



# Program Advisory Committee Handbook

*Updated February 2024*



# Welcome from Gateway Technical College District Board of Trustees

Dear Advisory Committee Member,

On behalf of my fellow Trustees, it is my pleasure to welcome you to Gateway Technical College as a member of our program advisory committee. Your expertise and commitment to your profession has recognized you for your skills and knowledge that will bring outstanding insights to our college. As stated in this handbook, "... you are a valuable asset to the college in that you will be guiding us in the proper preparation of students in the occupational field of their choice".

Gateway has always taken great pride in engaging members of our community to provide us direction as we make those important decisions that will benefit the students we serve. We all recognize the challenges of our citizens to continue to expand their horizons by learning those important skills that will train them for their future professional pursuits. With your many years of experience in your chosen field, you can appreciate firsthand the challenges you faced as you learned and grew with your talents to the place you are in your profession today.

You may ask, what will be my role and, in all candor, will the college really listen to me as I make contributions to the advisory committee? The answer is an absolute yes! We would not be able to confidently move forward and make decisions that are in the best interest of our students without the input of current practitioners of your trade who share their backgrounds, training, expertise, and successes in your chosen field.

Gateway Technical College is truly the premiere technical college in our state. Other technical colleges in Wisconsin and the nation continually look to Gateway for our many successes and achievements and learn from what we have been able to provide our students. Your role on our advisory committee is a major factor in our success.

I again want to welcome you to our advisory committee. With the leadership of our college, we look forward to your many contributions during your tenure. Congratulations on your selection and congratulations on your successes in your profession.

With Regards,

Rebecca Matoska-Mentink  
Chairperson



Rebecca Matoska-Mentink  
*Board Chairperson*

# Gateway Technical College District Board of Trustees

The Gateway Technical College District is governed by a nine-member board of trustees representing the communities served by the three-county district, which is comprised of two employer members, two employee members, one elected official, one school district administrator, and three additional members. Members are appointed by the chairpersons of the Kenosha, Racine, and Walworth County Boards of Supervisors, and serve staggered three-year terms.

Please visit Gateway's website for a list of the current Board of Trustees as well as upcoming meeting dates:  
*[gtc.edu/board](http://gtc.edu/board)*

# Welcome from Gateway's President

Dear Committee Member,

Congratulations on your appointment to serve on a Gateway Technical College program advisory committee. You have been selected to represent your industry because of your expertise and experience in education and training. The administration and faculty of Gateway appreciate the time, commitment, and leadership you will be providing to ensure that Gateway serves today's dynamic workplace. Gateway graduates are some of the best trained workers in Wisconsin, and your guidance is critical to the quality programs and services provided by our college.

As an advisory committee member, you will be asked to provide insight to the changing needs of your industry, review program requirements, and seek support for improving all aspects of programs in which you serve. Your guidance will help shape future generations of graduates and ensure that Gateway is meeting the needs of our communities.

Advisors are also ambassadors of our college. In your role as an advisor, you will support the college by representing the college in a positive and productive way. To us you represent the community, and to the community you represent Gateway. Your service is as unique as it is significant in building community support for technical education and training. I look forward to working with you and your committee to ensure that Gateway is well positioned to meet the needs of the changing workforce.

Thank you for your willingness to serve and support Gateway in our mission to provide industry-focused education to our communities.

Sincerely,

Ritu Raju, PhD  
President and CEO



Ritu Raju, PhD  
*President and CEO*

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# Your Role as an Advisor

## ***What is the advisory committee all about?***

You have been selected as a member of an advisory committee to lend your expertise, knowledge, and experience as an advisor to Gateway Technical College. Individuals are selected to serve because they have proven success in their chosen occupation. You are a valuable asset to the college in that you will be guiding us in the proper preparation of students in the occupational field of their choice.



The students, who will be the ultimate beneficiaries of your time on the committee, will eventually be working in the occupation or cluster of occupations you represent. The students must be able to compete in the job market, find and hold employment in their chosen field, progress on the job, and be productive, active members of society. To provide the type of training the students need, Gateway needs your advice and assistance.

What the committee will do and how effective it will be depends to a great extent on how well you as a member make it work. The recommendations you make, the advice you give, and the efforts you expend will all help in providing an excellent learning opportunity for the student.

## ***What are the benefits of being an advisor?***

What advisory committee service holds for you can be up to you and depends on what is important to you. One of the following will probably be a sufficient incentive for you to serve:

1. You will be guiding the direction of the education of your workforce to meet your company's and your profession's needs.
2. You will have an inside track to hiring well educated employees.
3. You will help the college to be a good steward of the tax dollars that you and your company pay to the state and to Gateway.
4. You will earn the prestige of being associated with a respected community institution of higher learning.
5. Your company, whose name will appear along with your own, will enjoy the prestige of having one of its employees involved in voluntary public service.
6. You will enjoy the exciting climate of opportunity and hopefulness among our students at all the program events you attend.
7. You will have the personal satisfaction of knowing your knowledge and expertise have been recognized and that you have made an investment in the future of your profession and your community.



