



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: SELECTION AND RECOMMENDATION OF
COURSES & INSTRUCTORS FOR THE
CORRECTIONAL EDUCATION.

Code: EE0214

Policy Reference: E0201, Production and Distribution of Correctional Education or
Education of Justice-involved individuals Materials by MATC

The Milwaukee Area Technical College District Board encourages each instructional division to propose to the Alternative Delivery advisory committee courses which can be produced for delivery to the Department of Corrections (DOC) and Jail locations. These proposals may include College Transfer credit, Associate Degree credit, Adult-Vocational credit, or Continuing Education credit courses. The Alternative Delivery advisory committee will meet periodically to review all proposed courses and select, audition, and recommend courses and instructors to the executive vice president.

1. After the Correctional Education team establishes a budget and the academic department recommends a course for delivery and the VP Learn approves such recommendations, the appropriate pathway dean,, and instructional chairperson(s) will announce the proposed course to appropriate instructors. This may include notifying and hiring instructors who are part time or employed by institutions other than MATC.
2. After a written application is received from any interested instructor, an audition is scheduled, and the instructor is supplied with evaluation and preparation of the course guidelines.
3. All auditions are evaluated by the audition evaluation committee, which includes representatives from Instructional Design, Television, the Instructional Department, TV College, and any special interest departments.
4. When an instructor is selected, a letter is sent by TV College to the instructor indicating the choice and requesting a production decision by the instructor. A copy of this letter is sent to each audition evaluation committee member, Human Resources, and the executive vice president.
5. If the instructor indicates acceptance of the assignment, a "Position Requisition" (Form 92:22-D) and a proposed instructor program is generated by TV College and sent to the executive vice president for approval and to Scheduling and Programming for logging.
6. If there is a budget impact, the executive vice-president will confer with the division of Administrative Services.



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: SELECTION AND RECOMMENDATION OF
TELECOURSE AND TELECORSE INSTRUCTOR
FOR COLLEGE OF THE AIR PRODUCTIONS

Code: EE0214

7. A TV College assignment is considered a temporary, full-time position for the duration of the assignment. Upon completion of the telecourse, the instructor reverts to prior status. Normally, the preparation time for each telecourse does not exceed two (2) semesters and one (1) six-week summer session.
8. Compensation in the form of royalties or revenue paid to the instructor shall conform to the conditions set forth in the appropriate Labor Agreement between Local 212 AFT and the MATC District Board.

Office of Responsibility: Instructional Design
Last Reviewed: Apr-2022