UW Colleges and UW-Extension Restructuring
Project Steering Committee Meeting 4
February 16, 2018
9:00am – 12:00pm
## Agenda

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Introduction and Meeting Purpose

We are here today to:

- Clarify the responsibilities of the Regional, Central, and Functional Teams
- Examine and discuss the *Guidance for Critical Path Activities* document
- Review key issues raised by Regional Teams, Functional Teams, and Chancellors
- Break into small groups and develop key issues for upcoming Steering Committee meetings
- Depict the interdependencies of the Functional Teams
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Guidance for July 1 Critical Path Activities Overview

Purpose:
• Assembled to provide greater clarity for July 1, 2018 Critical Path planning activities
• Distributed to the Steering Committee, Chancellors, Team Leads, CBOs, and Provosts

Information Collected:
• Is divided into major regional and functional planning categories extracted from the HLC submission
• Details critical July 1, 2018 and 2019 activities to meet the minimum requirements for HLC approval
• Depicts which teams have primary responsibility for each category

Questions for Steering Committee:
• Does this document help provide guidance in planning for July 1, 2018? What are the shortfalls?
• Is the document categorized appropriately? What is missing?
• Have the responsibilities been assigned accurately and/or do you have the resources necessary to complete your responsibilities?
Critical Path Document Feedback*

Assessment of Student Learning Section Phase 1 Deliverable
Assessment processes will reflect those of the receiving institution on the branch campuses
Curriculum planning and instruction for 2019-20 will proceed within the structures and practices of receiving institutions; thus, aligning with the HLC change request

Curriculum Section Phase 1 Revisions
Receiving institutions assign oversight of instruction of branch campus and administrative processes are linked back to main campus processes which adheres with the HLC policy on branch campuses

Curriculum Section Phase 2 Additions
Decision to offer AAS as collaborative online program
Using development processes very much like all collaborative degrees manages by CEOEL
Submit HLC change request for the collaborative AAS

Transfer Section Phase 2 Revision
Ensure that transferability is not impeded for students at branch campuses and uphold current transfer guidelines per System policy

*As of 2/15/2018
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Clarification of Issues Raised by Teams

Purpose of Collecting the Issues

• Learn from Regional Teams, Functional Teams, and Chancellors the issues whose resolution will facilitate progress in the Restructuring
• Provide the opportunity to share and discuss issues among key stakeholders

Means of Collecting the Issues

• Reviewed weekly status reports and calls between the Regional Team leads and the Project Management Office
• Reviewed February 9, 2018 discussion between Chancellors and President Cross
• Conducted additional calls with regional teams to flesh out themes and questions
Clarification of Raised Issues

• Tenure home for branch-campus faculty

• Interregional transfer concerns.

• Future of campus-based staff

• Governance model

• Online degree program
Small Group Discussions

Objective: Identify short- and long-term issues that the Steering Committee should address in upcoming meetings

Desired Outcome: Each small group shares in open forum two to three issues for upcoming Steering Committee meetings

Discussion Guidelines:
• Find your small groups in break-out rooms (see next slide)
• Appoint a group facilitator, who will also report to the larger group
• Take 30 minutes to recommend two or three future topics for upcoming Steering Committee meetings
• Each group has 10 minutes to share their findings with the Steering Committee
Breakout Session Groups

We will now break up into three groups. Markers, Post-it flip charts, note-takers, project objectives, and Critical Path documents will be provided in the break-out rooms.

<table>
<thead>
<tr>
<th>Group 1 – Room 217</th>
<th>Group 2 – Room 225</th>
<th>Group 3 – Room 226</th>
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<tbody>
<tr>
<td>David Brukardt</td>
<td>Aaron Brower</td>
<td>Stephen Beers</td>
</tr>
<tr>
<td>Robert Cramer</td>
<td>Todd Carruthers</td>
<td>Dale Gallenberg</td>
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<tr>
<td>George Cravins</td>
<td>Holly Hassel</td>
<td>Patricia Kleine</td>
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<tr>
<td>Susan Elrod</td>
<td>James Henderson</td>
<td>Sean Nelson</td>
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<tr>
<td>Clif Ganyard</td>
<td>Gigi Koenig</td>
<td>Martin Rudd</td>
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<tr>
<td>Jeremy Johanski</td>
<td>Ron Perez</td>
<td>Karen Schmitt</td>
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<tr>
<td>Doug Mell</td>
<td>Nicholas Webber</td>
<td>Greg Summers</td>
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<tr>
<td>Casey Nagy</td>
<td>Gary Wood</td>
<td>Steve Wildeck</td>
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<tr>
<td>Cathy Sandeen</td>
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BREAK
Small Group Discussions – Debrief

**Objective:** Identify short- and long-term issues to address in upcoming meetings

**Report Out:** Each group’s facilitator takes 10 minutes to share findings

**Output:** A list of topics that the Steering Committee can address in future meetings
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Intersections and Complexities of Functional Teams

Student-facing Teams
- Student Visas
- Student Recruitment
- Libraries
- Veterans Services

Finance & Budget Teams
- Finance
- Capital Planning
- Procurement

Functional Teams
- Registrar
- Bursar
- Financial Aid
- Facilities
- IT

Employee-facing Teams
- Human Resources
The Student-facing Group is comprised of the Bursar, Financial Aid, Registrar, Student Information System, and Student Recruitment Functional Teams requiring a high level of coordination to coordinate efforts, maximize resources, and achieve outcomes.

Integration of Student-facing Groups

Functional Workgroups
- Team Charters developed
- Objectives and scope established
- Regular meetings scheduled

Integrated Group
- Weekly meetings between team leads
- Timeline discussion underway
- Deliverable identification underway

Workshop
- Identify key deliverables and milestones
- Development of integrated project plan

The purpose of coordinating these Student-facing Functional Teams is to maintain continuity of services throughout the project, identify areas where additional resources are necessary, and establish efficient lines of communications across functional areas.
Student Information System Complexity

Each of the UW institutions maintains a comprehensive Student Information System integrated with various software applications resulting in a large number of complex relationships which are impacted based on student data decisions.

Decisions pertaining to the SIS must occur in collaboration with key stakeholders tasked with managing these systems in order to implement change in a methodical and thoughtful manner necessary to assure a seamless transition for students and faculty.
Employee-facing Functions

Although the majority of the employee-facing components of this project fall under one functional team, Human Resources, the team’s objectives are broad and cover a large number of services.