## ***What does Gateway expect from me?***

Advisors are a valued resource for continuously improving our occupational programs. Advisors assist the college in maintaining the value of this resource by fulfilling the following expectations:

1. Understand and support the advisory committee process by
  - Committing to a minimum of four meetings over your two-year term on the committee.
  - Submitting agenda items relevant to the program area.
  - Participating fully in discussion by openly sharing information with the committee and college staff.
  - Preparing for meetings by reviewing minutes, reading brief reports, and gathering information to share with the committee and college staff.
  - Focusing on the topics listed on the agenda so meetings stay on track.
  - Maintaining an informal, collegial climate in meetings that encourages a full interchange of information.
  - Respecting the privacy of fellow advisors, particularly in regard to any proprietary or directory information (phone numbers, e-mail addresses, and so on) that is shared.
2. Understand and accept your role as an advisor by
  - Sharing perspectives from your current professional practice.
  - Recognizing that you are giving the college advice, and there may be times when the college chooses not to follow the committee's suggestions due to financial, regulatory, or other administrative reasons.
  - Serving as a role model for our students by accepting invitations to visit classes or attend program events if your schedule allows.
  - Spreading a positive message about Gateway Technical College to your colleagues and associates.



## ***What can I expect from Gateway?***

Gateway recognizes that you are giving your time and talent voluntarily to help the college's programs, so you can expect both encouragement and support from the college. We will

- Schedule regular meetings at a time convenient for most members, setting the date well in advance and providing reminders to help you attend.
- Adhere to the meeting schedule the advisors have set.
- Provide you with an agenda, past minutes, and the college report no less than two weeks prior to the meeting so you can prepare.
- Ensure that the program dean and program curriculum chair attend your meetings to receive your advice and answer your questions.

- Provide a member of our support staff to record and prepare your meeting minutes and supply them to you in a timely manner after your meeting.
- Assist you in conducting your meeting according to your agenda and in maintaining an informal, collegial climate in your meetings.
- Follow up on your requests and advice with timely reports, even if the report is that your request or suggestion will not be put into action, and provide an explanation when the college chooses not to follow your suggestions.
- Avoid making undue demands on your time with unnecessary detail work outside your meetings.
- Invite you to program events and classes so you can interact with our students at your convenience.
- Recognize your contributions individually and publicly in Gateway publications.

### ***How long will I be on this committee?***

Program advisors are appointed for two-year terms. If you are willing to serve longer, the division dean can recommend you be reappointed for additional terms. Past advisors with continued interest in the program may be reappointed in the future.

Advisors who are unable to attend meetings will be thanked for their interest in the program and asked to give up their seat for another advisor who is able to participate more fully.

### ***What would I do as committee chair?***

The chair of an advisory committee serves a one-year term. The chair works with the division dean to select topics for the meeting agenda. Committees are encouraged to rotate this assignment so all advisors have the opportunity to provide leadership.

# Laws and policies for advisory committees

## ***State of Wisconsin***

Wisconsin laws make provision for advisory committees in Statute 38.14(5) advisory committees. “The district board may establish advisory committees representing every occupation in the district. Each advisory committee should consist of equal numbers of employers and employees selected by the district board from recommendations submitted by representative organizations and associations of each occupation. The district board and the district director [President] may request the advice and assistance of these advisory committees in selecting, purchasing, and installing equipment, in preparing course materials, in developing instructional methods and vocational guidance programs for such other purposes as the district board desires.”

## ***Wisconsin Technical College System Policy***

WTCS Policy 309 provides that “all Wisconsin Technical College System Board designated degree programs shall be identified with an advisory committee. Each technical college district shall develop and publish policies, criteria and procedures by which degree program advisory committees shall be established. The advisory committees shall have representation as described in the WTCS administrative bulletin [AB 02-03] on Program Advisory Committees.”



## ***WTCS Administrative Rule AB 02-03***

Each college shall establish and maintain active occupational program advisory committees for all approved programs. College policies and procedures defining the functions and responsibilities governing all occupational program advisory committee operations, as well as the method for distribution of minutes, shall be developed and maintained on file in the Wisconsin Technical College System (WTCS) colleges.

Membership shall be selected to reflect the target jobs. Equal representation of both employers and employees should be considered in the appointment process, as well as racial and gender diversity, and geographic location. A listing of the members of each occupational program advisory committee will include the member’s name, designation of employee or employer, and place of employment. This listing must be updated annually prior to December 1 and submitted to the Deputy Division Administrator, Division of Program and Economic Development, WTCS Office.

A schedule of college meetings shall be developed annually for each occupational program advisory committee and be maintained on file by the college. Each occupational program shall have an agenda and minutes on file at the college that is available for WTCS Office review. These minutes will reflect committee recommendations and college reaction to those recommendations.

## ***Apprenticeship Advisory Committees***

Advisory committees shall be established to oversee each apprenticeship program of related instruction conducted by a WTCS college. Equal representation of employers and employees, racial and gender diversity, and geographic location of apprentices should be considered in the appointment process. For construction trades, local apprenticeship committees appointed by the Bureau of Apprenticeship Standards (BAS) of the Department of Workforce Development (DWD) will serve as WTCS college advisory committees. In the case of industrial or service sector programs, multi-trade local committees may be established provided that at least one member of the committee is a member of the apprentice trade that is being reviewed.

A listing of the members of each apprenticeship advisory committee whose records are kept by a technical college shall be maintained including the member's name, designation of employee or employer, and place of employment. This listing must be updated annually prior to December 1 and submitted to the Deputy Division Administrator, Division of Program and Economic Development, WTCS Office. Minutes will be on file at the college and available for the WTCS Office to review.



