Section IV. Management Documents Portfolio

Because MIAD’s Self-Study was designed to accommodate a joint visit by both HLC and NASAD, and because HLC is designated as MIAD’s gatekeeper, information in this Self-Study is presented in the format and locations specified by that agency. For this reason, strict adherence to NASAD Format A was not always possible. Any documents or information requested by both agencies will be found in the HLC chapters or as Appendices rather than part of a Management Documents Portfolio. On the following pages, information requested only by NASAD has been provided; documents requested only by NASAD will be found in the Appendix, and brief notations on the pages that follow will direct the reader to the appropriate location. Any redundancies in NASAD requests for documents in the MDP have been removed.

MDP I—PURPOSES AND OPERATIONS

IV.I.A. Purposes

1. Institutional catalog
A copy of the Catalog is included in the Visitor’s Packet.

2. Statement of purposes and specific aims.
SEE Catalog, Page 6.

3. Definitions of the institution’s terminology for designating wholes and parts of curricula such as: major, minor, concentration, track, emphasis, etc.
SEE Catalog, Page 80.

IV.I.B. Size and Scope

HEADS Data Surveys for three academic years—2008, 2009, 2010
These surveys will be found in the Self-Study Appendix #12.

IV.I.C. Finances

1. Financial statements or data providing a composite picture of finances for the past three years. Independent art/design schools of all types must also provide audited financial statements with opinion for the past three years.
These documents will be found in the Self-Study Appendix #14.
IV.I.D. Governance and Administration

1. A table clearly outlining the internal organization of the institution. Include names as well as titles of individuals. See Appendix #2, 2010 Administrative Organizational Chart.

2. Board of Directors (including names, business affiliations, and lengths of service). See Appendix #1.

4. Outline the governance and administrative responsibilities and relationships among faculty, staff, and administration. See Appendix #2, 2010 Administrative Organizational Chart.

6. Description or outline of communication policies and patterns within the art/design unit. An overview of MIAD communication patterns is presented in Chapter 5: Community (Accurate and Honest Presentation of MIAD to the Public).

7. Description or outline of the extent of clerical, professional, and technical support containing the names of staff positions and a brief overview of principal responsibilities. Staff positions are described in Section I.E., Faculty and Staff (Support Staff), as well as in Chapter Two: Students. Job descriptions will be found in Resource Room – NASAD #1.

IV.I.E. Faculty

1. Policies and procedures: (a) for calculating faculty loads; (b) for evaluating teaching effectiveness of art/design faculty; (c) regarding faculty development. (a.) Faculty loads are described in Section I.E. Faculty & Staff. (b.) Faculty evaluation policy and procedures are described in Chapter 3: Talent (Valuing Faculty: Evaluation, Qualifications and Rank). See index for additional discussion elsewhere in the Self-Study. (c.) Faculty development information may be found in Chapter 3: Talent (Professional Development for Faculty).

2. Faculty members: (a) name; (b) year hired; (c) rank; (d) tenure status; (e) degrees or credentials earned with institution, majors, and emphases; (f) a short biographical summary – if this information is published in the catalog or on the institution’s Web site, please provide a citation here. Please separate and indicate full-time and part-time faculty. (curriculum vitae not necessary to include) 3. A list of current faculty teaching assignments, including, if applicable, the number of applied lessons per week per semester. A list combining the information requested in #2 and #3 regarding faculty will be found in Appendix #7.

IV.I.F. Facilities, Equipment, Health, and Safety

1. A list of facilities for art/design and related activities. SEE Chapter 2: Students, and Appendix #18, MIAD Classrooms, Labs & Equipment Lists. For list of facilities for art/design and related activities see Appendix #18 attachments: “A”, Room Categories List, and “B”, Floor Plans.

2. An inventory of equipment for art/design as required by the institution. SEE Appendix #18. For inventory of equipment for art/design please refer to Appendix #18 attachment “C,” Equipment Inventory: Photography Lab, Printmaking Lab, Sculpture Lab, Time-Based Media Lab, Science Lab, 3-D Lab, Gallery, Technology Labs.
3. Plans and/or schedules for maintenance and replacement of facilities and equipment.

**SEE Appendix #19, MIAD Maintenance Equipment Inventory** for equipment in Pettit Building, Dormitory Building, Union Building and MIAD Café building.

Within each of the departments of Academic Affairs, routine maintenance and repairs are performed on a consistent basis. Most areas have weekly, monthly and yearly schedules set up to ensure equipment is operational. As necessary, replacement of equipment is handled in priority of safety and necessity. Classrooms and studios are maintained by routine daily cleaning.