**Team Overview**

**Team Lead:**
Dr. Shenita Brokenburr, Senior Associate Vice President for Human Resources and Workforce Diversity

**Team Objectives:**
- Transitioning all aspects of employment from sending institutions to the receiving institutions
- Provide technical guidance for transitioning pay systems
- Review Human Resources policy needs

**Key Next Steps:**
- Provide to project leadership a detailed list of employees to be migrated
- Develop a roadmap for the transitioning of employees
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**Functional and Regional Team Next Steps: Planning Phase**

The next Steering Committee meeting will be held on March 16, 2018. Between now and then the PMO will engage and support Regional and Functional Teams in order to complete the following steps:

### Regional Team Activities

Regional Teams should meet to structure the “Planning Phase” of the Critical Path Timeline.

**Key steps:**
- Developing a detailed project plan using the Future State document for guidance
- Coordination with General Counsel, PCO, PMO, and Functional Teams as needed
- Escalating high priority issues through the SharePoint issues tracker
- Assembling data requests if needed

**Deliverables:**
- Setting a detailed working schedule with major project milestones and planning activities related to each of the functions listed in the HLC submission
- Submitting weekly status reports through SharePoint

### Functional Team Activities

Functional Teams should meet to structure the “Planning Phase” of the Critical Path Timeline. Plans should encompass:

**Key steps:**
- Develop a detailed project plan using team charters and the Future State document for guidance
- Escalating high priority issues through the SharePoint Issues Tracker
- Assembling data requests if needed

**Deliverables:**
- Setting a detailed working schedule with project milestones
- Finalized team rosters and charters
- Producing weekly status reports through SharePoint
Appendices
## Project Decision Log (1/3)

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<tr>
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<tr>
<td>11/10/2017</td>
<td>Curricular Planning</td>
<td>President Cross confirmed that curricular planning should continue for next Fall (2018) and through the year and should be done in coordination with the Provost or designee at the receiving institution.</td>
</tr>
<tr>
<td>11/10/2017</td>
<td>2-Year Athletic Programs</td>
<td>Athletics programs at two-year institutions will be maintained during the restructure of UW Colleges within NCAA guidelines.</td>
</tr>
<tr>
<td>11/10/2017</td>
<td>Class Scheduling and Faculty Assignments</td>
<td>Class scheduling and faculty assignments for the 2018-19 academic year should continue to be handled by UW Colleges. Spring 2019 class schedules and assignments should be planned collaboratively with the Provost or designee from the receiving four-year comprehensive or research institution.</td>
</tr>
<tr>
<td>11/10/2017</td>
<td>County Contracts</td>
<td>Institutions should continue with contractual obligations; however, new contracts should also be negotiated through a collaborative process.</td>
</tr>
<tr>
<td>11/10/2017</td>
<td>Functional Teams</td>
<td>The Steering Committee will set up three Functional Teams immediately: Athletics, Student Recruitment, and Accreditation. A functional team for Student Information Systems (SIS) will be established in December. Additional Functional Teams will be set up on a rolling basis, as needed, by the Steering Committee Chair.</td>
</tr>
<tr>
<td>11/10/2017</td>
<td>Steering Committee Composition</td>
<td>The current Steering Committee structure will remain in place, and shared governance representatives are encouraged to continue to participate and raise important issues.</td>
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<tr>
<td>Date</td>
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<tr>
<td>11/10/2017</td>
<td>Student Recruiting</td>
<td>The Steering Committee concluded that all recruitment efforts should be handled on an individual basis through a collaborative process within the regional clusters.</td>
</tr>
<tr>
<td>12/6/2017</td>
<td>UW Colleges Associate Degree Online and UW Colleges Associate Degree in the Flex Format</td>
<td>The resolution provides President Cross the authority to determine which four-year institution will offer the UW Colleges Associate Degree Online and the UW Colleges Associate Degree in the Flex format, subject to the approval of the Executive Committee of the Board of Regents.</td>
</tr>
<tr>
<td>11/10/2017</td>
<td>UW Colleges Employee Recruitment</td>
<td>Before UW Colleges seeks to fill open faculty positions, coordination and consultation should occur with the Provost (or designee) of the receiving four-year comprehensive or research institution.</td>
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<td>12/15/2017</td>
<td>HR, Veteran Services, and IT Funding</td>
<td>President Cross confirmed that HR, Veterans Services, and IT funds will be held centrally to provide broad services to branch campuses. He will continue to assess if any other services should also be retained. Veterans Services will continue to perform existing certification functions for branch campuses while coordinating with Veterans’ support staff at receiving institutions to ensure that veterans needs are being met. There will be further clarity provided by the next Steering Committee meeting on the additional functions.</td>
</tr>
<tr>
<td>12/15/2017</td>
<td>AAS Curriculum</td>
<td>Defer implementing the new, reimagined AAS curriculum until July 1, 2019.</td>
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<td>1/3/2018</td>
<td>AAS Degree</td>
<td>Allows all UW comprehensive and research institutions to offer the UW Colleges’ AAS degree in the online format.</td>
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<tr>
<td>1/10/2018</td>
<td>Dual Enrollment for High School Students</td>
<td>UW Colleges will have permission for the 2018-19 academic year to continue entering into MOUs between UW Colleges and school districts to provide dual enrollment courses for high school students. UW Colleges also will have permission to certify high school instructors to teach dual enrollment courses through UW Colleges at high schools provided they have the HLC required credentials.</td>
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### Project Decision Log (3/3)

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<tr>
<td>1/15/2018</td>
<td>BAAS Degree</td>
<td>The BAAS will move to all five of the receiving institutions in Phase 1. UW Colleges has requested suspension of admissions prior effective January 2018 to allow for revisions of the program by the four-year institutions. During Phase 1, a program review and integration plan will be developed, with the possibility of discontinuing the BAAS as currently structured is under consideration.</td>
</tr>
<tr>
<td>1/15/2018</td>
<td>Financial Aid Awarding for 2018-2019</td>
<td>UW Colleges and UW System staff met to review administrative operations and budgets. The timeline for UW Colleges to award financial aid was discussed. Following the meeting, Vice President Cramer, in consultation with Vice President Nelson, confirmed that UW Colleges should proceed to award financial aid for 2018-19.</td>
</tr>
<tr>
<td>1/19/2018</td>
<td>UW Colleges Recruiters</td>
<td>UW Colleges recruiters will be retained centrally until the end of August 2018. This structure may be retained after further review.</td>
</tr>
<tr>
<td>1/19/2018</td>
<td>Naming Conventions for Branch Campuses</td>
<td>Institutions may begin conversations with various stakeholders, including local communities about future naming conventions for branch campuses. Any proposed name change will need the support of county/municipal partners before being submitted to the Board of Regents for approval. Additionally, the process for considering a branch campus name change should provide for broad stakeholder input and engagement. UW System will contact the Higher Learning Commission and Department of Education to clarify if they have further parameters around the naming of branch campuses.</td>
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Memoranda of Understanding (MOU) Draft Update

MOUs are currently being drafted for those services and functions that will continue to be provided by UW Colleges Central or UW-Extension for AY 2018-2019 and will transfer to the receiving institutions or UW System in AY 2019-2020.