## ***Special Advisory Committees***

If a college elects to have special advisory committees for adult and continuing education ad hoc or non-program activities, they do not substitute for the required occupational program or apprenticeship advisory committees. These committees have a primary responsibility of providing communications among the constituents, communities, government agencies, educational institutions, and/or businesses and industries they serve. Minutes will be on file at the college and available for the WTCS Office to review.

## ***Gateway Technical College Policy A-130***

### **Policy**

Advisory committees provide Gateway Technical College with valuable advice on current labor needs, future trends and appropriateness of the outcomes of our educational programs and services. Thus, the college must be attentive and responsive to the views expressed by members of business, industry and labor in the Gateway District.

### **Procedure**

#### ***Scope of Responsibilities***

Advisory committees provide the college with information and advice to enhance its educational programs and plans from their perspective as current practitioners in the fields for which Gateway educates students.

Advisory committees are also asked to endorse modifications to the program curriculum proposed by the college, program vitality plans, and some grant applications to ensure they are aligned with the needs of our employers.

Advisory committees are a resource for the college but not a part of its administrative process. Their role, as the name signifies, is to give advice.

### **Committee Structure**

- Each occupational program shall have one (1) and only one (1) advisory committee. If two (2) or more programs share a substantial number of courses (such as an embedded diploma and its parent program) or prepare graduates for similar occupational outcomes, the programs may request approval to share a single advisory committee.
- A minimum of nine (9) advisors representing the three counties of the District will be maintained as active members of the advisory committee. Advisors who do not attend meetings or communicate with the college are considered inactive and are replaced.
- The program's dean and a program effectiveness coordinator (curriculum committee chair) shall serve as ex-officio (non-voting) resource members of the committee.
- Each advisory committee shall elect a chairperson from the voting members. The chair serves a renewable one-year term. Committees are encouraged to rotate these responsibilities. The chairperson works with the dean to set the meeting agenda and lead advisory committee meetings.

### **Membership**

- Appointment to the advisory committee is approved by the Gateway Board of Trustees based on the recommendation of the administration. An effort will be made to ensure a balance of male and female, minority, and geographic representation. Advisors may come from organizations and associations of each occupation. Alumni are encouraged to serve as advisors.
- Advisors must meet the following qualifications for membership:
  1. Advisors must be employed in or affiliated with the occupation.
  2. Advisors must be employed in or be residents of the Gateway district.
  3. Advisors must not be full-time Gateway faculty members
  4. Advisors must not be enrolled in the program which they are advising.
- If the pool of available advisors is limited by the specialized nature of the occupation, the district may appoint non-residents and/or adjunct instructors to the advisory committee. Such exceptions will be documented to avoid conflicts of interest.



- In order to provide an on-going rotation of fresh perspectives to the college, new advisors are recruited annually, and advisory committee members are appointed for two-year renewable terms. Programs should strive to add new members to reflect changes in the local industry and workforce.

## Meetings

- Each advisory committee must meet frequently enough to accomplish its agenda for the year. The district recommends a minimum of two (2) meetings per academic year, in different semesters.
- For items requiring endorsement, five of nine advisory committee members must be present to vote, and a simple majority of those present is necessary to make an endorsement. If fewer members are present and voting, more evidence of support may be requested or required for WTCS purposes.
- Additional events for advisors, such as orientations, industry summits, reverse job fairs, or recognition events, may be scheduled by the college on an as-needed basis. These do not substitute for the two regular meetings required.
- Advisory committee meeting dates and times must be provided to the office of Institutional Effectiveness Division a minimum of 30 days in advance of the meeting. Upcoming meetings will be announced to the college community.
- The majority of the advisory committee meeting should involve advice and discussion by the advisors related to the current trends, changes, and needs of their field as well as discussion and endorsement of program developments. Presentations by Gateway staff should provide context for advisors' discussion.
- Each meeting will include discussion of the college report, which is provided to advisors before the meeting. The purpose of the college report is to inform advisors about developments in the program, the school, and the college that are relevant to advisors' roles or requested by advisors. The reports should minimally include:
  - a. Follow-up to past advice and items from prior meetings
  - b. Updates on program enrollment, student learning assessment results/plans, and progress on program vitality (each semester)
  - c. Opportunities for involvement (internships, guest speaking, donations, etc.)
  - d. Other information requested by advisors



Programs are encouraged to provide information to advisors between meetings to keep them engaged with the program.

- The following is the agenda format to be used and followed at all meetings. The agenda lists all items of business and is prepared by the committee chairperson and the dean prior to the advisory

committee meeting. The agenda should include enough information to convey what is expected at the meeting. Advisors will receive the agenda, the previous meeting's minutes, and the college report at least two weeks prior to the meeting.

## ***Name of Committee***

### **AGENDA**

1. Call to Order and Roll Call/Introductions
  2. Approval of Minutes (copy attached)
  3. Advice from Advisors—topics may include:
    - a. Workforce Needs/Trends
    - b. Technology/Equipment Trends
    - c. Certification, Licensure, and/or Regulatory Changes
    - d. Overall Industry Outlook/Direction
    - e. Other advice requested by the program
  4. College Report
    - a. Questions/discussion from advisors
    - b. Student Report (minimum once per year by current program student(s))
    - c. Tour of Learning Environment (once per year, rotating locations if appropriate)
  5. Items for Endorsement
    - a. Curriculum Modifications (if any)
    - b. Program Vitality Plan (year one of 3-year cycle)
    - c. Learning Environment (once per year, coinciding with lab tour)
    - d. Grant applications and outcomes (if required)
  6. Requests/action steps for future meetings
  7. Scheduling of Next Meeting
  8. Adjournment
- 
- The dean or the advisory committee chairperson shall conduct the meeting according to the agreed-upon agenda. The dean and the program effectiveness coordinator act as resources for the committee's discussion, particularly regarding reports on program activities.
  - Advisory committee meetings are open to all members of the Gateway community. Non-committee members may observe but do not participate in the meeting discussion. Observers may be invited to speak on matters relevant to the published agenda at the discretion of the committee.
  - The dean will designate a Gateway employee who shall record the minutes of the meeting, and the dean will review and submit them to the office of the Institutional Effectiveness Division no later than two weeks after the meeting date so they may be forwarded to the WTCS Education



