="mailto:steppj@matc.edu">steppj@matc.edu</a></td>
<td>FH213</td>
</tr>
<tr>
<td></td>
<td>Rita Newsome</td>
<td>(414) 297-8980</td>
<td><a href="mailto:chesser@matc.edu">chesser@matc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Mequon</td>
<td>Aaron Davis</td>
<td>(262) 238-2354</td>
<td><a href="mailto:davisad@matc.edu">davisad@matc.edu</a></td>
<td>A282</td>
</tr>
<tr>
<td></td>
<td>Peter Attipetty</td>
<td>(414) 571-4719</td>
<td><a href="mailto:attipetp@matc.edu">attipetp@matc.edu</a></td>
<td>M206</td>
</tr>
<tr>
<td>Oak Creek</td>
<td>Greg Davis</td>
<td>(414) 456-5347</td>
<td><a href="mailto:davisg@matc.edu">davisg@matc.edu</a></td>
<td>350</td>
</tr>
</tbody>
</table>

One service provided is the self-directed guides, called Self-help Sheets, which help you learn and use available software and equipment. Also each year a faculty member from each division is selected to be available at weekly times in your campus FRC for help with questions on Blackboard, online learning, and the use of technology to enhance face-to-face courses.

Each campus has multimedia classrooms. Contact scheduling for access.
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**

8:00 a.m. – 9:30 p.m.  Monday – Thursday
Closed  Saturdays
Closed  Holidays
8:00 – 4:00 p.m.  Day before a holiday

**Milwaukee Campus Copier Center M143**

7:30 a.m. – 4:00 p.m. M-F X77734
4:00 p.m. – 8:00 p.m. M-F 414-460-4775

**Mequon Campus**

7:30 a.m. – 10:00 p.m.  Monday – Thursday
7:30 a.m. – 4:00 p.m.  Fridays
Closed on Saturdays

**Oak Creek Campus**

7:30 a.m. – 8:30 p.m.  Monday – Thursday
7:30 a.m. – 4:00 p.m.  Fridays
Closed on Saturdays

**West Allis Campus**

7:30 a.m. – 10:00 p.m.  Monday - Thursday
7:30 a.m. – 8:30 p.m.  Fridays, when Weekend College is in session
7:30 a.m. – 4:00 p.m.  Fridays when Weekend College is not in session
Academic Calendar 2010-2011


SEMESTER 1
Organization & Coordination Full-Time Faculty ........................................ Aug. 24, 25, 2010
Last Day to Register for Day Classes .......................................................... Sep. 1, 2010
Day Classes 16+ Week Semester Starts .................................................... Aug. 26, 2010
Last Day to Register for Evening Classes ................................................... Sep. 5, 2010
Evening Classes 15 Week Sem. Starts ......................................................... Aug. 30, 2010
Labor Day Recess ....................................................................................... Sept. 05, 2010
Weekend College Starts ............................................................................ Sept. 10 & 11, 2010
Quarter Ends ............................................................................................... Oct. 21, 2010
Thanksgiving Recess (Evening) .................................................................. Nov. 24-27, 2010
Thanksgiving Recess (Day) ......................................................................... Nov. 25-27, 2010
*End of Evening 15-Week Semester ............................................................ Dec. 21, 2010
*End of Day 16-Week Semester ................................................................. Dec. 21, 2010

SEMESTER 2
Dr. Martin Luther King Recess Day ............................................................. Jan. 17, 2011
Organization & Coordination Full-Time Faculty ......................................... Jan. 18-19, 2011
Last Day to Register for Day Classes .......................................................... Jan. 25, 2011
Day Classes 16+ Week Semester Starts ..................................................... Jan. 19, 2011
Last Day to Register for Evening Classes .................................................. Feb. 2, 2011
Evening Classes 15 Week Sem. Starts ......................................................... Jan 27, 2011
Weekend College Starts ............................................................................ Jan 28-29, 2011
Quarter Ends ............................................................................................... Mar. 17, 2011
Spring Recess (Evening) ............................................................................ Apr. 21-29, 2011
Spring Recess (Day) .................................................................................... Apr. 22-29, 2011
*End of Evening 15-Week Semester ............................................................ May 21, 2011
*End of Day 16-Week Semester ................................................................. May 21, 2011
Organization & Coordination Record Day .................................................. May 24, 2011
*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  
If there is an accident, you are required to immediately call Public Safety or campus emergency number. 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 an Accident Report (OD100). You may also be asked for information or a statement in some cases to explain what happened. The OD100 form is available in your Operations Department, Human Resources, or Divisional Office. Submit the completed form to Public Safety.

Insurance For Students  
Students are not covered by any insurance at MATC unless:
- There is negligence (faulty equipment, improper training, etc)
- The student is providing outside services such as in automotive maintenance, Bakery, and Food Service, etc... In those situations where a student is considered student worker there may be coverage for benefits under Worker's Compensation. In such circumstances, the injured student may either go to a doctor or clinic suggested by the college or to their own physician.

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. 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.

http://imatc/HR/pdfs/onlineforms/EmployeeReportofAccident-Illness3-10-09.pdf


**Where:**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Room</th>
<th>Extension</th>
<th>Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee Campus</td>
<td>Room M274</td>
<td>Ext. 76588,</td>
<td>76200</td>
</tr>
<tr>
<td>Mequon Campus</td>
<td>Room A1280C</td>
<td>Ext. 76588,</td>
<td>76200</td>
</tr>
<tr>
<td>Oak Creek Campus</td>
<td>Room A100D</td>
<td>Ext. 76588,</td>
<td>76200</td>
</tr>
<tr>
<td>West Allis Campus</td>
<td>Room 100</td>
<td>Ext. 76588,</td>
<td>76200</td>
</tr>
</tbody>
</table>

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

ACCIDENT REPORT
Milwaukee Area Technical College

CHECK ONE
___ Student
___ Instructor
___ Staff
___ Public (General)
___ Private Contractor

This report is to be made in triplicate: (a) the white and yellow copies are to be sent to the Safety Manager (Milwaukee Campus) who will file the white copy with Administrative Services; (b) the pink copy is to be kept in your file.

Person Involved in Incident

1. Name

2. Street Address

3. Date of injury

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 disability of any kind, or condition which might have contributed to bringing about the accident? (If yes, describe.)

7. Was first aid given? By whom? Name, Address, Telephone No.

8. Name, address, and telephone number of person giving first aid, if known.


10. Any other pertinent facts:

11. Where was accident?

12. When?

13. MATC person in charge of filing this report:

14. Was employee sent to Industrial Clinic, Hospital or Doctor? Name

15. Was additional medical attention required? If yes, indicate medical facility attended.

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

17. From whom?

18. Did injury result in lost work time? Regular work hours:

19. Attach release form to this with any other pertinent information.

Supervisor's name

Signature

(Daylight Telephone)

FORM OD/100
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) 297-6221.
**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. 111.31111.395, 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.

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. 54618 Rm A128
West Allis Campus Ext. 65311 Rm 217
Communication

**IMATC**

**What:** IMATC is MATC’s intranet, which can be reached on campus or from any internet connection via:

[http://citrixapps1.matc.edu/Citrix/MetaFrame/auth/login.aspx](http://citrixapps1.matc.edu/Citrix/MetaFrame/auth/login.aspx)

As an employee of MATC, you are automatically assigned an Internet email account at matc.edu. You can also use MATC at home as your Internet service provider (without any fees).

**Where:** Located at [http://imatc.matc.edu](http://imatc.matc.edu)

**Who:** Call the IT Help Desk at extension 76541 for more information

**Fax**

**What:** Each campus has a fax in the Faculty Resource Center, as do many divisional offices

Please follow these directives:

1. Use the fax cover letter with the Affirmative Action/ADA logo on the bottom. No cover letters will be accepted without it. These forms are provided by the switchboard.
2. NO 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. You will not be notified of any incoming faxes, please pick up any incoming faxes you are waiting on.

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

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee Campus</td>
<td>FH213</td>
<td>(414) 297-7066</td>
</tr>
<tr>
<td>Mequon Campus</td>
<td>A282</td>
<td>(262) 238-2354</td>
</tr>
<tr>
<td>Oak Creek Campus</td>
<td>M206</td>
<td>(414) 571-4731</td>
</tr>
<tr>
<td>West Allis</td>
<td>350</td>
<td>(414) 456-5347</td>
</tr>
</tbody>
</table>

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

**GroupWise**

**What:** MATC’s internal email system is called GroupWise. You can access the system either through a computer at school connected to the MATC Network or at home over the internet.

**Where:** At home, go to [http://www.matc.edu/TechHELP/faculty_support.html](http://www.matc.edu/TechHELP/faculty_support.html) or go to: [http://www.matc.edu/TechHELP/TecHelp_PasswordManager.html](http://www.matc.edu/TechHELP/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 sided of the MATC web page (www.matc.edu) or on the IMATC web site.

---

**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

<table>
<thead>
<tr>
<th>Building</th>
<th>Room Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Building</td>
<td>M284 and M401B</td>
</tr>
<tr>
<td>Health Science Building</td>
<td>H318</td>
</tr>
<tr>
<td>Technical Building</td>
<td>T236</td>
</tr>
<tr>
<td>Continuing Education Building</td>
<td>C273</td>
</tr>
</tbody>
</table>

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 **297-7777** 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 and fair use guidelines

The purpose of these guidelines is to provide basic guidance to faculty in making informed decisions before using materials in the classroom, specifically in developing on-line course curriculums. A document or published work may be copyrighted even if it does not explicitly state that it is copyrighted. As a result, it is a good idea to assume materials such as documents, images, or video clips are copyrighted. Educators can avoid copyright violations and legally use copyrighted material if they and understand and comply with the fair use guidelines. If you believe, after you review this document that your proposed use does not comply with fair use guidelines, you always have the option to ask for permission from the copyright holder. A sample letter for that purpose is attached as Appendix B for guidance.

What is Copyright?

Simply put, “copyright is a legal device that provides the creator of a work of art or literature, or a work that conveys information or ideas, the right to control how the work is used.” The Copyright Handbook, Stephen Fishman, Esq. (1996).