Purpose and Overview

Purpose:
MOUs will provide a common framework for continuing critical services currently provided by the UW Colleges as branch campuses are integrated. The MOU outlines common parameters for how parties engage, resolve disputes, and modify the MOU moving forward.

Overview:
The Functional and Regional Teams will identify activities (e.g., Financial Aid) requiring long term planning and development making MOUs necessary for continuing quality service while at the same time allowing for a full transition for AY 2019-20.

Functions and Services Included

Transitioning to Receiving Institutions:
- Financial Aid
- Admissions
- Registration
- Library Support
- Learning Support
- Career Counseling
- Academic Advising
- Institutional Research
- Conduct and Compliance

Transitioning to UW System Administration:
- Human Resources
- Procurement
- Information Technology
- Veterans Services*

*Veterans Services will be provided by System to the receiving institutions through an opt-in model with chargebacks.
MOU Timeline: Key Steps and Milestones

Phase 1
1/1/2018 - 6/30/2018
DRAFT MOU

1/1/2018
4/1/2018

HLC Planning Milestone 1:
Identify services for each branch campus where centralized services provide the best support. System develops and MOUs to continue to provide these services centrally.

• Identify services needed
• System drafts MOUs with Office of General Counsel
• Begin to develop plan for transitioning employees, services, and budgets

Phase 2
7/1/2018 - 6/30/2019
EXECUTE MOU YEAR

7/1/2018
10/1/2018
1/1/2019
4/1/2019

HLC Planning Milestone 2:
MOU with centralized student services in the UW System fully operational and reviewed for changes needed based on first semester experience. Evidence: MOUs in place and assessed for effectiveness and timeliness of full transition.

• Allocate all funding for services by July 1, 2018
• Implement the structure of the MOUs
• Move central services that are to continue to UW System oversight, including HR, Procurement, and IT
• Continue to develop plan for transitioning of employees and services after the MOU year
• Monitor MOUs for effectiveness and timeliness of transition

Phase 3
7/1/2019 - 12/31/2019
TRANSITION SERVICES

7/1/2019
10/1/2019

HLC Planning Milestone 3:
Transition of services from central system to main institutions where appropriate. Evidence: Only those services identified in Milestone #2 as needing additional time for transition remain centrally located.

• Transition services as appropriate
• Develop plan for transitioning services that need additional time structured as an MOU

Not Exhaustive

MOU Timeline: Key Steps and Milestones

Phase 1
1/1/2018 - 6/30/2018
DRAFT MOU

1/1/2018
4/1/2018

HLC Planning Milestone 1:
Identify services for each branch campus where centralized services provide the best support. System develops and MOUs to continue to provide these services centrally.

• Identify services needed
• System drafts MOUs with Office of General Counsel
• Begin to develop plan for transitioning employees, services, and budgets

Phase 2
7/1/2018 - 6/30/2019
EXECUTE MOU YEAR

7/1/2018
10/1/2018
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4/1/2019

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TRANSITION SERVICES

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10/1/2019

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• Transition services as appropriate
• Develop plan for transitioning services that need additional time structured as an MOU

Not Exhaustive
Bursar Functional Team

Objectives of the Bursar Functional Team include defining and mapping UW Colleges business processes to each receiving campus, cross-walking item and account types and terms, recommending what student balances transfer, and determining how to manage reciprocity agreements, etc.

**Team Scope:**

- Examine current processes and functions of the Bursar’s Office in areas such as tuition, payment plans, waivers, financial aid, third party vendors, etc.
- Merge student payment calendars across campuses
- Determine the most efficient manner of transferring student account balances to the receiving institution
- Recommend changes to the current organizational structure to streamline processes
- Recommend how best to store and access data currently in the UW College’s SIS
- Determine communications needed to inform/direct inactive students seeking information

**Team Membership:**

- Kim O’Kelly (Team Lead), UW-Eau Claire
- Team Members: TBD

Potential deliverable examples to be completed by the Bursar Functional Group include recommendations regarding Bursar organizational efficiencies, cross-campus account balance reconciliation, historical records maintenance/access, and communication strategies regarding billing.
Financial Aid Functional Team

Objectives of the Financial Aid Functional Team include obtaining all necessary approvals for awarding aid to branch campus students, constructing a timeline for transition of two-year students into the receiving institution, advising on compliance, risk, default rates, etc.

Team Scope:

- Coordinate with the Department of Education to ensure proper dispersal of financial aid to two-year students
- Examine policy differences across campuses and develop common and consistent solutions
- Investigate the risks associated with the restructuring and escalate issues to the steering committee and PMO as appropriate
- Transition financial aid data to receiving institutions
- Develop proper messaging around changes to financial aid to guide students through the financial aid application process

Team Membership:

- Tim Opgenorth (Team Lead), UW-Milwaukee
- Nikki Andrews, UW-Eau Claire
- Brian Bird, UW-Platteville
- Kim Donat, UW-Oshkosh
- Bob Jokisch, UW System Administration
- Carol Miller, UW-Whitewater
- Kim O’Kelly, UW-Eau Claire
- Jim Rohan, UW-Green Bay
- Mandy Slowinski, UW-Stevens Point
- William Trippett, UW Colleges

Potential deliverables to be completed by the Financial Aid Functional Team include a successful application to the Department of Education, recommendations regarding transition of data from UW Colleges to receiving institutions, impact reports regarding transition benefits and risks, etc.
Student Recruitment Functional Team

Objectives of the Student Recruitment Functional Team include recommending how UW Colleges recruitment staff would be most effectively distributed across regions, developing parameters to assist receiving institutions during the transition, assessing national best practices, etc.