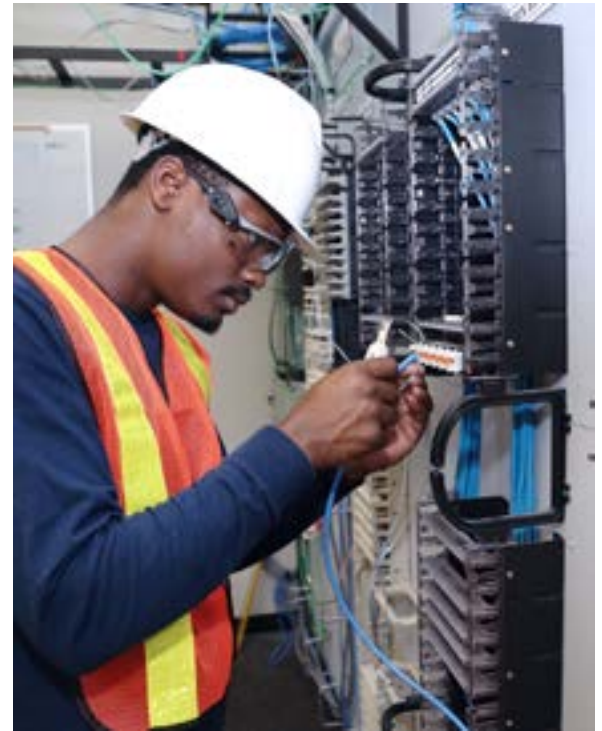
Director. Minutes that do not meet the college's minimum requirements for format and content will be returned to the program for revision. The minutes should be written to protect confidential or proprietary information at the request of advisors and may summarize rather than detail employer input. Deans may wish to send minutes to advisors after the meeting as well.

### **Orientation**

- Each advisory committee member will be oriented to this policy and the procedures of advisory committees by the program dean prior to his or her first advisory committee meeting.
- Each advisory committee member will have access to an advisory committee handbook.

*Adopted: October 20, 2009*

*Supersedes: July 2012, July 10, 2006; July 25, 2005*





# Reference Information

## About the College

### Our Mission

We deliver industry-focused education that is flexible, accessible, and affordable for our diverse community.

### Our Vision

We make life-changing educational opportunities a reality.

### Our Values

At Gateway Technical College, we value

- diversity of individuals and perspectives
- a positive climate for working and learning
- innovation and risk-taking
- honest and ethical behavior
- quality and excellence in education

### Our Ends

*The tri-county community benefits from affordable higher education that allows residents to develop knowledge and skills for family-supporting careers that contribute to the growth and sustainability of the local economy at a cost commensurate with the value of services provided.*



- 1. Students demonstrate the knowledge and skills and self-confidence required for employability, career advancement, a global perspective, and lifelong learning.*
- 2. Businesses benefit from a well-trained, educated workforce and access to customized business and workforce solutions that support a positive business climate.*
- 3. Taxpayers receive a positive return on investment from Gateway's impact on the local tax base, property values, and overall economic development as well as the contributions of graduates to the tri-county community.*
- 4. Families are strengthened by the prosperity of their graduates, reduced unemployment or underemployment, and the availability of local jobs for family members.*
- 5. Educational partners, locally, nationally, and internationally, connect their students to Gateway's well-developed career pathways courses, facilities, and educational resources.*

## ***Our History***

Original state legislation establishing adult and vocational education was enacted in 1911.

The first technical school in Wisconsin, the nation's first publicly supported technical institution, began that same year in downtown Racine as the name predecessor to Gateway Technical College. A state-sanctioned technical school opened in Kenosha in 1912.

Kenosha County established the first Vocational, Technical and Adult Education District under a state law in 1965 which allowed District formation beyond city limits on July 1, 1966. Walworth County joined the Kenosha District in 1967 to form District 6, and the City of Racine expanded services on July 1, 1967, to include Racine County.

On July 1, 1971, a new Vocational, Technical and Adult Education District was formed, comprised of Kenosha, Racine and Walworth Counties. The name "Gateway" was adopted at the October 19, 1972 District Board meeting for the Gateway District replacing reference to District 6. In 1994, the state vocational district system became the Wisconsin Technical College System.

As was the case in 1911, Gateway today continues to meet the need for skilled workers in technically oriented fields.

## ***Our Accreditation***

All three Gateway campuses are fully accredited by The Higher Learning Commission at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 312-263-0456/800-621-7440.