4. Health and safety policies, procedures, and certifications.

The Studio Lab Technicians in the areas of Photography, Printmaking, Sculpture and Time-Based Media present policy and procedures lectures to students every semester. These lectures cover safety and proper use of equipment and facilities. The Studio Lab Technicians also maintain certification in First Aid & CPR. In addition, the 3-D Lab staff also present policy and procedures lectures and demonstrations to every class that uses the lab. The 3-D Lab staff also maintains certification in First Aid & CPR. The Science Lab faculty informs and educates students about safety and proper procedures in the lab.

MIAD’s Director of Security & Safety is creating a written institution-wide Safety Plan; see Director for update.

5. Health and safety information provided to students, or policies regarding the provision of such information. **SEE Student Handbook, Appendix #5**

Students are provided with information and training on proper use of facilities. MSDS (Material Safety Data Sheets) Binders are located in the areas that utilize potentially hazardous materials and supplies. These binders are updated regularly to provide the most current stock of supplies within each area. Faculty continually reinforces the idea that students need to be aware of their surroundings and the types of materials they are using.

IV.I.G. Library and Learning Resources

1. A description of art/design library holdings and learning resources, including electronic access, as published by the institution.

**From MIAD WEB PAGE:**

MIAD’s Learning Commons combines the resources of the library with the personnel of the learning resource center to give students comprehensive services in one convenient location. Situated on the River Level, at the far west end of the building, the Learning Commons is a comfortable oasis where students can study, get help with research and writing, read, or just relax and enjoy the river view. In the library, students, faculty, staff and alumni have on-site access to 20,000 books, videos and DVDs, 125 current periodicals, research databases, reserve items, and an impressive and up-to-date collection of career materials. In general, library materials circulate for 4-week periods, with the possibility of 2 renewals. The MIAD I.D. serves as a library card. Computers in the library offer access to the online catalog, research databases, electronic reserves, the Internet, and word processing programs. The library is a member of SWITCH, a consortium of eight area colleges sharing their library resources. Using the online catalog, TOPCAT, students are just a mouse-click away from more than 600,000 additional books, videos and DVDs that can be requested online and delivered to MIAD the next school day. Library services are also available to Milwaukee County residents through the Milwaukee County Federated Library System. Students registered for classes at Marquette University have borrowing privileges at MU Libraries. Information on the hours, addresses and phone numbers of these libraries is available on TOPCAT.

**From STUDENT HANDBOOK:**

MIAD’s Learning Commons combines the resources of the library with the personnel of the Learning Resource Center to give students comprehensive services in one convenient location. Situated on the River Level, at the far west end of the building, the Learning Commons is a comfortable oasis where students can study, get help with research and writing, read, or just relax and enjoy the river view. In the library, students, faculty, staff and alumni have on-site access to 22,000 books, videos, and DVD’s, 126 current periodicals, research databases, reserve items, and an impressive and up-to-date collection of career materials. In general, library materials
circulate for 4-week periods, with the possibility of two renewals. Computers in the library offer access to the on-line catalog, research databases, electronic reserves, the Internet and word processing programs. A copy of the Library’s Circulation Policy is available on the MIAD website. Students need a valid, BARCODED MIAD ID in order to borrow library materials. The library is a member of SWITCH, a consortium of eight area colleges sharing their library resources. Using the on-line catalog called TOPCAT, students are just a click away from more than 600,000 additional books, videos and DVD’s that can be requested on-line and delivered to MIAD in one to two school days. TOPCAT may be accessed at http://topcat.switchinc.org Information on the hours, addresses, and phone numbers of these schools is available online.

Library hours during fall and spring semesters
Monday – Thursday  7:30 a.m. – 9 p.m.
Friday  7:30 a.m. – 5 p.m.
Sunday  3:00 p.m. – 9 p.m.
(Hours vary during summer and semester breaks – check with library staff or online)

2. Information concerning student and faculty access (a) to the institution’s library in terms of hours of operation, catalogs and indexes; and (b) to the holdings of other institutions through various means.

SEE above and Chapter 2: Students (MIAD Library)

4. Expenditures for art/design acquisitions as documented by the institution—ideally, a breakdown with expenditures (a) the year before last, (b) last year, and (c) budgeted for this year in the following categories: books, images, periodicals, video recordings, microfilm/microfiche, electronic access, and other holdings (specify). Also, a total for each year.
The following figures for 2007-08 and 2008-09 are drawn from the financial spreadsheets of the Director of Library Services. Although the budgeted amount for books, videos and dvd’s for 2007/08 was $26,251, the higher number given below includes items purchased with replacement funds and is a more accurate reflection of acquisition expenditures.