**Team Scope:**
- Document the UW Colleges recruiting approaches and systems within each campus
- Identify best recruiting practices and develop common and consistent solutions to inform the work of regional teams
- Support Regional Teams and provide guidance in structuring a recruitment plan for each receiving institution
- Indicate any risks/changes in projection to student enrollment and retention that restructuring of recruitment resources may cause and provide recommendations to mitigate concerns
- Highlight the differences in current practice for recruitment and admissions across institutions and propose solutions for process improvements to application processes

**Team Membership:**
- Chris Navia (Team Lead), UW System Administration
- Jackie Briggs, UW-Whitewater
- Jennifer Jones, UW-Green Bay
- Vicki Keegan, UW Colleges
- Brandon Miller, UW-Oshkosh
- Katie Miota, UW-Milwaukee
- Lana Platz, UW-Parkside
- Patricia Pothour, UW-Platteville
- Melissa Stutz, UW Colleges
- Caroline Thao, UW-La Crosse
- Marc Young, UW-Stevens Point

Potential deliverable examples to be completed by the Student Recruitment Functional Team include recommendations regarding revisions to the EApp, coordination of recruiting materials across regions, identification of best practices for staff alignment, etc.
Registrar Functional Team

Objectives of the Registrar Functional Team include reviewing academic policies and understanding discrepancies between institutions, proposing transition plans for NSC reporting, reconciling course numbering and nomenclature between the various campus curricula, etc.

**Team Scope:**
- Prepare to process all student course registrations and monitor enrollment
- Coordinate with institutional research and CDR to prepare a plan for how to integrate branch campus demographic data
- Review official lists of certificates, departments, degrees, majors, and options to include those at both the receiving institutions and the branch campuses
- Review current transcript and diploma templates and work with regional leadership to ensure incorporation of the branch campuses
- Ensure all current and historic student records are housed securely to protect confidential student information in accordance with FERPA

**Team Membership:**
- David Kieckhafer (Team Lead), UW-Platteville
- Jessica Cole, UW Colleges
- Lisa Danielson, UW-Oshkosh
- Dan Kellogg, UW-Extension
- Ed Lee, UW-Stevens Point
- Dan Vande Yacht, UW-Green Bay
- Abbie Windsor, UW-Whitewater
- Seth Zlotocha, UW-Milwaukee

Potential deliverable examples to be completed by the Registrar Functional Group include recommendations regarding student data transition from the UW Colleges to the receiving institution, develop an inventory of regional curricular offerings, recommend transcript conversion to receiving campus, etc.
Student Information System Functional Team

Objectives of the Student Information System Functional Team include developing a detailed SIS migration path for restructured institutions, providing seamless data integration into the receiving institutions’ SIS, and recommending standardization as appropriate.

Team Scope:

• Assess and address HLC requirements related to degree granting and auditing
• Address how billing, student accounts, financial aid, and registration interdependence will be impacted by data transition and/or system integration
• Translate SIS meeting takeaways into project specific activities at both 2 and 4-year campuses
• Address questions and concerns from institutions regarding the SIS processes and related technical and operational concerns
• Facilitate SIS functional team meetings regarding system integration and provide status updates and reports to the project Management Office and/or Steering Committee
• Coordinate with UW Colleges on the orderly transition from PRISM to receiving institution SIS Systems

Team Membership:

Anne Milkovich (Team Lead), UW-Oshkosh
Vivek Deshpande & Ed Murphy, UW Colleges and UW-Extension
Tessa Derickson & Sally Eckwright, UW-Eau Claire
Dan VandeYacht Jamel Heim, & Barb Holschbach, UW-Green Bay
Todd Friske, UW-Madison
Seth Zlotocha, Ed Melchoir, & Tim Opgenorth, UW-Milwaukee
Lisa Danielson, Mark Clements, Pauline Delfield, Michelle Lamb, & Paul Gedlinski, UW-Oshkosh
David Kieckhafer & Robert Flum, UW-Platteville
Ed Lee & Jim Smola, UW-Stevens Point
Abbie Windsor & Claudio D’Agostino, UW-Whitewater

Potential deliverable examples to be completed by the Student Information Systems Functional Team include recommendations regarding data migration from the UW Colleges’ SIS to receiving campus systems, establishment of a student facing integrated timeline, and adherence to HLC requirements.
Application Data

2017-2018 application submissions to UW Colleges are down 7% versus 2016-2017 submissions and 11% versus the trailing five-year average submissions.

Historical Submitted Applications for UW Colleges (AY 2013-2018)\(^1\)

Week 1 begins 9/1

Source(s):
1. Annual Enrollment Reports provided by UWSA
2. Western Intestate Commission for Higher Education (WICHE), Knocking at the College Door
Overview
The key objective of the February 16, 2018, Steering Committee meeting was to encourage the receiving institutions to move forward with implementation planning and to develop their regional vision with participation of shared governance. The Steering Committee also prioritized key critical path activities and established timelines to guide planning by the teams.

President Cross charged each receiving institution with developing a vision with collaboration from shared governance. President Cross also noted that Chancellors at receiving institutions need to identify the post-integration organizational structure of their campuses and begin communicating this with UW Colleges and Extension employees.

Major Areas of Discussion
Guidance for Critical Path Activities
Guidance for Critical Path Activities Overview was distributed to the Steering Committee, Chancellors, Provosts, CBOs, and Functional Team Leads in order to provide clarity on critical path activities and which teams have primary responsibility for each category. Based on discussion and input from the Steering Committee, critical path activities were assigned priority levels and designated as primarily a regional, functional, or central team responsibility.

Please see updated Guidance for Critical Path Activities document for updated priority levels, additional categories, and submitted and reviewed edits.

Review of Key Issues
A. Provided clarity on issues raised by teams
   • Tenure home for branch campus faculty
     o Regional teams will collaborate with shared governance participation to establish a transition process for tenure and promotion guidelines at the receiving institutions for branch campus faculty.
   • Interregional transfer concerns
     o Students at branch campuses completing the AAS degree program will be guaranteed admission to their receiving institution. However, students may apply to any UW institution of their choice. Credits will transfer between all UW institutions just as they do now.
   • Future of campus-based staff
     o Human Resources is currently identifying employees impacted by the transition so they may be contacted by receiving institution leadership to discuss future assignments.
   • Governance model
     o Shared governance is a top priority and receiving and branch campus leadership will collaborate to establish shared governance protocols that are inclusive.
   • Online degree program
     o All four-year institutions are eligible to offer the online AAS program which may require agreements between the various campuses participating in the program.
Review of Key Issues - Continued

B. Project Goals and Metrics
   • President Cross tasked the Steering Committee with thinking about and identifying goals and metrics that can be used to measure the progress and success of the restructuring project. Examples included:
     o Improve transfer rates from two-year to four-year UW institutions
     o Enrollment levels should accommodate the state’s changing demographics
     o Identify value added to the receiving and branch campus communities

Closer Look at Function Team Complexity: Interdependencies and Activities Timeline
The Steering Committee looked at the intersection of student-facing, employee-facing, and administrative teams, and affirmed the need for close working relationships between teams to ensure continuity and efficiency in service and planning.