The intent of copyright is to advance progress of knowledge by giving an author of a work an economic incentive to create new works. The same copyright protections exist for the author of a work regardless of whether the work is a database, CD-ROM, bulletin broad or on the Internet. Remember, the Internet is not the public domain. There are both non-copyrighted and copyrighted materials available. Assume a work is copyrighted.

What Does Copyright Protect?

Copyright provides authors fairly substantial control over their work. The four basic protections are:

1. The right to make copies of the work.
2. The right to sell or otherwise distribute copies of the work.
3. The right to prepare new works based on the protected work.
4. The right to perform the protected work (such as a stage play or painting) in public

What is “Fair Use” of Copyrighted Material?

Fair use is a legal principle that provides certain limitations on the exclusive rights of copyright holders. Section 107 of the Copyright Act sets forth the four fair use factors which should be considered in each instance:

1. The purpose and character of the use:
   a. Is the new work merely a copy of the original? If it is simply a copy, it is not as likely to be considered fair use.
   b. Does the new work offer something above and beyond the original? Does it transform the original work in some way? If the work is altered significantly, used for another purpose, appeals to a different audience, it is more likely to be considered fair use.
   c. Is the copyrighted work for nonprofit or educational purposes? The use of copyrighted works for nonprofit or educational purposes is more likely to be considered fair use.
2. The nature of the copyrighted work.
   a. Is the copyrighted work published or unpublished? Unpublished works are less likely to be considered fair use.
   b. Is the copyrighted work out of print? If it is, it is more likely to be considered fair use.
   c. Is the work factual or artistic? The more a work tends toward artistic expression, the less likely it will be considered fair use.

3. The amount and substantiality of the portion use:
   a. The more you use, the less likely it will be considered fair use.
   b. Does the amount you use exceed a reasonable expectation? If it approaches 50 percent of the entire work, it is likely to be considered an unfair use of the copyrighted work.
   c. Use only enough to make your point.

4. The effect of use on the potential market for the copyrighted work:
   a. The more the new work differs from the original, the less likely it will be considered an infringement.
   b. Does the work appeal to the same audience as the original? If the answer is yes, it will likely be considered an infringement.
   c. Does the work contain anything original? If it does, it is more likely the use of the copyrighted material will be seen as fair use.

What is the face-to-face teaching “fair use” exemption?

Section 110(1) of the Copyright Act permits “performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction.” If you meet the requirements of this section, your performance or display does not need to meet the requirements of fair use. Thus, Section 110(1) exemption permits the instructor to play a rental video in class if the following requirements are met:

1. The performance of the video is part of the teaching activity of the class;
2. The class is part of the regular curriculum;
3. The entire audience is involved in the teaching activity;
4. The entire audience and the teacher are in the same room or general area; and
5. The performance takes place in a classroom or similar place devoted to instruction, such as a school library, gym, auditorium or workshop.

This exemption applies only to the performance or display of lawfully made copies; if the copy was not legally made, it cannot be performed or displayed in the classroom.

What is the distance education “fair use” exemption?

Under Section 110(2) of the Copyright Act, many performances or displays that would be permitted in the classroom would also be permitted to be transmitted by closed-circuit television or by the internet to students in remote locations.

Under the TEACH Act, a 2002 amendment to the Copyright Act, the distance education exemption generally permits instructors to distribute on-line the same materials that the instructor could present in face-to-face teaching (see above). Distribution under the TEACH Act is subject to restrictions.
The following categories of materials may be distributed under the authority of the TEACH Act:

- Entire performances of non-dramatic literary and musical works;
- Reasonable and limited parts of dramatic literary, musical or audiovisual works; and
- Displays of other works, such as images, in amounts similar to typical displays in face-to-face teaching.

The following materials are specifically excluded from distribution under the TEACH Act:

- Material specifically marketed for classroom use for digital distance education;
- Copies the instructor knows, or should know, have been made illegally;
- Textbooks, course packs, electronic reserves or similar materials typically purchased individually by students for independent review outside the classroom.

In using materials under the TEACH Act, the instructor must also ensure that:

- Access to the materials is restricted to students registered in the course;
- Access to the materials is terminated at the end of the course;
- The materials used are at the direction of the instructor;
- The materials used are directly related and of material assistance to the course content; and
- The materials include the following notice that the materials are protected by copyright: “The materials used in this course are protected by copyright, and they are presented here for use only by students registered in this course.”

**What are the Guidelines for Fair Use of Books and Periodicals by Faculty?**

In connection with the Copyright Act of 1976, educators and publishers established guidelines for classroom copying of books and periodicals in non-profit educational institutions. This Agreement on Guidelines are contained in their entirety and attached hereto as Appendix A.

**What are the Guidelines for Fair Use of Educational Multimedia Projects?**

The following guidelines have been established and endorsed by various educational groups, publishing, and music motion picture associations relating to educational multimedia projects that incorporate educators’ original material, such as course notes or commentary, together with various copyrighted media formats, including motion media, music, text material and graphic illustrations. If these guidelines are followed, it is highly likely that use will be considered fair use. Fair use of copyrighted material in multimedia projects lasts for two years.

Faculty may include portions of copyrighted works when producing their own multimedia project for their teaching in support of curriculum-based instructional activities at an educational institution. Other uses, such as selling the work commercially, require permission from the creator. Faculty may use their project for the following purposes:

1. Assignments for student self-study.
2. For remote instruction provided the network is secure and is designed to prevent unlawful copying.
3. For conferences, presentation or workshops.
4. For personal professional portfolio.
Types of media and permissible amounts

- **Motion media**: Up to 10 percent of the total or three minutes, whichever is less.
- **Text material**: Up to 10 percent of the total or 1,000 words, whichever is less. An entire poem of less than 250 words may be used, but no more than three poems by one poet or five poems by different authors in an anthology. For poems exceeding 250 words, 250 words should be used but no more than three excerpts from one poet or five excerpts from different poets in the same work.
- **Music, lyrics, and music video**: Up to 10 percent of the work but no more than 30 seconds of the music or lyrics from an individual musical work.
- **Illustrations or photographs**: No more than five images from one artist or photographer. No more than 10 percent or 15 images, whichever is less, from a collection.
- **Numerical data sets**: Up to 10 percent or 2,500 fields or cell entries, whichever is less, from a copyrighted database or data table.
- **Copying of the multimedia project**: No more than two copies may be made of the project. If you intend to duplicate the project beyond two copies, or for non-educational purposes, permission to use the works must be obtained.
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 S203 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. 76677 or 77059 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 Bruce. heiserb@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

<table>
<thead>
<tr>
<th>Location</th>
<th>Extension</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee</td>
<td>76572</td>
<td>M2</td>
</tr>
<tr>
<td>Oak Creek</td>
<td>54618</td>
<td>A128</td>
</tr>
<tr>
<td>Mequon</td>
<td>82305</td>
<td>A138A</td>
</tr>
<tr>
<td>West Allis</td>
<td>65311</td>
<td>217</td>
</tr>
</tbody>
</table>
Fire Procedures

What: If you hear a fire alarm, open your classroom door and wait for instructions that will be broadcast over the corridor speaker system.

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 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 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-76677
Building Services (Mequon) X-82353
Building Services (West Allis) X-65375
Building Services (Oak Creek) X-54745
## IMATC Contents

### Departments / Divisions

<table>
<thead>
<tr>
<th>Academic Affairs</th>
<th>Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Standing</td>
<td>Grants and Development</td>
</tr>
<tr>
<td>Advising</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Audio Visual</td>
<td>Wellness</td>
</tr>
<tr>
<td>Certification</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Curriculum Management</td>
<td>International Technology</td>
</tr>
<tr>
<td>Academic Program Requirements</td>
<td>Institutional Research</td>
</tr>
<tr>
<td>Advisory Committees</td>
<td>Labor Relations</td>
</tr>
<tr>
<td>Course Outcome Summaries</td>
<td>Library</td>
</tr>
<tr>
<td>Curriculum Manual</td>
<td>Marketing and Public Relations</td>
</tr>
<tr>
<td>Performance Assessment Tasks</td>
<td>Notaries Public</td>
</tr>
<tr>
<td>Core Committees</td>
<td>Office of Community &amp; Corporate Learning</td>
</tr>
<tr>
<td>Construction Services</td>
<td>Operations</td>
</tr>
<tr>
<td>Educational Research &amp; Dissemination</td>
<td>Pre-College Education</td>
</tr>
<tr>
<td>Distance Learning</td>
<td>Purchasing</td>
</tr>
<tr>
<td>Faculty - Contents</td>
<td>Student Services</td>
</tr>
<tr>
<td>Faculty Advising Handbook</td>
<td>Advanced Standing</td>
</tr>
<tr>
<td>Faculty Coaching Guidebook</td>
<td>Employee Tutorials</td>
</tr>
<tr>
<td>Faculty Coaching Forms</td>
<td>Ready Reference Guide</td>
</tr>
<tr>
<td>Faculty Department Credentials</td>
<td></td>
</tr>
<tr>
<td>Faculty Handbook</td>
<td></td>
</tr>
</tbody>
</table>

## 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://matc.edu/TecHELP/gotarequest.html

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 - 6:30 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.

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 or to the drop box located near or in each mailroom.

Where: Lock and Key Service Departments

<table>
<thead>
<tr>
<th>Campus</th>
<th>Ext.</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee Campus</td>
<td>76418</td>
<td>M2</td>
</tr>
<tr>
<td>Mequon Campus</td>
<td>82353</td>
<td>A138</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 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
You may 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. Your opinion as to the suitability of that student for a particular job would not be factual information.

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
You may not enter into a contract with outside vendors or suppliers. 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.

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 Affirmative Action officer 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
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 Times Structure. The entrance to that lot is on sixth street just South of Wells.

Please note that MATC employees with valid parking permits may also park during the day in the F Lot and in Lower C after 3:45 p.m. The F Lot is located on the corner of 4th 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.

If you require special accommodation parking 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 Purchasing Department. The Purchasing Department will then contact you and arrange for you to exchange parking credentials.