<table>
<thead>
<tr>
<th></th>
<th>2007-08</th>
<th>2008-09</th>
<th>Current budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, Videos/DVDs</td>
<td>$30,188</td>
<td>$26,654</td>
<td>$26,251</td>
</tr>
<tr>
<td>Images</td>
<td>$ 1,500</td>
<td>$ 1,865</td>
<td>$ 2,881</td>
</tr>
<tr>
<td>Periodicals</td>
<td>$ 8,705</td>
<td>$ 7,545</td>
<td>$ 7,500</td>
</tr>
<tr>
<td>Electronic Databases</td>
<td>$ 9,014</td>
<td>$ 9,319</td>
<td>$ 9,347</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>$49,407</td>
<td>$45,383</td>
<td>$45,979</td>
</tr>
<tr>
<td>SWITCH Consortium</td>
<td>$19,018</td>
<td>$20,612</td>
<td>$20,624</td>
</tr>
<tr>
<td>Cataloging Fees</td>
<td>$ 2,678</td>
<td>$ 2,678</td>
<td>$ 2,678</td>
</tr>
<tr>
<td>Circulation Supplies</td>
<td>$ 1,590</td>
<td>$ 1,443</td>
<td>$ 1,500</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$72,693</td>
<td>$70,116</td>
<td>$70,781</td>
</tr>
</tbody>
</table>

5. Number of staff dedicated to the art/design collection and the qualifications for each position.

The library is staffed by a full-time Director of Library Services and Assistant Director of Library Services, and a half-time Coordinator of Circulation Management. [See Section I.G. and Chapter Two: Students] An average 10 to 12 student clerks are hired for fall and spring semesters; fewer
clerks are used in the summer. The following information is drawn from the job description for each professional position.

**Director of Library Services**

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience (Please list required education/experience needed)**

- Requires an ALA-accredited MLIS Degree.
- Requires a background in art, design and/or art history, with a BFA preferred.
- Requires a minimum of three years of progressively responsible library experience and demonstrated ability in bibliographic instruction.
- Requires leadership experience and the ability to maintain good working relationships with staff, faculty and students.
- Requires effective oral and written communication skills.
- Knowledge and experience in the specific elements of an art library, including an understanding of visual resource collections, is preferred.

**Assistant Director of Library Services**

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience (Please list required education/experience needed)**

- Requires education generally equivalent to a bachelor's degree, plus specialized training in library cataloging practices.
- Requires familiarity with library operations and practices, including the areas of circulation, reference, and technical services.
- Requires a minimum of 2 years of library cataloging experience.
- Requires a general knowledge of Microsoft Office Applications including Excel and Word.
- Requires effective oral and written communication skills in interacting with faculty, staff and students.

**Coordinator of Circulation Management (Half-time position)**

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

- Requires education generally equivalent to a bachelor’s degree (prefer Bachelor’s Degree in the arts, design or humanities)
- Strong public service orientation and ability to work independently and collaboratively
- Excellent organizational and technical skills
- Prior library work experience (prefer prior experience using Innovative Software or other library automation packages)

6. **Policies and procedures for acquisitions, preservation, and replacement, including art/design faculty involvement.**

(SEE Collection Development Policy, Resource Room – Cpt.2 #7, and *Chapter Two: Students*)

7. **Plans for library equipment acquisitions and maintenance.**

As a small library there is a limited amount of equipment to maintain or purchase, and neither would require excessive long-range planning. No major library equipment purchases are foreseen in the immediate future. When a purchase is necessary the Director assesses needs and includes funding for additional equipment in annual budget requests (such as additional shelving in 2003, 2005 and 2010, or a new security gate in 2004). All technology, for both student and staff use, is maintained and updated according to replacement plans developed by MIAD’s IT Department. With MIAD’s shift to student-owned laptops by 2011, the number of student machines available in the library will be reassessed.