To ensure continuity of services, a Student-facing Group has been established and is comprised of members of the Student Information Systems, Student Recruitment, Registrar, Bursar, and Financial Aid functional teams. On March 2, 2018, the Student-facing Group will meet to begin creation of a detailed project plan that takes into account all the student-facing critical path activities. This group will meet weekly to address student-facing activities.

The complexity of Student Information Systems (SIS) was outlined and it was established that collaboration is taking place with key stakeholders from all campuses tasked with implementing all of the various applications and services that the SIS is integrated with.

Project Sponsor Decision - UW Colleges and UW-Extension Redbook
Project Sponsor Ray Cross confirmed the Steering Committee’s recommendation from February 16, 2018 meeting that UW Colleges and Extension will continue preparing their RedBook budget for Fiscal Year 2018-19.

Next Steps
Regional and Functional Teams will meet to structure the Planning Phase of the Critical Path Timeline and will develop a detailed project plan based on the priorities and deadlines established at today’s meeting.

President Cross, citing feedback from the Chancellors, noted that moving forward there will be less reporting up, but that Chancellors will be held accountable to keep their regional planning teams on track with critical path activities.

Items for follow-up
1. Tuition stratification models (geographic vs. degree programs)
   a. President Cross encouraged regions to work together to discuss different models, options, and mechanisms for tuition settings

2. Information sharing from functional teams

3. Provide updated critical path guidance document
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*NOTE: Bold in the Responsibility column indicates primary responsibility.*

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| **Administrative Oversight (A)** | Each receiving institution has identified an administrative oversight position for the branch campus that will represent the interests of the branch campus to the administration of the receiving institution. This position will have autonomy in hiring, planning, and budgeting within the parameters of the receiving institution | Deliverable: Administrative oversight at branch in place  
  - Review current state and integrated org charts from HLC submission  
  - Determine budget for administrative oversight  
  - Define the role and the responsibilities  
  - Assess potential candidates  
  - Chancellors appoints the candidate in alignment with HR policies and procedures | Regions | - Human Resources  
- Finance | Deliverable: Approved organizational charts and full integration of administrative oversight  
The branch campus administration will be fully integrated into the regional campus structure |
| **Admissions and Registration (B)** | Development of a planning framework to align branch campus admissions and records with receiving institution. Service will be planned in conjunction with financial aid planning for 2018-2019. The budget will be distributed to receiving institutions and UWSA will | Deliverable: Develop a planning framework utilized by campus staff to align admissions and records  
  - UW Colleges Central Office will continue to administer admissions for fall 2018 | Regions | - Recruitment  
- Registrar  
- Information Technology  
- SIS | Deliverable: Establish procedures for aligning receiving campus admissions and records functions with branch campus operations effective fall 2019. |
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<tr>
<td><strong>Assessment of Student Learning (A)</strong></td>
<td></td>
<td>Deliverable: Evaluation of branch campus student learning outcomes</td>
<td>Regions</td>
<td>Registrar</td>
<td>Deliverable: UW System approved plan for Assessment of Student Learning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Review assessment practices of branch campus, receiving institution,</td>
<td></td>
<td></td>
<td>Course assessments or outcomes assessment at the branch campus will be integrated into main campus practices for assessment and reporting.</td>
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<tr>
<td></td>
<td></td>
<td>- Branch campus adopts policies of the receiving institution</td>
<td></td>
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<tr>
<td><strong>Auxiliaries (TBD)</strong></td>
<td>TBD Pending Planning Conversations</td>
<td>TBD Pending Planning Conversations</td>
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</tr>
<tr>
<td><strong>Budget / Planning (A)</strong></td>
<td>Each regional cluster will develop a two-year pro forma budget. The budget functions and processes</td>
<td>Deliverable: Two-year pro-forma budget</td>
<td>- UW Colleges in collaboration with</td>
<td>- Finance - All</td>
<td>Deliverable: Biennial budget with branch campus activities and</td>
</tr>
</tbody>
</table>

allocate budget funds to support this, as well as manage UW Colleges’ student records. Funds will be distributed to receiving institutions for 2019-2020

Branch campus learning outcomes will remain in place during this phase. Faculty will evaluate the student learning outcomes for courses offered at the branch campuses to align and/or consolidate with equivalent courses offered by the receiving institution. The four-year institution will align relevant branch campus courses with learning outcomes found in the university assessment plan. The branch campus assessment policies will be integrated with those of the receiving institution.

Deliverable: Evaluation of branch campus student learning outcomes

- Review assessment practices of branch campus, receiving institution,
- Branch campus adopts policies of the receiving institution

Regions

Registrar

Deliverable: UW System approved plan for Assessment of Student Learning

Course assessments or outcomes assessment at the branch campus will be integrated into main campus practices for assessment and reporting.
## Guidance for July 1, 2018 Critical Path Activities

### PHASE 1
**In Place July 1, 2018**

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<td></td>
<td>- Finance team establishes budget allocation methodology</td>
<td>Finance for Red Book</td>
<td>services adopted by receiving institution</td>
</tr>
<tr>
<td></td>
<td>- Review current budgets</td>
<td>- Regional CBOs in collaboration with Finance for operational budgets</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Regions refine what was previously submitted using appropriate allocation methodologies and planning assumptions emerging within regions.</td>
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<tr>
<td></td>
<td>- UW Colleges provides 18-19 budget in conjunction with regional budgets.</td>
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<tr>
<td></td>
<td>- Continue to modify through an iterative process between regions, Finance team, and System as the restructuring progresses and/or critical decisions are made.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>- Regions should be using assumptions to expand planning horizons and begin development of a sustainable budget plan for 2020-21.</td>
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**Phases and Responsibilities**

- **PHASE 1**
  - Finance team establishes budget allocation methodology
  - Review current budgets
  - Regions refine what was previously submitted using appropriate allocation methodologies and planning assumptions emerging within regions.
  - UW Colleges provides 18-19 budget in conjunction with regional budgets.
  - Continue to modify through an iterative process between regions, Finance team, and System as the restructuring progresses and/or critical decisions are made.
  - Regions should be using assumptions to expand planning horizons and begin development of a sustainable budget plan for 2020-21.