If you would like to appeal the assignment granted by Human Resources, you can do so to the MATC Parking Committee. The appeal process begins with you completing the Special Parking Accommodation Claim Form and submitting it to the Vice President of Finance in Room M278 of the Downtown Milwaukee Campus. The Vice President of Finance will forward your claim to the Parking Committee, which will determine if you are to be granted different accommodations. The Parking Committee may request you to present your appeal at a Parking Committee meeting.

The Special Parking Accommodation Claim Form can be found at imatc.matc.edu/Finance/pdfs/forms/ParkingAccommodation.doc

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 Purchasing. A parking assignment letter will follow. The assignment letter indicates your parking assignment and payment options. You can have the cost deducted from your check. Bring your assignment letter and payment to the Business Office window located on the second floor of the Main Building at the Downtown Campus or to any regional campus cashier to receive your permit.
An Employee Parking Handbook can be found at the following location:

http://imatc.matc.edu/Finance/pdfs/forms/ParkingHandbook.doc

**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 early spring of each year. This form covers both summer and fall parking choices. Failure to return the parking preference sheet will void your opportunity for lot preferences. The Purchasing Department 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 from the Purchasing Department. This permit allows you to park on-campus after 3:45 p.m. in the Times Structure, or Lower “C” lot, (1037 N. 7th St.). If you need to be on campus prior to 4 p.m., you must park in the Times Structure or F Lot.

Part-time day employees must purchase a parking permit from the Purchasing Department, in room M102.

**Summer Parking:** Any employee who works during the summer months (June - August) must purchase a summer parking permit from the Purchasing Department in room M102.

**Note:** Student parking is available at the Milwaukee Campus, 8th & State, 6th & Wells, 5 & Cherry, & 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. 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>Extension</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee Campus</td>
<td>Purchasing</td>
<td>Ext. 77724</td>
<td>M102</td>
</tr>
<tr>
<td>Mequon Campus</td>
<td>Cashier</td>
<td>Ext. 82290</td>
<td>A116</td>
</tr>
<tr>
<td>Oak Creek Campus</td>
<td>Cashier</td>
<td>Ext. 54637</td>
<td>A103</td>
</tr>
<tr>
<td>West Allis Campus</td>
<td>Cashier</td>
<td>Ext. 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 M201
Human Resources Ext. 76576 Rm M254
Form W-4

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 it. Your exemption for 2010 expires February 16, 2011. See Pub. 505, Tax Withholding and Estimated Tax.

Note: You cannot claim exemption from withholding if (a) your income exceeds $500 and includes more than $300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on his or her tax return.

Basic Instructions. If you are not exempt, complete the Personal Allowances Worksheet below to adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earner/multiple-jobs situations.

Complete all worksheets that apply. However, you may claim exemption from withholding only if you meet all of the following conditions for exemption:

- Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the cost of keeping up a home for yourself, and your dependents, or other qualifying individuals. See Pub. 505, Exemptions, Standard Deduction, and Filing Information, for Information.
- Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.
- Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 519 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 the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 519 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. 519 to see how the amount you are having withheld compares to your projected total tax for 2010. See Pub. 919, especially if your earnings exceed $30,000 (Single) or $60,000 (Married).

---

## Personal Allowances Worksheet (Keep for your records.)

<table>
<thead>
<tr>
<th>Line</th>
<th>Personal Allowances Worksheet Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Enter &quot;1&quot; for yourself if no one else can claim you as a dependent. You are single and have only one job.</td>
</tr>
<tr>
<td>B</td>
<td>Enter &quot;1&quot; if you are married, have only one job, and your spouse does not work.</td>
</tr>
<tr>
<td>C</td>
<td>Enter &quot;1&quot; for any job that is subject to a retirement plan or unemployment compensation plan. But you may choose to enter &quot;0-0&quot; if you are married and have either a working spouse or more than one job. (Entering &quot;0-0&quot; may help you avoid having too little tax withheld.)</td>
</tr>
<tr>
<td>D</td>
<td>Enter number of dependents other than your spouse or yourself.</td>
</tr>
<tr>
<td>E</td>
<td>Enter &quot;1&quot; if you will file as head of household on your tax return (see conditions under Head of household above).</td>
</tr>
<tr>
<td>F</td>
<td>Enter &quot;1&quot; if you have at least $1,000 of child or dependent care expenses for which you plan to claim a credit.</td>
</tr>
</tbody>
</table>

(Notes: Do not include child support payments. See Pub. 505, Child and Dependent Care Expenses, for details.)

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

- If your total income will be less than $16,000 ($40,000 if married, enter "0-0") and you have one or more eligible children, and if your income is less than $12,000 ($24,000 if married), enter "1-1" additional if you have six or more eligible children.
- If your total income will be between $16,000 and $40,000 ($40,000 and $119,000 if married), enter "1" for each eligible child plus "1" additional if you have six or more eligible children.

## Adjustments to Income

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Adjustments to Income Worksheet on page 2. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

---

Cut here and give Form W-4 to your employer. Keep the top part for your records.
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 2010 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 7.5% of your income, and miscellaneous deductions

\[ \begin{align*}
\text{1. } & \quad $11,400 \text{ if married filing jointly or qualifying widow(er)} \\
\text{2. } & \quad $8,400 \text{ if head of household} \\
\text{3. } & \quad $5,700 \text{ if single or married filing separately}
\end{align*} \]

2 Enter:

\[ \begin{align*}
\text{1. } & \quad $8,400 \text{ if head of household} \\
\text{2. } & \quad $5,700 \text{ if single or married filing separately}
\end{align*} \]

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

4 Enter an estimate of your 2010 adjustments to income and any additional standard deduction (Pub. 919).

5 Add lines 3 and 4 and enter the total. Include any amount for credits from Wages 6 in Pub. 919.

6 Enter an estimate of your 2010 nonwage income such as dividends or interest.

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

8 Divide the amount on line 7 by $3,650 and enter the result here. Drop any fraction.

9 Enter the number from the Personal Allowances Worksheet, line H, page 1.

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 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 used 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 1 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. Complete lines 4-9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.

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

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

7. Find the line 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 needed.

9. Divide line 8 by the number of pay periods remaining in 2010. For example, divide by 26 if you are paid every two weeks and you complete this form in December 2009. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck.

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 3402(d) and 6041 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 giving it to the Department of Justice for civil and criminal litigation, to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws, and using it in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal income tax laws, and to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is related to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to or supporting a claim made on this form or on its envelopes or in any accompanying written statements 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.

<table>
<thead>
<tr>
<th>Table 1</th>
<th>Table 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>If wages from LOWEST paying job are:</td>
<td>If wages from HIGHEST paying job are:</td>
</tr>
<tr>
<td>Enter on line 2 above</td>
<td>Enter on line 7 above</td>
</tr>
<tr>
<td>$70,000 - $89,999</td>
<td>$0 - $65,000</td>
</tr>
<tr>
<td>$60,000 - $69,999</td>
<td>$65,000 - $100,000</td>
</tr>
<tr>
<td>$50,000 - $59,999</td>
<td>$100,000 - $155,000</td>
</tr>
<tr>
<td>$40,000 - $49,999</td>
<td>$155,000 - $180,000</td>
</tr>
<tr>
<td>$30,000 - $39,999</td>
<td>$180,000 - $205,000</td>
</tr>
<tr>
<td>$20,000 - $29,999</td>
<td>$205,000 - $250,000</td>
</tr>
<tr>
<td>$10,000 - $19,999</td>
<td>$250,000 and over</td>
</tr>
<tr>
<td>$0 - $9,999</td>
<td>$300,000 and over</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 3402(d) and 6041 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 giving it to the Department of Justice for civil and criminal litigation, to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws, and using it in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal income tax laws, and to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is related to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to or supporting a claim made on this form or on its envelopes or in any accompanying written statements 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 call Operations at ext. 76677, and contact the Department of Public Safety at (414)297-6558.
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 an informative newsletter.

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:  

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone Number</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee Campus</td>
<td>Main Building, Room M274</td>
<td>(414) 297-6588</td>
<td>X76588</td>
</tr>
<tr>
<td>Mequon Campus</td>
<td>Room A280C</td>
<td>(262) 238-2257</td>
<td>X82557</td>
</tr>
<tr>
<td>Oak Creek Campus</td>
<td>Room A100D</td>
<td>(414) 571-4612</td>
<td>X54612</td>
</tr>
<tr>
<td>West Allis Campus</td>
<td>Room 100</td>
<td>(414) 456-5373</td>
<td>X65373</td>
</tr>
<tr>
<td>EMERGENCY (All Campus)</td>
<td></td>
<td>(414) 297-6200</td>
<td>X76200</td>
</tr>
</tbody>
</table>
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 quarterly 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
  - Ext. 82557 or 76200

- **Oak Creek Campus**
  - Public Safety Office
  - Room A100D
  - Ext. 54612, or 76200

- **West Allis Campus**
  - Public Safety Office
  - Room 100
  - Ext. 65373, or 76200
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 A101 at Oak Creek Campus and Room 125 at West Allis Campus.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee Campus</td>
<td>8th and State Sts</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, Office Max. 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 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. 76884, 76641, Room M102
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

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

**Description**

<table>
<thead>
<tr>
<th>Service Dept.</th>
<th>Bookstore</th>
<th>Food Services</th>
<th>Printing/Binding</th>
<th>Building Services</th>
<th>Photography Dept.</th>
<th>Visual Arts Dept.</th>
<th>Design Center Dept.</th>
<th>---</th>
</tr>
</thead>
</table>

**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>

**Account Number to Be Created**

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

**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 $10,000. All other orders follow the guidelines indicated below.

Procurement Guidelines:

<table>
<thead>
<tr>
<th>Range</th>
<th>Procurement Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - $9,999</td>
<td>Buyer discretion on vendor</td>
</tr>
<tr>
<td>$10,000 - $24,999</td>
<td>Solicitation of quotes, minimum of 3 quotes required</td>
</tr>
<tr>
<td>$25,000 and higher</td>
<td>Bid or RFP process must be used</td>
</tr>
</tbody>
</table>