**IV.I.H. Recruitment, Admission–Retention, Record Keeping, and Advisement**

1. **Policies, procedures, and art/design unit standards used for recruitment and admissions at each applicable program level (i.e., non-degree-granting, associate, baccalaureate, graduate).** The information must provide proficiency expectations for admission to candidacy for the program or the degree. Recruitment and admissions policies, procedures and standards are thoroughly discussed in Section I.H. above. [SEE Catalog, Pp. 86-88 and *Chapter Two: Students.*]

2. **Policies, procedures, and art/design unit standards regarding retention at each applicable program level.**

MIAD’s retention policies and procedures are thoroughly discussed in Section I.H. above and in *Chapter Two: Students.*

3. **Policies and procedures used for the advisement and counseling system at various program levels.**

Advisement and counseling are discussed in *Chapter Two: Students (Academic Advising to Students, Learning Resource Center).* [SEE Advising binder in Resource Room – Cpt.2 #3]

5. **Student record-keeping policies and procedures at various program levels, including issues such as courses taken, grades and/or credits earned, and the results of other appropriate evaluations.**

Record-keeping is discussed in Section I.H. above.
IV.I.I. Published Materials and Web Sites

1. The location of published or Web information required by NASAD Standards regarding content to be included in published materials.
Full information on MIAD and its programs, meeting the required NASAD standards, is found in the MIAD Catalog and on the MIAD web page, which is freely accessible to the public. The web page undergoes constant updating to include latest news, information on current activities, exhibitions, student and alumni projects, as well as educational mission, philosophy and learning expectations, and all information that is found in the catalog. http://www.miad.edu

2. Documents or Web locations applicable to the art/design unit that provide public information about the program, including promotional material used in student recruitment.
SEE MIAD web site http://www.miad.edu. Current published materials used for student recruitment will be found in the Resource Room – NASAD #2.

IV.I.J. Community Involvement

1. Lists of the most significant community involvements/interactions.
Extensive discussion of community involvement can be found in Chapter Two: Students (Partnerships with the Community, Impact of Service Learning), and Chapter Five: Community (Collaborating with Other Institutions, MIAD Embraces Service Learning).

IV.I.K. Articulation with Other Schools

1. Published lists or texts of articulation agreements between two-year and four-year degree-granting institutions.
Copies of MIAD’s articulation agreements will be found in Appendix #9. The agreements are discussed in Chapter Five: Community (Involvement with Other Organizations).

IV.I.L. Non-Degree-Granting Programs for the Community

1. Catalogs and any promotional material including title(s) of program(s).
Promotional materials for Pre-College and Creative Connections will be found in Resource Room – Cpt.5 #1.

2. Purposes (mission, goals, and objectives) of any formal community education program in art/design operated by the school.
Community Outreach Programs are discussed in detail in Chapter 5: Community. Data is presented in NASAD Section I.L. Non-Degree-Granting Programs for the Community.

MDP II—INSTRUCTIONAL PROGRAMS

IV.II.A. Credit and Time Requirements

1. The institution’s definition of a semester-hour of credit, including calculations for determining credit hours in lecture, studio, independent study, and other types of courses.
CREDITS
Credits at MIAD are determined as follows: In studio courses, one semester hour represents two hours of in-class time per week for 15 weeks; in Liberal Studies courses, one semester hour of credit represents one hour of in-class time per week for 15 weeks. MIAD sets high standards for the awarding of credits. Therefore, students will find that their instructors usually require a considerable amount of work outside the class meeting. NASAD guidelines suggest one additional hour per week for each credit earned in studio classes and two additional hours for each credit earned in liberal studies classes. It is the student’s responsibility to maintain accurate information regarding credits earned toward their degree. The Director of Registration Services is available to assist students with the evaluation of their credits earned. From MIAD Student Handbook, p. 19.
2. The institution’s policies concerning granting course credit to transfer students at undergraduate and graduate levels.

ACADEMIC RESIDENCY POLICY
To be eligible to receive a BFA degree from MIAD, students are required to complete their last 30 credits, including Senior-level studio courses, at MIAD and have a minimum cumulative GPA of 2.0. Transfer credit will not be awarded toward the completion of a student’s last 30 credits.

From MIAD Student Handbook, p. 21.

IV.II.B. Evaluation of Students

Student evaluation policies and procedures such as juries, exhibitions, comprehensive examinations.
See earlier sections of NASAD Supplement, as well as Chapter Two: Students (MIAD Galleries), Chapter 4: Learning (sections on Assessment), and Assessment Plan in Appendix #8.

MDP III—EVALUATION, PLANNING, PROJECTIONS

IV.III.A. Any planning documents currently in effect or in use

All documents from 2007-2009 strategic planning retreats will be found in the Resource Room – Cpt.1 #1. Numerous action plans developed as part of the planning process are included with specific curricula in Section II.B.

IV.III.B. Unit evaluation schedules and protocols

See sections on Program Review in Chapter Four: Learning and Academic Program Review Procedures in the Resource Room – Cpt.4 #2.