# About our academic programs and processes

## Gateway Academic Programs

### Associate Degree Programs

Accounting  
Administrative Professional  
Advanced Manufacturing Technology  
Aeronautics – Pilot Training  
Arboriculture/Urban Forestry Technician  
Architectural – Structural Engineering Technician  
Automotive Technology  
Business Management  
Civil Engineering Technology - Highway Technology  
Criminal Justice Studies  
Culinary Arts  
Diesel Equipment Technology  
    with Construction Equipment Repair option  
Early Childhood Education  
Electrical Engineering Technology  
    with Biomedical Engineering Technology option  
Electronics  
Fire Medic  
Foundations of Teacher Education  
Funeral Service  
Graphic Design  
Greenhouse Operations  
Hospitality Management  
    with Tourism and Attractions option  
Human Resources  
Human Service Associate  
Information Technology – Computer Support Specialist  
Information Technology - Cybersecurity Specialist  
Information Technology - Data Analytics Specialist  
Information Technology – Network Specialist  
Information Technology – Software Developer  
Information Technology – Web Software Developer  
Interior Design  
Landscape Horticulture  
Leadership Development  
Liberal Arts - Associate of Arts  
    with Business or Applied Social Sciences option  
Liberal Arts - Associate of Science  
    with Health Science option  
Marketing  
Mechanical Design Technology  
Medical Laboratory Technician  
Nursing – Associate Degree (ADN/RN)

### Dean

Steve McNaughton  
Steve McNaughton  
J. Chris Perez  
Steve McNaughton  
Terry Simmons  
J. Chris Perez  
Steve McNaughton  
Steve McNaughton  
J. Chris Perez  
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J. Chris Perez  
Terry Simmons  
Terry Simmons  
Steve McNaughton  
Maxwell Banor  
  
Maxwell Banor  
  
Steve McNaughton  
J. Chris Perez  
Micheal Randolph  
Micheal Randolph

## Associate Degree Programs (cont.)

Paramedic Technician  
Physical Therapist Assistant  
Radiography  
Small Business Entrepreneurship  
Supply Chain Management  
Surgical Technology  
Veterinary Technician

## Technical Diploma Programs

Advanced EMT  
Accounting Assistant  
Automotive Maintenance Technician  
Barber Technologist  
Building Trades - Carpentry  
Business Services Manager  
CNC Production Technician  
CNC Programmer  
Construction Management Technician  
Cosmetology  
Criminal Justice – Law Enforcement 720 Academy  
Culinary Assistant  
Dental Assistant  
Diesel Equipment Mechanic  
Electromechanical Maintenance Technician  
Electronics Technician Fundamentals  
Emergency Medical Technician  
EMT-Paramedic  
Facilities Maintenance  
Fire Science  
Foundations of Lodging and Hospitality Management  
Horticulture Technician  
Information Technology – Computer Support Technician  
Information Technology – Web Programmer  
Medical Assistant  
Motorcycle, Marine and Outdoor Power Products  
Nursing Assistant  
Office Assistant  
Ophthalmic Medical Assistant  
Pharmacy Technician  
Practical Nursing  
Refrigeration, Air Conditioning and Heating  
Service Technician  
Truck Driving  
Veterinary Assistant  
Welding  
    with Robotics option  
Welding/Maintenance and Fabrication

## Division Dean

Terry Simmons  
Micheal Randolph  
Micheal Randolph  
Steve McNaughton  
Steve McNaughton  
Micheal Randolph  
Terry Simmons

Terry Simmons  
Steve McNaughton  
Steve McNaughton  
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Steve McNaughton  
Terry Simmons  
J. Chris Perez  
  
J. Chris Perez

## Career Clusters, Pathways, and Gateway Programs

Career Cluster	Career Pathways	Gateway Programs
<b>Agriculture, Food, &amp; Natural Resources</b>	Food Products and Processing Systems	
	Plant Systems	Arboriculture/Urban Forestry Technician (10-001-5) Greenhouse Operations (10-001-6) Landscape Horticulture (10-001-4) Horticulture Technician (31-001-1)
	Animal Systems	
	Power, Structural, and Technical Systems	
	Natural Resources Systems	
	Environmental Service Systems	
	Agribusiness Systems	
<b>Architecture &amp; Construction</b>	Design/Pre-Construction	Architectural – Structural Engineering Technician (10-614-6) Civil Engineering Technology – Highway Technology (10-607-4) Interior Design (10-304-1)
	Construction	Refrigeration, Air Conditioning and Heating Service Technician (31-401-1) Building Trades-Carpentry (31-475-1) Construction Management Technician (31-455-1)
	Maintenance/Operations	Facilities Maintenance (31-443-2) (also listed under Transportation, Distribution, & Logistics)
<b>Arts, A/V Technology, &amp; Communications</b>	Audio & Video Technology and Film	
	Printing Technology	
	Visual Arts	Graphic Design (10-201-1)
	Performing Arts	
	Journalism and Broadcasting	
	Telecommunications	
<b>Business, Management, &amp; Administration</b>	Management	Business Management (10-102-3) Business Services Manager (31-102-5) Leadership Development (10-196-1) Small Business Entrepreneurship (10-145-1)
	Business Financial Management and Accounting	Accounting (10-101-1) <i>(Also listed under Finance)</i> Accounting Assistant (31-101-1)
	Human Resources	Human Resources (10-116-1)
	Business Analysis	
	Marketing	Marketing (10-104-3) <i>(Also listed under Marketing)</i>
	Administrative & Information Support	Administrative Professional (10-106-6) Office Assistant (31-106-1)