The procurement department will conduct the process for all orders $10,000 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

PETTY CASH VOUCHER

Name _______________________________ Date ____________________ Loc. ____________________

Department __________________________________________________________

Signature ____________________________________________________________

Item Description and Reason for Purchase __________________________________

Disbursed by/Business Office Approval _______________________________ Amount __________________________

SUPERVISOR-APPROVED RECIPT (DETAILED INVOICE ATTACHABLE) Payment maximum — $25.00

MILWAUKEE AREA TECHNICAL COLLEGE
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 Thursday - Hours: 4:30 a.m. to 10:30 p.m. Fridays: 4:30 a.m. – 7 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) 6th & Wells St. parking lot, 2) 8th & alley near A-Bld, 3) 7th & alley near FH-Bld, 4) 4th & Juneau (F-Bld 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 M2

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

We offer the following services

- Perform instructional technology support for faculty in the classroom and online
- Provide faculty one-on-one and group training with Instructional Technologist and Educational Assistants
- Conduct one-on-one mentoring with other online instructors
- Evaluate and procure technology and software tools and materials for instruction
- Implement technology tools that support faculty and student needs
- Develop updates on web-enhanced technologies for online instruction
- Design, install and support multimedia classrooms
- Provide a safe environment to test new technologies
- Conduct professional development courses related to teaching with technology
- Co-manage and support college-adapted LMS "Blackboard" for faculty and students
- Provide instructional resources and multimedia equipment for check-out and support
- Maintain library of instructional best practices
- Answer FAQs and provide links to published resources

Where We Are

Location: Milwaukee Campus - Teaching and Learning Technology Office

- M277
- Via Tech Cell (414-460-4775) - Multi-Media Classroom Support
- Faculty Resource Centers - 4 MATC Campuses
- M143 Copy Production

Who We Are

<table>
<thead>
<tr>
<th>Area of Responsibility</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Dean</td>
<td>Mercedes Fisher</td>
<td>(414) 297-6531 (x76531)</td>
<td><a href="mailto:fishermm@matc.edu">fishermm@matc.edu</a></td>
</tr>
<tr>
<td>Instructional Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinator</td>
<td>Brian Carlson</td>
<td>(414) 297-7508 (x77508)</td>
<td><a href="mailto:carlsobd@matc.edu">carlsobd@matc.edu</a></td>
</tr>
<tr>
<td>Online Instructional Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Assistant</td>
<td>Megan Hamilton</td>
<td></td>
<td><a href="mailto:hamiltml@matc.edu">hamiltml@matc.edu</a></td>
</tr>
<tr>
<td>Web Enhanced Instruction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinator</td>
<td>Pam Curtin</td>
<td>(414) 297-7986 (x77986)</td>
<td><a href="mailto:curtinp@matc.edu">curtinp@matc.edu</a></td>
</tr>
<tr>
<td>Blackboard Student Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinator</td>
<td>Jim Stepp</td>
<td>(414) 297-7066 (x77066)</td>
<td><a href="mailto:steppj@matc.edu">steppj@matc.edu</a></td>
</tr>
<tr>
<td>Multimedia Classroom Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinator</td>
<td>Margie Kleineider</td>
<td>(414) 297-8606 (x78606)</td>
<td><a href="mailto:kleinelim@matc.edu">kleinelim@matc.edu</a></td>
</tr>
<tr>
<td>ITV / Teleconference Scheduling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COA Liaison</td>
<td>Barb Geddes</td>
<td>(414) 297-7323 (x77323)</td>
<td><a href="mailto:geddesb@matc.edu">geddesb@matc.edu</a></td>
</tr>
</tbody>
</table>
Appointment and Class Assignments

Who: Part-time and Full-time Faculty

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

**Part-Time Faculty**
In September and January, an appointment letter with a class schedule is mailed to evening faculty. All other part-time faculty will receive notification from their supervisors. Part-time schedules are tentative, pending enrollment and adjustment of full-time faculty loads.

**New Faculty**
If you are a new faculty member, you need to make sure that you complete and give your supervisor all employment, application, official transcripts, verification of work and teaching experience, and professional licenses 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.

**Full-Time Faculty**
Continuing faculty are appointed each semester with new tentative class schedules.

**Absence/Substitution**
If for any reason you are unable to teach your class at the schedule 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 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: One HMO Plan and two (2) PPO plans with different levels of benefits. Employees pay a portion of the monthly premiums for two of the three health plans offered. The "Low Benefit Level" PPO plan requires no employee contributions to premium. Health insurance coverage becomes effective after thirty (30) days of employment. Unmarried children who qualify as IRS dependents for tax purposes can be covered under this plan through the end of the calendar year in which they turn age 25. Same-sex domestic partners can be covered by the medical plans with some restrictions.

The following three health plans are offered:

1. A PPO with a low annual deductible
2. A PPO with a high annual deductible
3. An HMO Plan

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. It is a traditional dental plan with an annual deductible, etc. Unmarried children who qualify as IRS dependents for tax purposes can be covered under this plan until age 25. Same-sex domestic partners can be covered by MATC dental plans with some restrictions. A nominal monthly contribution is currently required for family coverage only. This insurance becomes effective following thirty (30) days of employment.

Vision – Milwaukee Area Technical College provides annual routine vision benefits to all employees 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 can 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, health risk assessments, team walking competitions and educational emails and postings. Postings can be found in the “In Balance” Employee Wellness display case(s) at each campus. Committee volunteerism is always welcomed. 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 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 age 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 are paid out to the retiree. The payout can be used for the retiree’s contributions toward his or her MATC retiree health insurance.

**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.
- 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://imatr.c](http://imatr.c) 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.

**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.

**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: One HMO Plan and two (2) PPO plans with different levels of benefits. MATC pays 50% of the cost of the single policy premium of the plan chosen by the employee, with some possible limitations agreed to in May of 2009. (Your union agreement/Memos of Understanding includes the details).

Health insurance coverage becomes effective after thirty (30) days of employment. Unmarried children who qualify as IRS dependents for tax purposes can be covered under this plan through the end of the calendar year in which they turn age 25. Same-sex domestic partners can be covered by the medical plans with some restrictions.

The following three health plans are offered:

1. A PPO with a low annual deductible
2. A PPO with a high annual deductible
3. An HMO Plan

You are eligible to purchase health insurance during open enrollment. 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.

Dental – Milwaukee Area Technical College offers one group dental plan through Humana for new enrollments. It is a traditional dental plan with an annual deductible, etc. Unmarried children who qualify as IRS dependents for tax purposes can be covered under this plan until age 25. Same-sex domestic partners can be covered by MATC dental plans with some restrictions. A nominal monthly contribution is currently required for family coverage only. This insurance becomes effective following thirty (30) days of employment. You are eligible to enroll during open enrollment. The employee pays the full cost of the premium.

Vision – Milwaukee Area Technical College provides annual routine vision benefits to all employees 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 can 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 led 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, health risk assessments, team walking competitions and educational emails and postings. Postings can be found in the “In Balance” Employee Wellness display case(s) at each campus. Committee volunteerism is always welcomed. 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 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”](http://imatc).

**Pension** – MATC pays the full contribution to the Wisconsin Retirement System (WRS) for employees who qualify under the rules of the system. An employee must work 440 hours in a 12-month period to qualify. Human Resources will notify you by letter if you qualify for this benefit.

**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 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.

**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

<table>
<thead>
<tr>
<th>Where: (Milwaukee Campus)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health And Dental Insurance</strong></td>
</tr>
<tr>
<td><strong>Tax-Deferred Investments</strong></td>
</tr>
<tr>
<td><strong>Wisconsin Retirement System</strong></td>
</tr>
<tr>
<td><strong>Life Insurance, Accidental Death And Dismemberment</strong></td>
</tr>
</tbody>
</table>
Certification

What: Certification is a process by which the Wisconsin Technical College System Office evaluates the occupational, academic, and teaching experience of district employees 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 Administration Code, Chapter TCS 3. This code identifies minimum requirements for initial certification and the renewal of such 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.

Questions regarding faculty credentialing and compliance for Higher Learning Commission accreditation (formerly the NCA, North Central Association) are directed to the employee's supervisor.

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. following up with each employee,
4. 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 Pancorbo District Certification Officer 414-297-7696
Administrative Specialist-Certification 414-297-6683

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.org/certification/default.htm
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.

#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 complete the requirements through the MATC Professional Development Department offerings or elect to complete equivalent undergraduate or graduate level courses at an accredited college or university.

Certain courses at Wisconsin colleges and universities have been pre-approved (see http://systemattic.wtcsystem.org/certification/Cert/Renewing/courses/index.htm ) as meeting WTCS certification course requirements. Prior to or upon completion of the requirement at the college or university you must submit an approved Professional Growth Application (PGA) signed by your supervisor. An official transcript documenting completion must accompany the
PGA. Copies of transcripts and grade reports are not accepted. The PGA form can be found at http://imatc/HR/certification/pdfs/PGAFORMMay2004.pdf

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.

Certification Requirements by Position Classification

**Liberal Arts & Sciences Faculty**
Instructors of courses in the Liberal Arts and Sciences Division. See http://imatc/HR/certification/pdfs/acadfacreq.pdf

Refer to the WTCS Certification website for information on specific departments/subjects using the link: http://systemattic.wtcsystem.org/certification/occexp/general.HTM

**Occupational Faculty**
Instructors of courses in the occupational areas. See http://imatc/HR/certification/pdfs/occupfacreq.pdf

Refer to the WTCS Certification website for information on specific departments/subjects using the link: http://systemattic.wtcsystem.org/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 for information using the link: http://imatc/HR/certification/docs/850-859BasicEd.doc

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

Types of WTCS Certification and Renewal Requirements

The following certificates are issued to eligible faculty and certified staff by the WTCS State Office:

**Five-Year Certification**
- Highest level of certification issued by the WTCS Board.
- Issued to individuals who have completed the educational and experience requirements for Five-Year Certification.
- Reissued to individuals who have completed the renewal 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/PGAFORMMay2004.pdf

**Provisional Certification**
- Issued to full-time individuals who meet the minimum requirements for certification but not all the requirements for Five-Year Certification.
- Reissued to individuals who have completed the renewal requirements for Provisional 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**
- Issued to part-time faculty who meet the minimum requirements for certification but not all the requirements for Five-Year Certification.
- Reissued to individuals who have completed the renewal requirements for Part-Time Provisional 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 educational or other requirements listed on the WTCS certificate.