- **PHASE 2**
  - In Place July 1, 2019
  - Services adopted by receiving institution

**Critical Path Activities**

**Category (Priority A,B,C)**

**PHASE 1**

**Deliverables and Example Key Steps for Phase 1**

**Responsibility**

**Functional Teams Involved**

**PHASE 2**

**In Place July 1, 2019**

**Services adopted by receiving institution**

A new budget will be implemented that details the support needed for branch campus activities, facilities, personnel, and students.
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<td><strong>Business Services (TBD)</strong></td>
<td>TBD pending planning discussions.</td>
<td>TBD pending planning discussions.</td>
<td>TBD pending planning discussions.</td>
<td>TBD pending planning discussions.</td>
<td>TBD pending planning discussions.</td>
</tr>
</tbody>
</table>
| **Campus Safety and Risk Management (A)** | Law enforcement services to the branch campuses will continue as provided in the past, including neighborhood patrols and incident response. | Deliverable: Monitor Restructuring  
- Develop criteria for restructuring success incorporating enrollment and budget assumptions  
- Develop plan to review the transition  
- Seek input from functional teams  
- Make recommendations to address gaps | Local agencies, (either municipal police or county sheriff) | N/A | Agreements will need to be revisited to determine future state. |
|                                  | For emergency planning services, UW Colleges will continue its contract with UW-Madison Police, Emergency Management unit. | Deliverable: Regions should connect with appropriate Colleges staff to understand level of service. | UW-Madison | | |

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# Guidance for July 1, 2018 Critical Path Activities

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<td><strong>Central Services</strong> (A)</td>
<td>Draft MOU’s will be finalized by July 1, 2018. MOU’s will include assignment of staff, functions, and funding.</td>
<td><strong>Deliverable: Master MOU</strong>&lt;br&gt;- Finance team determines what central services will need MOUs&lt;br&gt;- Include Office of General Counsel in planning&lt;br&gt;- Draft Master MOU to include assignment of staff, functions, and funding&lt;br&gt;- Finalize Master MOU</td>
<td>UWSA</td>
<td>- Human Resources&lt;br&gt;- Information Technology&lt;br&gt;- Procurement</td>
<td><strong>Deliverable: Evidence to show that the provided services for HR and IT are operating effectively within the centralized model</strong>&lt;br&gt;Centralized services continue for HR, IT, and Procurement. Decisions and planning on continuation of other services through a central model.</td>
</tr>
<tr>
<td><strong>Central Solutions Center</strong> (B)</td>
<td>The functions provided by the Colleges’ Central Solution Center will be fully absorbed by the receiving institutions.</td>
<td><strong>Deliverable: Offer services currently provided by the Central Solution Center through the receiving institutions</strong>&lt;br&gt;- Expand capacity within existing structures at receiving campus, OR&lt;br&gt;- Establish structure on branch campuses</td>
<td>Regions</td>
<td>N/A</td>
<td><strong>Deliverable: Structures to be further developed and enhanced.</strong></td>
</tr>
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</table>
| Central Information Technology Services (CITS) (C) | CITS will merge with the UWSA Information Technology group to create a new staff offering information technology services to the entire UW System. | **Deliverable:** Create a new staff offering information technology services to the entire UW System  
- Identify and disseminate current UW College and Extension information technology support offerings to UW System members  
- Solicit strengths and weaknesses of current IT offerings throughout the system | Information Technology Team | Information Technology | - Utilize phase 1 strengths and opportunity results to establish short and long-term goals  
- Align reconstructed ITS unit to focus on short-term goals  
- Establish framework necessary to develop a Systemwide Strategic IT plan |
| Conduct and Compliance (B) | Conduct and compliance will be done centrally by Colleges for one year and then transferred to UW System Administration in 2019-2020. Services will be offered to branch campuses through an opt-in model with chargebacks in the future. UWSA will fund the staffing with one-time funds and | **Deliverable:** Develop a plan to transition conduct and compliance to UWSA  
- Proceed as normal with conduct and compliance for 2018-2019  
- Determine level of need to decide if the opt-in model with chargebacks is an | Regions - UWSA | Finance | **Deliverable:** Conduct and compliance fully integrated into UW System Administration.  
Regional institutions can determine if they want to participate in the opt-in model with chargebacks. |
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<td></td>
<td>In Place July 1, 2018</td>
<td>the base budgets will be distributed.</td>
<td>appropriate choice for the receiving institution</td>
<td></td>
<td>In Place July 1, 2019</td>
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<tr>
<td></td>
<td></td>
<td>UW Colleges’ AAS degree Fall 2018 term courses have been scheduled and are being finalized for Spring 2019 at the branch campuses. The AY18 UW Colleges course catalog will remain in place for all instruction offered at the branch campuses. Oversight of the Colleges’ catalog will be transitioned to the receiving institution July 1, 2018. The Non-Online Distance Education (NODE) program service will be provided by the UW System Administration as part of the IT services consolidated at the system.</td>
<td>Deliverable: Integration of curriculum and course schedule planning for 18-19 will be completed. Curriculum planning for 19-20 will proceed within the structures and practices of the receiving institutions.  - All instruction will be under the authority of the receiving institution.  - Curriculum and course scheduling for 2018-2019 will proceed as normal  - Engage receiving institution existing planning and governance faculty processes/structures to work through the critical issues related to curricular planning  - Placement of FLEX AAS enacted</td>
<td>Regions</td>
<td>- Registrar  - Student Information Systems  - Bursar  - SIS  - IT</td>
</tr>
<tr>
<td>Curriculum (A and B)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Deliverable: Decision to modify curriculum submitted to UW System; HLC change request submitted for campuses to offer four-year degrees on the branch campus; NODE program assessment completed</td>
</tr>
</tbody>
</table>

For Fall 2019, a new curriculum and course catalog, including upper level courses from the receiving institution will be now offered at the branch campus. A decision to adopt the reconfigured AAS degree at each receiving institution has been made and will affect students entering in the Fall 2020 semester. The
## Guidance for July 1, 2018 Critical Path Activities

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</table>
|                           | PHASE 2  
|                           | In Place July 1, 2019                                        |

### PHASE 1: In Place July 1, 2018

**Deliverables and Example Key Steps for Phase 1**

- Continuity of BAAS and AAS programs enacted
- Ensure support for online delivery of receiving institution faculty

**Deliverable:** Develop a plan/process for receiving institution curriculum committees to integrate the UW Colleges catalog and programs with the receiving institution’s catalog and programs.