<b>Finance</b>	Financial & Investment Planning	
	Business Financial Management	Accounting (10-101-1) <i>(Also listed under Business)</i> Accounting Assistant (31-101-1)
	Banking & Related Services	
	Insurance Services	
<b>Marketing, Sales, &amp; Service</b>	Management & Entrepreneurship	
	Professional Sales & Marketing	
	Buying & Merchandising	
	Marketing Communications & Promotion	Marketing (10-104-3) <i>(Also listed under Business)</i>
	Marketing Information Management & Research	
	Distribution & Logistics	
	E-Marketing	
<b>Education &amp; Training</b>	Administration & Administrative Support	Foundations of Teacher Education (10-522-2)
	Professional Support Services	
	Teaching/Training	
<b>Human Services</b>	Early Childhood Development & Services	Early Childhood Education (10-307-1)
	Counseling & Mental Health Services	
	Family & Community Services	Human Service Associate (10-520-3)
	Personal Care Services	Barber Technologist (30-502-5) Cosmetology (31-502-1)
	Consumer Services	
<b>Health Sciences</b>	Therapeutic Services	Pharmacy Technician (31-536-1) Dental Assistant (31-508-1) Medical Assistant (31-509-1) Medical Laboratory Technician (10-513-1) Nursing – ADN/RN (10-543-1) Nursing Assistant (30-543-1) Physical Therapist Assistant (10-524-1) Practical Nursing (31-543-1) Surgical Technology (10-512-1) Veterinary Technician (10-091-1) Veterinary Assistant (31-091-3)
	Diagnostics Services	Radiography (10-526-1)
	Health Informatics	
	Support Services	
	Biotechnology Research and Development	

<b>Hospitality &amp; Tourism</b>	Restaurants and Food/Beverage Services	Culinary Arts (10-316-1) Culinary Assistant (31-316-1) Hospitality Management (10-109-2) <i>Tourism &amp; Attractions (Concentration Area)</i>
	Lodging	Foundations of Lodging and Hospitality Management (30-109-3) Hospitality Management (10-109-2)
	Travel & Tourism	
	Recreation, Amusements, & Attractions	Hospitality Management (10-109-2) <i>Tourism &amp; Attractions (Concentration Area)</i>
<b>Information Technology</b>	Network Systems	IT-Network Specialist (10-150-2) IT-Cybersecurity Specialist (10-151-2)
	Information Support & Services	IT-Computer Support Specialist (10-154-3) IT-Computer Support Technician (31-154-6)
	Interactive Media	IT-Web Software Developer (10-152-4) IT-Web Programmer (31-152-6)
	Programming & Software Development	IT-Software Developer (10-152-1) IT-Data Analytics Specialist (10-156-3)
<b>Law, Public Safety, Corrections, &amp; Security</b>	Corrections Services	
	Emergency & Fire Management Services	Advanced EMT (30-531-6) Emergency Medical Technician (30-531-3) EMT-Paramedic (31-531-1) Fire Medic (10-531-2) Fire Science (30-503-5) Paramedic Technician (10-531-1)
	Security & Protective Services	
	Law Enforcement Services	Criminal Justice Studies (10-504-5) Criminal Justice-Law Enforcement 720 Academy (30-504-2)
	Legal Services	
<b>Manufacturing</b>	Production	CNC Production Technician (31-444-2) CNC Programmer (31-444-3) Welding (31-442-1) <i>Welding – Robotics (Concentration Area)</i> Welding/Maintenance and Fabrication (30-442-2)
	Manufacturing Production Process Development	
	Maintenance, Installation, & Repair	Advanced Manufacturing Technology (10-664-2)
	Quality Assurance	
	Logistics & Inventory Control	
	Health, Safety, & Environmental Assurance	
<b>Science, Technology, Engineering, &amp; Mathematics</b>	Engineering & Technology	Electrical Engineering Technology (10-662-1) <i>Biomedical Engineering Technology (Concentration Area)</i> Electromechanical Maintenance Technician (31-620-3) Electronics (10-605-1) Electronics Technician Fundamentals (30-605-1) Mechanical Design Technology (10-606-1)
	Science & Math	

<b>Transportation, Distribution, &amp; Logistics</b>	Transportation Operations	Aeronautics – Pilot Training (10-402-1) Truck Driving (30-458-1)
	Logistics Planning & Management Services	Supply Chain Management (10-182-1)
	Warehousing & Distribution Center Operations	
	Facility & Mobile Equipment Maintenance	Automotive Technology (10-602-3) Automotive Maintenance Technician (31-404-3) Diesel Equipment Technology (10-412-1) <i>Construction Equipment Repair (Concentration Area)</i> Diesel Equipment Mechanic (31-412-1) Facilities Maintenance (31-443-2) ( <i>also listed under Architecture &amp; Construction</i> ) Motorcycle, Marine and Outdoor Power Products (31-461-2)
	Transportation Systems/ Infrastructure Planning, Management, & Regulation	
	Health, Safety, & Environmental Management	
	Sales & Service	
<b>Government &amp; Public Administration</b>	Governance	
	National Security	
	Foreign Service	
	Planning	
	Revenue and Taxation	
	Regulation	
	Public Management and Administration	



# Curriculum Process

All Gateway curriculum is created and maintained by faculty within the policies set by the administration. Changes to curriculum are approved by the program curriculum committee, which consists of program faculty, other related faculty, program counselors, and the dean. Some changes require the review and approval of the District Curriculum Committee, which is made up of faculty and staff from all academic divisions and support areas. Some changes also require approval by the Wisconsin Technical College System office.