**Life Certification**
- Certification that does not have to be renewed.
- The WTCS Board ceased issuing Life Certificates in March 1981, but Life certificates issued prior to that date remain valid.

**Approval Certification**
- Adds 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, Five-Year Certification, or Life 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.
• Individual meets the minimum requirements for certification but does not meet all the requirements for Five-Year Certification.
• Reissued to individuals who have completed renewal requirements for Part-Time Approval Certification but not all the requirements for Five-Year Certification.
• Initial certification cycle for new employees is three years. Subsequent certification cycles are two years.
• Renewal requires **one** of the following:
  o Completion of one of the certification course requirements #50-#69 (two credits)
  o Completion of an approved 10-hour certification course module plus 330 hours of verified occupational experience
  o Completion of 10 hours of WTCS approved professional training plus 330 hours or verified occupational experience.
    See [http://systemattic.wtcsystem.org/certification/Cert/ten-hour/index.htm](http://systemattic.wtcsystem.org/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.

**Individual Request Certification**
• The individual must hold valid district-requested certification for an instructional area or category.
• The individual may request and pay for a Provisional or Five-Year Certificate for an eligible instructional area if the district has not requested a certificate.
• Provisional Certification will be issued if the individual has never functioned in the position.

• Five-Year Certification will not be issued unless all educational and occupational requirements and the required amount of time in the position is complete.

• The individual is responsible for all fees charged.

• If the individual is assigned a position or course in the requested area or category, 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 Certificate if assigned to the instructional area or course.
ER&D Center for Effective Teaching

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 FH213 of our downtown campus.

Further information concerning the Center’s offerings and hours can be obtained from the ER&D Educational Assistant at Ext. 76830, or stop in at FH213, or click on http://facultynet.matc.edu/erd/ for more information
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:**

**EMPLOYEE SIGNATURE:**

**SUPERVISOR SIGNATURE:**

**SUPERVISOR:**

**AUTHORIZATION AND APPROVAL FOR PAY OR TIME INDICATED**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR HOURS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOLIDAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SICK LEAVE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMPELLING PERSONAL REASON</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROFESSIONAL LEAVE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER LEAVE HOURS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CODE FOR OTHER HOURS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUBSTITUTION DURING PRECEDING PERIOD**

<table>
<thead>
<tr>
<th>SUB. FOR</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OTHER LEAVE CODES**

DD – DUTY INCURRED DISABILITY
MP – MATERNITY DISABILITY LEAVE
RD – RECESS DAYS NOT COUNTED AS PART OF CONTRACT
JD – JURY DUTY
ML – MILITARY LEAVE
NP – LEAVE NO PAY
O – OTHER (SPECIFY) _______________________

**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.

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

## Part Time Faculty Percent of Load Time Report

**Milwaukee Area Technical College**

### Data Fields

- **Name:**
- **Cosmo ID:**
- **Pay Period:**
- **Employee Signature:**
- **Supervisor Signature:**
- **Supervisor:**

### Report Table

<table>
<thead>
<tr>
<th>Type</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Leave</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Leave</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code for Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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 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.
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.

A supportive arena is provided 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:** Business and Information Technology Division

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joan Cook</td>
<td>Milw</td>
<td>C362</td>
<td>297-6438</td>
</tr>
<tr>
<td>Alain DeMars</td>
<td>Milw</td>
<td>M552</td>
<td>297-7819</td>
</tr>
<tr>
<td>Mary Ann Denor</td>
<td>Milw</td>
<td>M112</td>
<td>297-7738</td>
</tr>
<tr>
<td>Joanne Johnson-Clauser</td>
<td>Milw</td>
<td>M224</td>
<td>297-7765</td>
</tr>
<tr>
<td>Susan Retzer</td>
<td>Milw</td>
<td>M552</td>
<td>297-8085</td>
</tr>
<tr>
<td>Tom Surwillo</td>
<td>Milw</td>
<td>M475</td>
<td>297-7002</td>
</tr>
<tr>
<td>Anne Steinberg</td>
<td>Milw</td>
<td>M158</td>
<td>297-7830</td>
</tr>
<tr>
<td>Bob Stocki</td>
<td>Milw</td>
<td>M572</td>
<td>297-7814</td>
</tr>
<tr>
<td>Jim Udulutch</td>
<td>Milw</td>
<td>M503</td>
<td>297-6818</td>
</tr>
<tr>
<td>Linda Zizzo</td>
<td>Milw</td>
<td>M127</td>
<td>297-7744</td>
</tr>
</tbody>
</table>

Health Occupations

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

Pre-College Division

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marian Benz</td>
<td>Milw</td>
<td>M376</td>
<td>297-6953</td>
</tr>
<tr>
<td>Barbara Berte</td>
<td>Milw</td>
<td>H316-20</td>
<td>297-7201</td>
</tr>
<tr>
<td>Gail Bohlman</td>
<td>Milw</td>
<td>H127-2</td>
<td>297-7120</td>
</tr>
<tr>
<td>Susie Heitman</td>
<td>Milw</td>
<td>M475</td>
<td>297-6882</td>
</tr>
<tr>
<td>Marilyn Henning</td>
<td>Milw</td>
<td>H326-3</td>
<td>456-6826</td>
</tr>
<tr>
<td>Mary Jefferson-Ganya</td>
<td>Milw</td>
<td>M504</td>
<td>297-7451</td>
</tr>
<tr>
<td>Laurie Materna</td>
<td>Milw</td>
<td>H316-7</td>
<td>297-7114</td>
</tr>
<tr>
<td>Rosemary Noble</td>
<td>Milw</td>
<td>H326-4</td>
<td>297-7118</td>
</tr>
<tr>
<td>Josie Veal</td>
<td>Milw</td>
<td>H316-15</td>
<td>297-6959</td>
</tr>
<tr>
<td>Saron Wilson H.</td>
<td>Milw</td>
<td>H226-16</td>
<td>297-7140</td>
</tr>
</tbody>
</table>
Liberal Arts and Sciences Division

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traci Clark</td>
<td>Milw</td>
<td>C262</td>
<td>297-8113</td>
</tr>
<tr>
<td>Jill Crowder</td>
<td>Milw</td>
<td>M679</td>
<td>297-6708</td>
</tr>
<tr>
<td>Patti Kieplinski</td>
<td>Milw</td>
<td>H226-15</td>
<td>297-7747</td>
</tr>
<tr>
<td>Rita Czukas</td>
<td>Milw</td>
<td></td>
<td>297-7779 ext.</td>
</tr>
<tr>
<td>Pat McFarland</td>
<td>Milw</td>
<td>H226-11</td>
<td>297-7748</td>
</tr>
<tr>
<td>David Racer</td>
<td>Meq</td>
<td>A211</td>
<td>(262) 238-2272</td>
</tr>
<tr>
<td>Perry Nigh</td>
<td>Milw</td>
<td>M378</td>
<td>297-7988</td>
</tr>
<tr>
<td>Albert Rozas</td>
<td>Milw</td>
<td>M503</td>
<td>297-8081</td>
</tr>
<tr>
<td>Mike Stupak</td>
<td>West</td>
<td>256-A</td>
<td>297-7779 ext.</td>
</tr>
</tbody>
</table>

Library

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catherine Adedokun</td>
<td>Milw</td>
<td>M377</td>
<td>297-7559</td>
</tr>
</tbody>
</table>

Technical and Applied Science Division

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Heraly</td>
<td>Milw</td>
<td>T407</td>
<td>297-7260</td>
</tr>
<tr>
<td>Daniel Inyang</td>
<td>Milw</td>
<td>T243A</td>
<td>297-7290</td>
</tr>
<tr>
<td>Jim Jagmin</td>
<td>Milw</td>
<td>T243A</td>
<td>297-7264</td>
</tr>
<tr>
<td>Jeffery Szymansi</td>
<td>Milw</td>
<td>T246</td>
<td>279-6084</td>
</tr>
</tbody>
</table>
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 (414) 297-6912, or visit our site at: http://facultynet.matc.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, form 92:61 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 documentation is 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, which is listed on the reverse side of the Professional Growth Application, form 12:147.

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

- Not all credits applicable to Salary Reclassification can be applied to Certification renewal. While holding a Provisional or Part-time Provisional Certificate only the required Certification courses can be applied to renewal.

- 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
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) earned from accredited institutions, including CEUs and CECs, must be included in a professional growth objective and may be used for salary reclassification credit based upon full course credit. Documentation required: official transcript or certificate for CECs and CEUs.

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. Salary reclassification limit: six credits per cycle. Documentation required: 1) copy of program, 2) log of dates and hours, and 3) verification of attendance.

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. Documentation required: Starting with the summer of 2008, all Professional Development offerings are entered on COSMO. MATC transcripts or printed grade reports are not required to accompany the salary reclassification application. Completion will be verified on COSMO by the Certification Officer.

Certification course activities earn two credits and fulfill WTCS course requirements #50-#69.

Professional Development activity credit must be approved by the supervisor and included in the individual’s Professional Growth Plan. A professional growth objective must be defined for each credit activity.

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) 297-7696.

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

Refer to the MATC Certification Office Home Page for additional information regarding salary reclassification requirements: 
http://imatc/HR/Certification/certhome.html
Academic Success – Standard

The MATC Standards of Academic Success (SAS) define the requirements students must meet to maintain satisfactory academic progress. They also establish a formal process to identify, notify, and provide assistance to students who fall below required academic standard.

MATC calculates a student’s Academic Status twice a year, after the end of the fall semester and the end of the spring semester. This calculation includes:

- **Semester Grade Point Average** (GPA) based on coursework completed at MATC during the semester being evaluated
- **Cumulative GPA** based on all coursework 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 and transferred to MATC)

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

Students who fail to meet the above requirements for Good Academic Standing will be subject to the following:

**Academic 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. However, they must achieve a minimum 67% semester completion rate and a minimum 2.0 semester GPA to avoid being placed on Academic Suspension.