- Determine SIS requirements of merging catalogs
- Receiving institutions faculty and governance committees for curriculum will develop transition plan as merging takes place

### PHASE 2: In Place July 1, 2019

**Deliverable:** Transfer of asset oversight to include the modification of existing leases.

**Facilities (B)**

The UW System will provide administrative structure to oversee building and property management including delegating

**Deliverable:** Begin developing a plan to transfer asset oversight to the receiving institutions; Identify

**Responsibility:** Regions

- Facilities
- Human Resource

**Functional Teams Involved:**

- Facilities
- Human Resource

Note: The long-term need for the NODE program will be assessed during 2018-19 with recommendations submitted to the UW System Office.
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<td>Maintenance, debt service payments, and long term capital planning for 2018-19.</td>
<td>personnel, positions, and organizational structure associated with the affected properties. - Begin inventory and assess facilities owned - Identify and communicate with impacted staff and revise organizational structures</td>
<td>Regions (with collaboration from Human Resources Functional Team as needed)</td>
<td>Regions (with collaboration from Human Resources Functional Team as needed)</td>
<td>investments, agreements, and contracts. - Asset oversight becomes the purview of the receiving institution - Six-year capital budgets plans transitioned to receiving institutions</td>
<td></td>
</tr>
<tr>
<td>New faculty hiring at the branch campus will be subject to both the institutional and UW System policies. Hiring processes will include a check of relevant credentials in order to meet the minimum faculty qualifications policy. All faculty members will be reviewed by their affiliated academic departments or tenure home through the use of department or college and institutional criteria.</td>
<td>Deliverables: Receiving institution hiring policies and hiring authority will be in effect at the branch. - Integrate branch campus procedures with those of the receiving institutions. - Follow minimum qualifications as determined by the receiving institutions. - Appropriate promotion and tenure considerations in place through main campus.</td>
<td>Finance</td>
<td>Deliverables: Receiving institutions have completed the Integration of branch campus faculty. Branch campus faculty evaluation, promotion and tenure pathways are clearly articulated at the receiving institutions. The hiring processes for branch campuses will reflect the processes of the receiving institution.</td>
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<td><strong>Financial Aid (A)</strong></td>
<td></td>
<td>- Any future hires for AY 18-19 should be in compliance with hiring policies.</td>
<td>Financial Aid</td>
<td>Financial Aid, SIS, Registrar, IT, Bursar</td>
<td>Deliverables: Integration plan approved by UW System and action items scheduled.</td>
</tr>
<tr>
<td></td>
<td>The responsibility and budget for handling financial aid will remain a central service. UW Colleges’ financial aid employees will be organized to meet U.S. Department of Education (USDE) requirements for 2018-19, and will transfer to the receiving main campuses in 2019-20. Final organization planning and structure for 2018-19 will be defined by April 1, 2018, in conjunction with the USDE and HLC. Base funding will be distributed to receiving institutions and UW System Administration will allocate budget funds to support this in 2018-19.</td>
<td>Deliverable: Planning framework for branch campus to transition aid distribution authority to receiving institutions beginning AY19-20</td>
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<td>- Continue to disburse financial aid through UW Colleges central office</td>
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<td>- Review current policies and procedures in place at the Colleges</td>
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<td>- Develop integrated Fin Aid/Bursar/SIS/Registrar timeline</td>
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<td>- Colleges submit recertification application March 31</td>
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<td>- Coordinate with SIS for planning to merge student accounts</td>
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The receiving institutions will begin the implementation of the financial aid transition for AY 19-20.
### Guidance for July 1, 2018 Critical Path Activities

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| Governance (A)            | Continue collaboration between UWSA and representatives to inventory current governance structures. Develop framework for establishing self-contained or integrated governance processes moving forward. | Deliverable: Faculty, staff, and students will become a part of the governance structure  
- Review current governance structures  
- Review budgets  
- Develop framework for establishing future governance structure  
- Align governance with policy structure | Regions (with input from Office of General Counsel) | - Human Resources  
- Finance | Deliverables: Governance structure formalized by receiving institution.  
All branch campus faculty, staff, and students are integrated into the agreed upon governance structure. Branch campus faculty will have a role in curriculum and assessment processes. |
| Grant Programs (B)        | Existing grant funding will be distributed to relevant branch campuses from centralized office through the receiving institutions | Deliverable: Grant funding distributed to branch campus from centralized office through the receiving institution  
- Provide estimates of grant funding on July 1, 2018  
- Determine method of transitioning grant funding to the receiving institution for FY20 (e.g. do accounts | Regions | - Finance  
- Facilities and Property  
- Procurement | Deliverable: All agencies approve new fiscal agents and disbursements. New fiscal agents established for grants. |
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|                          | In Place July 1, 2018 | need to be closed at the branch and reopened at the receiving institution?)  
- Develop a timeline of when the branch campus will stop requesting funding and begin requesting through the receiving institution  
- Determine steps for proceeding with grant proposals that have already been submitted  
- Liaise with those funding the grants to ensure alignment of vision for the grants  
- Develop a plan and assign responsibility for transitioning the grants | UW System with input from Regions | - Finance  
- Human Resources  
- System IR | In Place July 1, 2019 |