Discussion and action (recommendation) by the program advisory committee is a factor in approving curriculum changes.

## ***WTCS parameters for curriculum:***

### **• Associate degrees**

- must contain at least 60 and no more than 70 credits
- must contain at least 15 credits of state-designated general studies courses
- must lead to employment upon completion
- can only be started after a formal investigation through a defined state process

### **• Technical diplomas**

- must contain at least 2 and no more than 70 credits
- must have at least 70 percent of credits in occupational specific study
- must lead to employment upon completion
- can only be started after a formal investigation through a defined state process

### **• Advanced Technical Certificates**

- must contain at least 9 and no more than 25 credits
- must contain at least 70 percent of advanced technical occupational content beyond what is offered in any approved program
- must develop skill set beyond Associate degree
- can only be started after a formal investigation through a defined state process



## ***Additional Gateway parameters for curriculum:***

- All college-developed program curricula will be based on industry-validated global or national skill standards while allowing the addition of content to address locally identified needs.
- All programs will identify appropriate embedded credentials, credit for prior learning opportunities, and articulations to create a seamless career pathway to careers and further education for students.
- Associate degrees
  - are limited to 64 credits with some exceptions
  - must contain competencies that develop computer and digital literacy
- Technical diplomas of 45 or more credits must contain 12 credits of general studies courses.
- Shorter technical diplomas are encouraged to include general studies coursework.

## ***Career Pathways***

A career pathway generally refers to a series of connected education and training strategies and support services that enable individuals to secure stackable, industry relevant credentials and obtain employment within an occupational area and to advance to higher levels of future education and employment in that area. Career pathways offer an efficient and customer-centered approach to training and education by successfully articulating the appropriate secondary, adult basic education, postsecondary education and training, career and academic advising and supportive services to enter and progress in a career field.

Advisory committee input and endorsement is highly valued when developing pathway credentials and is required by the Wisconsin Technical College System to accompany application materials. Thorough and authentic responses from advisory committee members to these questions will support the college's application for a new pathway credential and will ensure all components of the credential are aligned with industry needs and labor market requirements.

View the Career Pathway Maps for Gateway's programs of study online at [gtc.edu/programs-study](http://gtc.edu/programs-study)

## ***Student Learning Process***

Each academic program, including general studies subject areas, must assess its students' learning outcomes annually. The program curriculum committee establishes learning outcomes for the program, measures for assessing that learning, and standards of expected performance. Once the student learning is assessed, the program reports results and establishes an action plan if improvement is needed.

Discussion of the assessment process with the program advisory committee is a required element to complete the annual process and helps to maintain a meaningful assessment plan.

## ***Gateway parameters for student learning***

### ***Each program must***

- have an overall purpose statement and five to eight major learning outcomes that result from completion of the entire program curriculum.
- assess learning for all of its learning outcomes each year.
- assess two assigned essential career competencies each year.
- develop and implement action plans to maintain or improve student learning based on its assessment data.

## ***Program Vitality Process***

Each academic program participates in the program vitality process, which provides an opportunity for continuous improvement. Every program receives a program data profile in September with descriptive and comparative local data about program performance.

At least once every three years, each program does a program vitality review, which involves an environmental scan, review of two years of program performance data, completion of a SOAR analysis, and development of an action plan matrix. Programs are required to provide an annual progress update on the improvement activities established in the action plan matrix each spring.

Discussion of the program vitality review with the program advisory committee is a required element in the process. Advisors may be invited to participate as team members in the program vitality process.

## ***Budgeting Process***

Gateway develops its operating budget on an annual basis beginning in December for the following fiscal year, which begins July 1. Over 80 percent of the college's operating budget covers salaries and fringe benefits for its employees, and most of its full-time employee salaries are determined by collective bargaining agreements. The operating budget also covers current expenses such as travel, mileage, supply and small equipment purchases, subscriptions, printing, and so on.

Implementing recommendations from the advisory committee that require significant changes in the program's operating budget may not be possible unless they can be built into a future budget during the next planning cycle.

Equipment costing \$5,000 per item or set is purchased through the college's capital equipment process. The college borrows a fixed amount approved by the Board of Trustees for equipment each year. In addition to instructional equipment, these funds provide equipment for college staff to perform their job functions. Instructional funds are allocated by division to fill equipment needs identified by the staff each year.



Implementing recommendations from the advisory committee that require the purchase of equipment costing \$5,000 per item or set may not be possible unless they can be built into a future capital equipment plan during the next planning cycle.

Expansion or major remodeling of district facilities is funded through a separate borrowing process based on the college's Board- and state-approved three-year facilities plan, which is updated annually and submitted to the state office in July.

Implementing recommendations from the advisory committee that require the expansion or remodeling of a facility may not be possible unless they can be built into a future three-year facilities plan during the next planning cycle.

# About the Wisconsin Technical College System

## ***WTCS Overview***

In a rapidly changing marketplace, our unique connections to employers - from multinational to Main Street - allow us to consistently increase the economic vitality of students, employers, and communities throughout Wisconsin.

At WTCS we accomplish a lot: 93% of our graduates are working within six months of graduation, and many have employment commitments long before graduation. Of those not working, 86% are continuing their education. You see, our programs aren't the end point, they're the beginning. Whether you choose to begin your employment career after graduation, or continue your education in your chosen field, our career pathways provide you that flexibility!