3. Students on Academic Warning will have their academic status evaluated every semester. Those who meet semester, but not cumulative, standards will continue on Academic Warning.

4. Students will return to Good Academic Standing when they meet both semester and cumulative standards.

5. Students may not appeal their Academic Warning status.

6. Students who fail to meet a minimum 2.0 semester GPA and minimum 67% semester completion rate will be subject to the following:
**Academic Suspension**

- As a consequence of failing to meet the semester GPA of at least 2.0 and the semester course completing rate of at least 67%, students on Academic Warning will be placed on Academic Suspension. Students will be notified by the Registrar of their change in status.

- Students also will be notified of the procedures and deadlines to file an Academic Appeal for Reinstatement. All appeals must be in writing.

- The Academic Appeals Committee established by the Vice-President of Student Services will review all appeals for reinstatement. The appeals review process includes a determination of financial aid eligibility.

- Students whose appeals are granted will be placed on Academic Probation with or without Financial Aid.

- Students whose appeals are denied will be suspended and required to sit out of MATC for one semester. To be considered for reinstatement and financial aid eligibility students must file an academic appeal by the deadline established by the Academic Appeals Committee.

**Academic Probation**

- Upon successful appeals of their suspension status, students will be reinstated with Academic Probation status and will be limited to a maximum of eight (8) counselor approved credits. Students will not be reinstated for the summer session. The program counselor will serve as advisor to students on Academic Probation.

- Reinstated students on Academic Probation who have lost financial aid eligibility must complete a minimum of six (6) college level credits at MATC before they will be reconsidered for financial aid.

- The academic status (cumulative and semester GPA, and cumulative and semester course completion rate) of students on Academic Probation will be evaluated every semester.

- Students on Academic Probation must successfully achieve a 100% course completion rate and a minimum 2.0 GPA each semester to continue at MATC. The consequence of not meeting these requirements is a return to Academic Suspension status.

- Students will return to Good Academic Standing when they meet both semester and cumulative requirements, as defined by the standards for Good Academic Standing.
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 or 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 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 assessments with scoring guides (rubrics) are available in MS Word documents. These assessments are also built into the WIDS7.5 software, and can be incorporated in learning plans and assessment tasks:


<table>
<thead>
<tr>
<th>Assessment Tools</th>
<th>Assessment Tools</th>
<th>Assessment Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autobiography</td>
<td>Group Work Peer-Assessment</td>
<td>Pamphlet</td>
</tr>
<tr>
<td>Biography</td>
<td>Group Work Self-Assessment</td>
<td>Portfolio</td>
</tr>
<tr>
<td>Board Game</td>
<td>Informational Interview</td>
<td>Position Paper</td>
</tr>
<tr>
<td>Case Study</td>
<td>Internship</td>
<td>Poster And Teacher's Guide</td>
</tr>
<tr>
<td>Classification List</td>
<td>Invention</td>
<td>Problem/Solution Report</td>
</tr>
<tr>
<td>Class Participation</td>
<td>Investigative Report</td>
<td>Proposal</td>
</tr>
<tr>
<td>Comparison Paper</td>
<td>Report</td>
<td>Reflection On Learning</td>
</tr>
<tr>
<td>Concept Map/Web</td>
<td>Journal</td>
<td>Resume</td>
</tr>
<tr>
<td>Core Abilities</td>
<td>Lab Report</td>
<td>Role Play</td>
</tr>
<tr>
<td>Critique</td>
<td>Lesson Plan--</td>
<td>Research Paper</td>
</tr>
<tr>
<td>Cyberography</td>
<td>Teach A Lesson</td>
<td>Service Project</td>
</tr>
<tr>
<td>Data Analysis</td>
<td>To The Class</td>
<td>Skill Demonstration</td>
</tr>
<tr>
<td>Data Records</td>
<td>Venn Diagram (Compare And Contrast Information)</td>
<td>Summary</td>
</tr>
<tr>
<td>Debate</td>
<td>Web Page</td>
<td>Written Product</td>
</tr>
<tr>
<td>Decision Analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Error Analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Essay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flowchart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graph</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 sections, the cutoff date for withdrawal is one week before the end of the session. In extenuating circumstances, the withdrawal cutoff 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.

ATTENDANCE documentation (Instructor completes This Side)

<table>
<thead>
<tr>
<th>Student Name (Last Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Entered</td>
</tr>
<tr>
<td>Last Date Attended</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JULY</th>
<th>AUGUST</th>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
<th>NOVEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>M</td>
<td>T</td>
<td>W</td>
<td>Th</td>
</tr>
<tr>
<td>T</td>
<td>W</td>
<td>Th</td>
<td>F</td>
<td>S</td>
</tr>
<tr>
<td>W</td>
<td>Th</td>
<td>F</td>
<td>S</td>
<td>M</td>
</tr>
<tr>
<td>Th</td>
<td>F</td>
<td>S</td>
<td>M</td>
<td>T</td>
</tr>
<tr>
<td>F</td>
<td>S</td>
<td>M</td>
<td>T</td>
<td>W</td>
</tr>
<tr>
<td>S</td>
<td>M</td>
<td>T</td>
<td>W</td>
<td>Th</td>
</tr>
<tr>
<td>T</td>
<td>W</td>
<td>Th</td>
<td>F</td>
<td>S</td>
</tr>
<tr>
<td>W</td>
<td>Th</td>
<td>F</td>
<td>S</td>
<td>M</td>
</tr>
<tr>
<td>Th</td>
<td>F</td>
<td>S</td>
<td>M</td>
<td>T</td>
</tr>
<tr>
<td>F</td>
<td>S</td>
<td>M</td>
<td>T</td>
<td>W</td>
</tr>
<tr>
<td>S</td>
<td>M</td>
<td>T</td>
<td>W</td>
<td>Th</td>
</tr>
<tr>
<td>T</td>
<td>W</td>
<td>Th</td>
<td>F</td>
<td>S</td>
</tr>
<tr>
<td>W</td>
<td>Th</td>
<td>F</td>
<td>S</td>
<td>M</td>
</tr>
<tr>
<td>Th</td>
<td>F</td>
<td>S</td>
<td>M</td>
<td>T</td>
</tr>
<tr>
<td>F</td>
<td>S</td>
<td>M</td>
<td>T</td>
<td>W</td>
</tr>
<tr>
<td>S</td>
<td>M</td>
<td>T</td>
<td>W</td>
<td>Th</td>
</tr>
<tr>
<td>T</td>
<td>W</td>
<td>Th</td>
<td>F</td>
<td>S</td>
</tr>
<tr>
<td>W</td>
<td>Th</td>
<td>F</td>
<td>S</td>
<td>M</td>
</tr>
<tr>
<td>Th</td>
<td>F</td>
<td>S</td>
<td>M</td>
<td>T</td>
</tr>
<tr>
<td>F</td>
<td>S</td>
<td>M</td>
<td>T</td>
<td>W</td>
</tr>
</tbody>
</table>

WITHDRAWAL OF STUDENTS (Administrative Regulation and Procedure DD6710)

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 Registrar and Academic Records Office or submit the online form.

REINSTATING WITHDRAWN OF STUDENTS (Administrative Regulation and Procedure DD6710)

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 ____________________________________________________________ Date'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 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 intrical 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.

The library will no longer provide or deliver audio visual hardware or equipment. All equipment needs will be provided through the Faculty Resource Center (FRC).

A/V Equipment
Most audiovisual hardware 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). DO NOT move a piece of A/V equipment from one room to another. VCRs and monitors are used extensively by many teachers and are therefore on a tight schedule.

Before class begins, check the audiovisual equipment to see that it is operating properly. Extra extension cords, take-up reels, and projector lamps are available at locations designated by your supervisor. If you need assistance, check with the supervisor who is responsible for the equipment. Call 460-4775 (Downtown) for technical assistance. If you are at Mequon, Oak Creek or West Allis campuses, call you’re Media Specialist (number below).

When:
If you need some type of A/V equipment that is not already in the room that you are using, submit a request form to the Faculty Resource Center (FRC) at least two weeks prior to the date of intended use. On that form, be sure to describe the hardware, date, and location. 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 A/V equipment not in your room, call the Faculty Resource Center (FRC) at your campus, or submit an Audiovisual Request form that includes the type of equipment that is needed, the time you will need it by, and the time you will be done with the equipment. Call an A/V 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 Media Specialist (number below).

Who:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Role</th>
<th>Room</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee Campus</td>
<td>(CD’s and DVD only)</td>
<td>M277</td>
<td>76920</td>
</tr>
<tr>
<td>Milwaukee Campus</td>
<td>(A/V support)</td>
<td>FH213</td>
<td>414-460-4775</td>
</tr>
<tr>
<td>Mequon Campus</td>
<td></td>
<td>A280A</td>
<td>82354</td>
</tr>
<tr>
<td>Oak Creek Campus</td>
<td></td>
<td>A206</td>
<td>54719</td>
</tr>
<tr>
<td>West Allis Campus</td>
<td></td>
<td>350</td>
<td>65347</td>
</tr>
</tbody>
</table>

2010-2011 Faculty Handbook 103
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: ___________________________ Instr’s Signature: ___________________________

Registration Person: ___________________________ Date: ___________________________

I wish to change from audit to credit status: ___________________________

Instructor Signature: ___________________________ Dean or Regional Administrator: ___________________________

Date: ___________________________

I wish to change from credit to audit status: ___________________________

Instructor Signature: ___________________________ Dean or Regional Administrator: ___________________________

Date: ___________________________

MATC 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.

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 exposure and practice in each of the seven. 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.

Assessment of the Core Abilities is 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**
   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, and expected student competencies for your course.

The COS is developed using WIDS (Worldwide Instructional Design System). The software can be used as a tool to extend the content from the Course Outcome Summary to develop learning plans and a syllabus for the course.

Certification course #50, Curriculum or Course Construction, teaches faculty how to develop/revise a Course Outcome Summary for a course. Assistance is also available from the office of Curriculum Management.