| Institutional Research (B) | Identify institutional research/effectiveness roles across the receiving campus and branch campus(es). Plan to align forthcoming UWSA resources with identified needs | Deliverable: Plan to align UWSA resources with identified needs  
- Determine and communicate UWSA funding amounts for each | UW System with input from Regions | - Finance  
- Human Resources  
- System IR | Deliverable: Fully functional IR offices aligned according to receiving campus needs |
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| Academic Oversight of Instruction (A) | Receiving institutions assign oversight of instruction at branch campus. Administrative processes are linked back to main campus processes. | **Deliverable: Oversight of instruction assigned and administrative processes linked to main campus**  
- Receiving institutions determine appropriate reporting relationship for each branch campus  
Designated role and processes for oversight of instruction at branch campus in place and reviewed. |
| Procurement (C) | Develop a plan to continue providing procurement services to two-year schools from one procurement office | **Deliverable: Develop a plan to provide procurement services to the two-year campuses from a centralized office**  
Functional team, (with UWSA staff) | - Procurement | Deliverable: Central procurement office provides services for |
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<td>Recruitment and Marketing (A)</td>
<td>College recruiters collaborate with four-year institutions’ recruiting staff and will continue on current recruiting plan through Sept. 1 2018. Materials will reflect branch campus offerings. UW Colleges recruiters will be retained centrally until August 2018. This structure will be reviewed again then. Develop a marketing and communications plan for AY 2018-2019 that illustrates that the two-year institutions are now branch campuses of the receiving institutions. Half of the budget</td>
<td>Deliverable: Recruitment plans parameters and process for review will be established Deliverable: Transitions plans guiding the placement of UW Colleges’ recruiters to their new respective institutions will be established. - Regions should engage in relationship-building and information plan-sharing with respective UW Colleges recruiter in anticipation of the transfer in recruiting</td>
<td>Student Recruitment Team in conjunction with Regions (Per Service provision document for Marketing and Recruitment)</td>
<td>Student Recruitment</td>
<td>Recruitment is fully integrated with four-year institutions and materials reflect branch campus. Deliverable: All recruiting and recruiting material coordinated out of appropriate main campus Deliverable: Short-term modifications to the EApp will be in place and working at every UW receiving institution</td>
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<td>- MOU in place outlining the continuation of procurement services for colleges joining region MOU for Extension</td>
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<td>regional institutions and related branches. Determination of long-term procurement planning for branch campuses and UWEX units that have migrated to UWSA/MAD.</td>
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<td></td>
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<td>assignments come August, 2018.</td>
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<td>Deliverable: EApp Redesign Team will be working on overall redesign of the EApp</td>
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<td><strong>Deliverable: Implementation planning for short-term modifications to the EApp will be in place.</strong></td>
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<td>Deliverable: Integrated marketing plan for 2019-2020</td>
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<td>- Identify on campus potential EApp teams who will be working with whatever vendor is chosen to redesign the EApp in anticipation of an August 1, 2019 system-wide roll-out.</td>
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<td><strong>Deliverable: EApp Redesign Team will be named to oversee the overall redesign of the EApp by August 1, 2019.</strong></td>
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<td><strong>Deliverable: Marketing plan established for AY 2018-2019</strong></td>
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<td>- Project Communications Office collaborates with regions to develop strategic</td>
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<td><strong>Risk Management (C)</strong></td>
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<td>All safety and risk management functions currently provided at the Colleges will be provided to the branch campuses by UWSA utilizing existing Colleges staff.</td>
<td><strong>Deliverable: Transition the responsibility of all safety and risk management functions at Colleges to UWSA</strong></td>
<td><strong>UWSA</strong></td>
<td><strong>N/A</strong></td>
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<tr>
<td><strong>Student Support (A) &amp; Historical Records (B)</strong></td>
<td></td>
<td>Student support services (for example: advising, career counseling, technology, library, registration, admissions, and academic learning support) to be</td>
<td><strong>Deliverable: Student support services provided at branch campus</strong></td>
<td><strong>VARIES</strong></td>
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| **Transfer**                  | Provided at the campus. Targeted central services and support services will remain in place. Supplemental support will be provided as determined by each receiving institution. | - Ensure alignment of progress with appropriate areas of responsibility (i.e. functional team, UWSA, regions, etc.)  
- Develop transition plan  
- Assess staffing needs and align with budget that will be provided by Finance Functional Team. |                |                           | and organizational chart.                                                                   |
| **Transition appropriate central student support services** | Ensure that transferability is not impeded for students at branch campuses. | **Deliverable:**  
Uphold current transfer guarantee policy.  
Ensure enactment of policies  
- Regions  
- SIS  
- Student Recruitment  
- Financial Aid  
- Bursar  
- Registrar |                |                           | Finalized transfer policies at UW System and at regions  
**Deliverable:** UW System maintains existing policies, standards, and practices of transfer ease of transfer |

- **Transfer (A)**
  - Develop MOUs with main campuses and centralized services through UW System for some support services and do phased transfer for others.

- **Transition appropriate central student support services (B)**
  - See above (Student Support).

  - **Deliverable:** Transition of services from central system to main institutions where appropriate. Only those services needing additional time
### Guidance for July 1, 2018 Critical Path Activities

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| **Library Support Services** | Colleges will continue to provide service to all thirteen branch campuses during 2018-19 transition to receiving campus. UWSA will budget funding for staffing and the base budgets will be distributed to receiving campuses starting in 2019-20. | **Deliverable: Develop a plan for library support services transition to the receiving institution for 2019-2020**  
- Functional team should work with UWSA and regions to ensure alignment  
- Begin to identify duplication of services across the campuses | Functional team and UWSA | - Library  
- Finance | See above. |
| **Student Accommodations** | Full services will be provided to branch campus students. | **Deliverable: Full services provided to branch campus students**  
- Take stock of what services are currently provided to branch campus  
- Assess current usage on branch campuses  
- Determine ability to integrate in existing receiving campus structure. | Regions | - Finance  
- Human Resources | There may be future possibility of providing services from one of the four-year institutions under a ‘center of excellence’ model. |
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<td>- Adjust staff/resources appropriately to accommodate expanded need.</td>
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| **Veteran Services**       | Full veteran service provision will be in place. The Colleges employees will become part of the UW System Administration and offer services to branch campuses and other institutions. An opt-in service model will be offered to regions. | **Deliverable: Full veteran service provision in place**  
- Regions assess need on the inherited branch campuses  
- Determine whether region wants to provide service for branches or opt-in to UWSA service.  
- Communicate where to receive these services to branch campus students and staff. | Regions (unless opt-in to UWSA service) | - Finance | See above. |
| **WIPPS (A)**              | The oversight of the institute will transfer to UWSA. The Institute will continue to provide the same services, programs, and functions as previously. | **Deliverable: Transfer WIPPS to UWSA**  
- Identify which office will house WIPPS  
- Update websites for reference to appropriate oversight.  
- Update WIPPS Board policies as necessary. | UWSA | - N/A | Deliverable: WIPPS fully integrated into UWSA.  
Future plans for WIPPS will continue to be discussed. |
February 28, 2018

TO: Steering Committee Members, and Regional and Functional Teams
FROM: Robert Cramer, Vice President for Administration
RE: Travel reimbursement for mileage expenses related to restructuring project

The purpose of this memo is to establish general parameters for the reimbursement of travel expenses related to mileage, rental cars, and fleet vehicles for the UW Colleges and UW-Extension Restructuring Project. As stated in UW System Administrative Policy 405, the University expects travelers to use university funds and resources appropriately, understand and follow travel policies, and submit timely travel reporting to ensure the University meets all applicable compliance requirements. The travel must be related to the restructuring project to be reimbursed under the process outlined below.

Members of the steering committee and regional and functional teams will submit separate travel expense reports (TER) for expenses related to their respective committee/team meetings for 1) mileage, 2) rental vehicles, and 3) fleet vehicles using the UW Restructuring ADM funding string (150-W-989010-1). Each institution is responsible for ensuring all reimbursements are appropriate and are documented. Please note that the expense workflow will be as follows:

- Department Auditor: Anne Minssen, aminssen@uwsa.edu
- HR Supervisor: Ginger Hintz, ghintz@uwsa.edu

For campuses that do not have an HR supervisor in their expense workflow, UWSA will be assisting in rerouting the TERs to the workflow identified above. This memo supersedes the previous memo that was released on January 31, 2018 and is effective January 1, 2018 through June 30, 2019. Expenses that occurred prior to January 1, 2018, will not be reimbursed from the UW Restructuring ADM funding string.