We are so committed to the success of our students that we proposed and implemented a model through which a portion of our funding is based on college outcomes and those of their students. Since the inception of this program, WTCS students are enjoying continuous improvements in the outcomes they are experiencing. Higher compensation, more job offers, more choices...More Success!

## ***WTCS Colleges***

Wisconsin's 16 technical colleges serve every community in Wisconsin, large or small, urban or rural.

With 49 campuses and a number of additional outreach facilities, the colleges provide learning opportunities close to home. They also provide countless on-line learning opportunities, or blended options that combine on-line learning with hands-on skills instruction.

The colleges also provide customized business solutions that help employers ensure a skilled incumbent workforce ready to improve processes or incorporate new technology.

## ***WTCS Board***

The Wisconsin Technical College System Board is the governing body for the Technical College System. The 13-member Board establishes statewide policies and standards for educational programs and services provided by the 16 technical colleges. The Board is also responsible for administering state and federal aids to the colleges.

Meanwhile, each technical college serves a geographical area referred to as a district. The 16 districts deliver technical education which meets the needs and interests of each local labor market. Districts have nine-member appointed boards and are empowered to levy property taxes to fund the cost of instruction, facilities, equipment and staff.

The WTCS operates under a model of shared governance in which responsibility for the operation of the WTCS is shared by the Wisconsin Technical College System Board and 16 district boards. The WTCSB, or state board, is statutorily responsible for the initiation, development, maintenance, and supervision of programs with specific occupational orientations below the baccalaureate level, including associate

degrees, training of apprentices, and adult education below the professional level. In addition, the state board is charged with determining the organization, plans, scope, and development of technical colleges in Wisconsin.

## ***WTCS Responsibilities***

The Wisconsin Technical College System (WTCS) is the coordinating agency for the state's 16 technical colleges. The districts set academic and grading standards, appoint the district directors, hire instructional and other staff, and manage the district budget.

The WTCS supervises district operations through reporting and audit requirements and consultation, coordination and support services. It sets standards for building new schools and adding to current facilities. It also provides assistance to districts in meeting the needs of target groups, including services for the disadvantaged, the disabled, women, dislocated workers, the incarcerated and minorities.

The WTCS also administers state and federal aids. It works with the Department of Public Instruction to coordinate secondary and postsecondary vocational and technical programs. It also cooperates with the University of Wisconsin System to establish coordinated programming and credit transfer programs. The WTCS also cooperates with the Department of Workforce Development to provide training for apprentices.



## ***Born of the Industrial Revolution***

Change was fast and intense at the beginning of the twentieth century. The industrial revolution created new industries and upset existing ways of manufacturing products. Gone were the days of cottage industries and small scale production. The growth of manufacturing was especially significant to Wisconsin and the thousands of residents who were a part of the growing manufacturing base in the state. Factories needed skilled and trained workers to match the new demands of manufacturing.

Responding to these demands, in 1911, Wisconsin created the modern technical college system in the nation by becoming the first state to establish a system of state support and calling it the Vocational, Technical, Adult Education of Wisconsin.

## ***Responding to the Technological Revolution***

For every decade since, the Wisconsin Technical College System has adapted to changing work needs of businesses and students in Wisconsin. The idea that everyone could be trained to have a chance to make a meaningful contribution became central to the technical college system as it took shape as a center of learning and skill development for local communities.

Wisconsin's technical colleges strive to give each new generation of students the chance to discover their passions, broaden their professional skill set, and achieve their fullest potential.

The Wisconsin Technical College System does more than meet the current job needs of our community and our students. We assess current workforce trends and keep the pulse of our employers to develop our students' skills for the jobs of tomorrow.

### ***Poised for Future Evolution***

Once again there are massive changes in technology and the workplace, and, just as before, the skill sets people need to get that work done have shifted. The roar of machines and gears has been replaced by the quieter hum of computers and data management systems, but the role of the technical college system remains the same: to give students of all ages the real world skills they need to achieve their goals and find meaningful work.

This accomplishment is only possible by being efficient and responsive to the technology economy and the aspirations of our students to achieve.

Today our students work in some of Wisconsin's most critical and high-tech industries, like health care, energy, and information technology. We educate roughly 330,000 students each year--more than any other higher education system in the state. Our graduates are everywhere-- doing the work that keeps our local communities strong. If someone you know requires emergency medical attention, they will encounter first responders and graduates in other critical careers on the way to the hospital before they ever speak with a doctor. Like the EMT, or the police officer, or the intake nurse and the medical technician, WTCS graduates like these occupy critical jobs in every community in Wisconsin.

As the world continues to change, the Wisconsin Technical College System will continue to be there to help our students discover their passion and achieve their potential.

**More information about the Wisconsin Technical College System can be found at  
*wistechcolleges.org OR wtcsystem.edu***





## Gateway Technical College District Board

Jesse Adams  
Ram Bhatia  
D. Ben DeSmidt  
William Duncan  
Zaida Lange-Irisson  
Rebecca Matoska-Mentink  
Nicole Oberlin  
R. Scott Pierce  
Jason Tadlock  
Pamela Zenner-Richards

Ritu Raju  
President and CEO  
Gateway Technical College



**gtc.edu**

An Equal Opportunity/Access Employer and Educator  
Ofrece igualdad en oportunidades/acceso/empleo y educación

Updated  
February 2024