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

Course Outcome Summaries are also available on the Curriculum Management web site under Course Outcome Summaries at:


For information/assistance in developing a course, obtaining software, software manuals, or installing WIDS on your office or home computer, call extension 77763 (Mike Jenkins).

**When:**
The Course Outcome Summary should be developed for all new courses. For existing courses, the COS should be updated 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:**
The WIDS software can be installed from the network (using the folder “Application Explorer/Matc/Installable Applications”) and in each campus Faculty Resource Center (FRC). The software is available for checkout from campus libraries, for installation on home PCs.

For instructions on installing the software on your desktop go to:

http://imatc/CurrManag/index.htm Select Guides, Manuals, Handbooks → Wids Instructions

( Note ) Current Wids updates are available from the site at wids.org
Drop/Withdrawal Procedure

What: 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 should be available in your dean's office. Complete the form and keep the yellow copy for your records.

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:

<table>
<thead>
<tr>
<th>Location</th>
<th>Department</th>
<th>Extension</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee</td>
<td>Registrar’s Office</td>
<td>76824</td>
<td>S115</td>
</tr>
<tr>
<td>Mequon</td>
<td>Registration</td>
<td>82300</td>
<td>A110</td>
</tr>
<tr>
<td>Oak Creek</td>
<td>Registration</td>
<td>54727</td>
<td>A106</td>
</tr>
<tr>
<td>West Allis</td>
<td>Registration</td>
<td>65310</td>
<td>114</td>
</tr>
</tbody>
</table>

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. **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.

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

3. **Checklist:** If you are teaching an evening class, some centers may use the checklist, form 32:15, Checklist for Closing Evening Classes. If yours does, check all appropriate items on the checklist, sign the form, and place it in your supervisor’s mailbox.

4. **Final Exams:** If any of your students cannot make their scheduled final exam, you must make other arrangements for those students.

5. **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.
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.

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 field trip.

   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 Business 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. ______________________________________________________
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:  

<table>
<thead>
<tr>
<th>Campus</th>
<th>Extension</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee Campus</td>
<td>Ext. 76824</td>
<td>Room S115</td>
</tr>
<tr>
<td>Mequon Campus</td>
<td>Ext. 82300</td>
<td>Room A110</td>
</tr>
<tr>
<td>Oak Creek Campus</td>
<td>Ext. 54735</td>
<td>Room A106</td>
</tr>
<tr>
<td>West Allis Campus</td>
<td>Ext. 65310</td>
<td>Room 114</td>
</tr>
</tbody>
</table>
Grade Rosters

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

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 INFOline 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: FA2010)
  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 Edna Booker at bookere@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 can not 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:

- A = 4.00 Superior
- A- = 3.75
- B+ = 3.25
- B = 3.00 Above Average
- B- = 2.75
- C+ = 2.25
- C = 2.00 Average
- C- = 1.75
- D+ = 1.25
- D = 1.00 Below Average
- D- = 0.75
- U = 0.00 Failing

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 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". 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                            Campus/Center _________________________

______________________________
Instructor’s Name

______________________________  ____________________
Department/Course Number_________        Course Title_________________________

______________________________
Semester/School Year______________     Grade Earned to Date_________________

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 ____________________________

Subject Identifier ____________________________ Crs ____________________________ Sec ____________________________ Class No. ____________________________

First Date Attended ____________________________ / ____________________________ / ____________________________ Last Date Attended ____________________________ / ____________________________ / ____________________________

School Year (Term) FA ___________ MA ___________ SP ___________ SS ___________ Number of Periods Attended ____________________________

CIRCLE ONE OF THE FOLLOWING CODES FOR EXPLANATION OF DROP:

<table>
<thead>
<tr>
<th>AR</th>
<th>Dissatisfied with Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATT</td>
<td>Dissatisfied Service</td>
</tr>
<tr>
<td>CP</td>
<td>Discontinued</td>
</tr>
<tr>
<td>CS</td>
<td>Changed Schools</td>
</tr>
<tr>
<td>DH</td>
<td>Dissatisfied with Instructor</td>
</tr>
<tr>
<td>ED</td>
<td>Duty</td>
</tr>
<tr>
<td>EQ</td>
<td>Excellent</td>
</tr>
<tr>
<td>FR</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>HA</td>
<td>Health Reason</td>
</tr>
<tr>
<td>HD</td>
<td>Health</td>
</tr>
<tr>
<td>M</td>
<td>Met Educational Goal</td>
</tr>
<tr>
<td>P</td>
<td>Poor Grades</td>
</tr>
<tr>
<td>PI</td>
<td>Personal Issues</td>
</tr>
<tr>
<td>SA</td>
<td>Stopped Attending</td>
</tr>
<tr>
<td>O</td>
<td>Other</td>
</tr>
</tbody>
</table>

Instructor Signature ____________________________ Date ____________________________

INSTRUCTIONS: Complete form 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 policy conforms with the Americans with Disabilities Act and complies with all requirements of the Rehabilitation Act.

Reference:

http://matc.edu/documents/LegalDocuments/procedures/dd/DD0710.pdf
Library

What: Each of MATC's four campuses has an onsite library. The collection consists of 90,000 books, dozens of periodicals and over several thousand DVDs and videos. A MATC Stormer Pass is required for many library services, including check out of materials. Stormer Passes can be obtained in Student Services.

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. Another specialized resource is Anatomy TV. It contains detailed interactive 3D anatomy models, slides and MRI images of the human body. 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 Orientation
MATC seeks to serve faculty and/or students by offering scheduled presentations and/or library tours. A librarian will demonstrate use of the library catalog, databases and citation resources, as well as research techniques. Sessions can be general in nature or tailored to a specific assignment. One week notice is generally required to schedule a session, although campus policies may vary. Contact the campus library your class is held at for specifics.

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.

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. Reserve materials may also be placed online for 24/7 access. Allow two or more days for staff to prepare items for reserve before sending students to the library. 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
Librarians are available whenever the libraries are open. They are trained to assist users with their research needs.

Recommendations for Purchase
Any faculty, staff member or student may recommend materials to be purchased. Instructors are encouraged to identify older materials in the library collection to be deselected or updated. The library participates in an approval plan to receive notification of the latest materials available. Instructors are encouraged to participate in reviewing and recommending new materials.

Where & When:

**Milwaukee Campus – Room M377**
7:30 a.m. – *9:30 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**
7:45 a.m. – *9:00 p.m. Monday-Thursday
7:45 a.m. – 4:30 p.m. Friday
8:00 a.m. – 12:00 p.m. Saturday for Weekend College

**Contact information:**

**Oak Creek Campus – Room A202**
7:45 a.m. – *9:30 p.m. Monday-Thursday
7:45 a.m. – 4:00 p.m. Friday
10:00 a.m. – 2:00 p.m. Saturday for Weekend College

**Contact information:**

**West Allis Campus – Room 213**
7:45 a.m. – *8:30 p.m. Monday-Thursday
7:45 a.m. – 4:00 p.m. Friday
10:00 a.m. – 2:00 p.m. Saturday for Weekend College

*Note: These hours are subject to change. Contact the campus library for updates.*
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

<table>
<thead>
<tr>
<th>Registration and Academic Records</th>
<th>Milwaukee Campus Instructor Initiated Withdrawal Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Withdrawal Process</td>
<td>Oak Creek Campus Instructor Initiated Withdrawal Form</td>
</tr>
<tr>
<td></td>
<td>West Allis Campus Instructor Initiated Withdrawal Form</td>
</tr>
<tr>
<td></td>
<td>Mequon Campus Instructor Initiated Withdrawal Form</td>
</tr>
</tbody>
</table>

For questions or support concerning the instructor withdrawal forms, contact:

Pam Curtin (414) 297-7986

Note: Click on either campus Instructor Initiated Withdrawal Form, please fill out the form and submit, thank you.
OFFICIAL CHANGE OF GRADE

NAME ________________________________ (Last) ________________________________ (First) 

STUDENT I.D. # ________________________________

TERM ________________________________ CAMPUS/LOCATION ________________________________

/ / ________________________________ COURSE TITLE ________________________________

SUBJECT IDENTIFIER COURSE SECTION ________________________________

PREVIOUS GRADE OF ________________________________ NEW GRADE OF ________________________________

INSTRUCTOR NAME AND DATE ________________________________ INSTRUCTIONAL DEAN AND DATE ________________________________

White — Registrar'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 internal 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

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

Flyers/Posters/Banners
Invitations/Announcements
Forms
Materials reproduced in Printing Services can then 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 five-digit department number to utilize this service. The Milwaukee campus Faculty Resource 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: trotterg@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, 8½ 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 and looking on the H-drive under the course number. Your Associate Dean or Instructional Chair can also assist you.

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?

These are the questions that drive the Student Outcomes Assessment process at MATC. If you can answer these questions, you have a basic understanding of SOA.

When: This process is done on a yearly cycle 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.
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 bookstore; 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 course 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 (I.D Cards)

What: Faculty/staff may obtain Stormer Passes at the same locations. There is no fee for faculty and staff to obtain a Stormer Pass.

Students need a Stormer Pass to use the library, academic support center, printing, gym, vending, Grab and Go, cafeteria and other campus resources/facilities.

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

**Milwaukee Campus** located inside the bank (Room S301)

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

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

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

All employees/students must present a valid MATC Stormer Pass when requested to do so. This request may come from the Department of Public Safety.
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 shortly 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, except those on academic probation. Students on academic probation are assigned to Counselors for 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.

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.

**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 INFOline
- 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 INFOline. Program Plans, test scores, and transcripts can be found under “My Advisees” on INFOline.

A ready reference to answer your advising questions is available at [http://IMATC.matc.edu](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

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-8:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00-9:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00-10:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00-11:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00-12:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00-1:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00-2:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00-3:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00-4:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00-5:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00-6:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00-7:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00-8:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00-9:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00-10:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 an “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:

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tutoring</strong></td>
<td>C201, ext. 76791 (414) 297-6791</td>
<td>Provides one-on-one peer tutoring, study groups, and Supplemental Instruction (SI), and center/lab assistance. <strong>Online tutoring</strong> is available. Find us located under current students-more resources-Academic Support Center –Online Tutoring at matc.edu.</td>
</tr>
<tr>
<td><strong>Communication Center</strong></td>
<td>C278, ext. 76739 (414) 297-6739</td>
<td>Provides assistance in business and business related courses, computer application courses, computer use, keyboarding, medical transcription, multimedia presentations, and use of the Internet.</td>
</tr>
<tr>
<td><strong>Computer Production Center</strong></td>
<td>M273, ext. 77922 (414) 297-7922</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Math Center</strong></td>
<td>C271, ext. 76702 (414) 297-6702</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Science Center</strong></td>
<td>C271, ext. 76989 (414) 297-6989</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Writing Center</strong></td>
<td>C270, 78189 (414) 297-8189</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Homework Helpline</strong></td>
<td></td>
<td>(414) 297-8376, (262) 238-2479</td>
</tr>
</tbody>
</table>

---

2010-2011 Faculty Handbook 133
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 (*)</td>
</tr>
<tr>
<td></td>
<td>Student Accommodation Services</td>
</tr>
<tr>
<td></td>
<td>Disabled students requiring classroom accommodations, including tutoring and note taking, should call to arrange an appointment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What &amp; Where:</th>
<th>Services at the Oak Creek Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Academic Support Center (*)</td>
</tr>
<tr>
<td></td>
<td>Student Accommodation Services</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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What &amp; Where:</th>
<th>Services at the West Allis Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Academic Support Center (*)</td>
</tr>
<tr>
<td></td>
<td>Student Accommodation Services</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>
</tbody>
</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

- **Milwaukee Campus**
  - H240
  - (414) 297-7880
- **Mequon Campus**
  - A216
  - (262) 238-2450
- **Oak Creek Campus**
  - B124
  - (414) 571-4690
- **West Allis Campus**
  - 865 South 72nd Street
  - (414) 456-5419
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 Student Services office on that campus, where rotational financial aid services are available on a limited schedule.

The Financial Aid Office also houses the Scholarship Clearinghouse and the Office of Veteran Affairs. Students who want to research scholarship opportunities or activate their veteran benefits should be referred here.

Students seeking part-time work-study, on-campus or off-campus employment, should contact the Employment Development Center.

Veteran’s GI Bill Benefits
Veterans’ benefits are available to eligible students. Students are paid benefits 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.

When: The Financial Aid Office and Veterans’ Affairs Office are 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/Veterans Affairs (414) 297-6908

Oak Creek Campus call (414) 571-4553
Mequon Campus call (262) 238-2200
West Allis Campus call (414) 456-5459
Program Plan

What: The Program 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 plan, 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 Infonline. Students will want to print their program plans in October/November and March/April for advising for the next semester.
Program Plan Counseling

What: Career, personal, and academic planning is available to all students at MATC. 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 4:15 p.m.

Evening

Milwaukee Campus

A counselor is available Monday through Thursday evenings from 4:15 to 6 p.m. at the downtown campus.

Mequon, Oak Creek, and West Allis Campuses

Evening advising at the Student Services offices is by appointment.

Where: Milwaukee Campus S203 (414) 297-6267
Mequon Campus A110 (262) 238-2200
Oak Creek Campus A106 (414) 571-4500
West Allis Campus 120 (414) 456-5464
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
General Registration Questions  (414) 297-7900
Graduation Questions  (414) 297-8108
Verifications  (414) 297-7012
Grade Questions/Concerns  (414) 297-8108
Registration Questions/Concerns  (414) 297-6824
Transcripts (Information only)  (414) 297-6416
Transcripts  (414) 297-7019 or 7014
Registrar’s Office  (414) 297-6470
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 (S115) and Student Services offices at the regional campuses and centers.
Student Accommodation Services

What: The Student Accommodations Learning Center at each campus is a state of the art resource laboratory designed specifically for challenged (disabled) students. All students receiving services from the center must have a diagnosed and documented disability.

Confidential documentation along with other pertinent information is used to determine appropriate modifications. Accommodations and other services to students must be requested by the student and must be based on the student’s disability.

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 challenges. All services are free and confidential.

When: All services are available 7:30 a.m. to 7 p.m. weekdays (until 4 p.m. on Fridays) at the downtown campus when classes are in session. Other district campuses will be available beginning at 8 a.m. each day but evening hours may vary. 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
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. The ADA/504 coordinator will ensure that students with disabilities are provided reasonable accommodation to ensure their successful participation in Milwaukee Area Technical College’s educational environment. The ADA/504 coordinator and the Student Accommodation Services area will have the responsibility to determine and provide effective accommodation for prospective and enrolled students with disabilities.

**Accessing Reasonable Accommodation for Current and Prospective Students (Applicants)**

All applicants and students will be informed of MATC’s policy to provide reasonable accommodations for persons with disabilities. This information will be disseminated to applicants by MATC.

All applicants and students will be given equal access to college services, curricula, entrance requirements, and programs.

Applicants will not be asked if they have a disability; however, all applicants who voluntarily indicate during their admissions process that they have a disability may be asked follow-up questions regarding possible accommodations or referred to the Student Accommodation Services area for further assistance.

All applicants who are admitted shall be given the "MATC Reasonable Accommodation Request Form" for their use, if needed or requested (see attachment).

Any student who becomes disabled during his/her enrollment or attendance at MATC may request reasonable accommodation at any time (see Accommodation Request Form attached).

**Eligibility for Effective Accommodation**

Anyone requesting accommodation must provide MATC with specific documentation of his/her disability and fill out an MATC Reasonable Accommodation Request Form. Reports from medical doctors, licensed psychologists, the Division of Vocational Rehabilitation, any licensed/certified social service agency, or high school Multi-disciplinary Team Report (M-Team) are acceptable.
<table>
<thead>
<tr>
<th>Title: ACCESSING ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES</th>
<th>Code: FF1000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Reference: C0200, C0201, C0203, F0102; Board Minutes, 5/18/92</td>
<td></td>
</tr>
</tbody>
</table>

In order to assure auxiliary aids are available to meet the students’ or applicants’ needs, the ADA/504 coordinator and/or the Student Accommodation Services area must be contacted as soon as possible, but no later than 10 calendar days prior to the first day the service is needed.

**Types of Reasonable Accommodations**

Reasonable (effective) accommodations at MATC can include, but are not limited to, any or all of the following: barrier free design of facilities; academic modifications (reduced course loads, additional time to complete assignments/examinations, course substitutions); examination auxiliary services (interpreters, note takers, tutors, scribes, readers); access technology (large print, audible and/or Braille output devices); and alternative scheduling at various times and locations.

Designated faculty and staff in the Student Accommodation Services area are responsible for evaluating the type and amount of accommodations required for students with disabilities. Referrals to the Student Accommodation Services area can be made after students have been admitted/registered in classes by an instructor or through student self-referral. Special Needs staff will meet with the instructor and student to determine what services/accommodations will be provided until documentation is secured. All recommended accommodations are provided at no charge to the student.

Any faculty/staff/student support personnel who may be aware of students with disabilities are asked to contact the Student Accommodation Services area manager or the ADA/504 coordinator. This will enable Special Needs staff to effectively and appropriately coordinate services/accommodations for disabled prospective or enrolled students attending MATC.

Accommodations may be denied if making the accommodation would have an adverse effect on the ability of the college to deliver necessary services; or the accommodation would place an undue financial burden on the department or college. However, the individual with a disability may be given the option of providing the accommodation or paying that portion of the cost which would constitute an undue hardship.

**Confidentiality**

The Appeal Process

If a student or prospective student disagrees with a decision regarding an accommodation request, s/he may appeal the decision to the ADA/504 coordinator or designee 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 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
Milwaukee, WI 53233-1443
(414) 297-8718 Phone
(414) 297-6484 Fax
(414) 297-6895 TTY
Student Assistance Center

What: The Student Assistance Center offers 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) 297-6675
Mequon Campus Room A110 (262) 238-2300
Oak Creek Campus Room A106 (414) 571-4744 (414) 571-4736
West Allis Campus Room 120 (414) 456-5451 Room 133 (414) 456-5304 (414) 456-5353
Student Employment Services

What: Student Employment Services, **(The JOBshop)** helps MATC students and graduates become successfully employed or effectively advance in their careers. The **JOBshop** provides practical and reliable information about how to look for a job, and information about potential employers.

**JOBshop** professionals develop and maintain close contact with employers, graduates, faculty, and staff members to provide up-to-date labor market information including salaries, employment qualifications, and labor market trends for fields related to MATC programs of study.

The **JOBshop provides** employability skills development support in various ways:

- delivers classroom presentations
- coordinates job readiness activities to learn and practice critical skills and behaviors
- provides graduate employment and labor market information for use in instruction and advising
- provides in-service training and information for faculty and staff who regularly refer students for employment
- provides job development and employer relations consulting for program faculty and advisory committees

The **JOBshop provides** employment assistance to students and graduates seeking full or part-time employment through individual or group sessions. A computerized employment information system called **TechConnect** is available on-line for current students and registered alumni which lists current job listings. An on-line resume bank is available for students and graduates to post documents and for employers to review MATC candidates for employment.

A Graduate Employment Report is available, based on a survey of graduates from each program six months after completion. This data is posted on the MATC homepage.

Where: The **JOBshop** is on the Milwaukee Campus in Room S203 of the Student Center. Services are available to students at all MATC campuses by appointment. Main telephone number: **(414) 297-6244**
Student Support Services

Advanced Standing

What: **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 at all MATC campuses from the instructional division offices or counseling department.

What: **ATODA Prevention Services**
Alcohol, tobacco, and drug education, informal assessment, referral, and recovery support is available to students concerned about their own or another’s substance abuse, through the assistance of a Certified Prevention Professional. All services are free, confidential.

When: From 8:30 a.m. to 5 p.m. Monday through Friday. Evening appointments are available upon request.

Where: **Milwaukee Campus**
Rm S215 (414) 297-7839
Also offered at the campus convenient to the student.

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