<table>
<thead>
<tr>
<th>Topic</th>
<th>Time</th>
<th>Discussion Lead(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>9:00 – 9:05</td>
<td>Rob Cramer</td>
</tr>
<tr>
<td>Issues, Recommendations, and Updates by Function</td>
<td>9:05 – 9:50</td>
<td>Tim Opgenorth</td>
</tr>
<tr>
<td>• Financial Aid</td>
<td></td>
<td>Chris Navia</td>
</tr>
<tr>
<td>• Student Recruitment</td>
<td></td>
<td>Anne Milkovich</td>
</tr>
<tr>
<td>• SIS</td>
<td></td>
<td>Shenita Brokenburr</td>
</tr>
<tr>
<td>• Human Resources</td>
<td></td>
<td>Jason Beier</td>
</tr>
<tr>
<td>• MOU</td>
<td></td>
<td>Stefan Fletcher</td>
</tr>
<tr>
<td>Decisions and Guidance on Key Issues</td>
<td>9:50 – 10:30</td>
<td>Sean Nelson</td>
</tr>
<tr>
<td>• Tuition (2019-20)</td>
<td></td>
<td>Chris Navia</td>
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<tr>
<td>• Application Fees</td>
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<tr>
<td>Regional Priorities Discussion</td>
<td>10:30 – 11:10</td>
<td>Regional Leads</td>
</tr>
<tr>
<td>UW-Extension Update</td>
<td>11:10 – 11:25</td>
<td>Casey Nagy and Jim</td>
</tr>
<tr>
<td>Restructuring Roadmap Overview</td>
<td>11:25 – 11:45</td>
<td>Rob Cramer</td>
</tr>
<tr>
<td>Next Steps</td>
<td>11:45 – 12:00</td>
<td>Rob Cramer</td>
</tr>
</tbody>
</table>
Introduction and Meeting Purpose

We are here today to:

1. Share key updates and recommendations from Functional Teams
2. Make decisions and offer guidance on key issues
3. Discuss regional priorities
4. Provide an update on UW-Extension planning by UW-Madison and UW System
5. Provide an overview of the Restructuring Roadmap
The design stage ended on April 13. We are now in the implementation stage, when we will execute plans to meet milestones leading up to July 1.
Financial Aid Update

Campus E-App documentation will be reviewed by the Financial Aid Functional Team on June 5 and submitted to the U.S. Department of Education (ED) for all Receiving Institutions on June 22.

2019-20 FAFSA Guidance

- UW Colleges school code for the 2019-20 FAFSA will remain open until the E-App review process is completed

- Students should input Receiving Institution federal school code, not branch campus federal school code, on 2019-20 FAFSA

- Monitor 2019-20 FAFSAs with any branch campus school code and advise students to resubmit with Receiving Institution code
  - Example: Students applying to UW-Waukesha should list UW-Milwaukee (003896) on the 2019-20 FAFSA

<table>
<thead>
<tr>
<th>2018 Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ 01/26 – ED email sent to Chancellors outlining documentation requirement</td>
</tr>
<tr>
<td>☐ 06/05 – Financial Aid Functional Team completes review</td>
</tr>
<tr>
<td>☐ 06/22 – Documentation submitted to ED</td>
</tr>
<tr>
<td>☐ 10/01 – FASFA available for 2019-20</td>
</tr>
</tbody>
</table>
Financial Aid Issues and Recommendations

The Financial Aid Functional Team outlines the following issues and recommendations for the Steering Committee and Receiving Institutions:

**Process/Systems**
- Implement secure method for students and parents to electronically transmit documents
- Configure final tuition and fee structure to reduce manual work and need for additional resources
- Ensure financial aid staff members at each campus have access to PRISM and document imaging
- Transfer data for current UWC enrolled students

**Policy**
- Align academic calendars (i.e. start/end dates)
- Align attendance, registration (late adds), and grading policies

**People**
- Maintain adequate financial resources to hire qualified financial aid professionals based upon desired service levels
EApp Update

The EApp Redesign Team has several upcoming milestones in order to achieve the August 1 EApp deadline.

2019-20 EApp Components

• Applications to two-year institutions for 2019-20 are “pushed” to the Receiving Institutions beginning August 1, 2018
• Students can apply to multiple UW Institutions using one set of application materials
• Denied applications from one UW Institution can be considered by other UW Institutions
• Core Agreements
  - 24 core agreements reached regarding application standardization, fees, and materials
• Testing
  - EApp functionality testing is occurring at UW Institutions through 05/22

<table>
<thead>
<tr>
<th>2018 Timeline</th>
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</thead>
<tbody>
<tr>
<td>04/17 – EApp Core Agreement meeting at UW-La Crosse</td>
</tr>
<tr>
<td>05/22 – EApp revisions complete</td>
</tr>
<tr>
<td>06/01 – Open EApp for testing</td>
</tr>
<tr>
<td>08/01 – EApp goes live</td>
</tr>
</tbody>
</table>
EApp Issues and Recommendations

The EApp Redesign Team, a task force within the Student Recruitment Functional Team, outlines the following issues and recommendations for the Steering Committee and Receiving Institutions:

**Process**
- Timeline for reconfiguring: Fall 2020 recruitment cycle
- Defining major business requirements for EApp reconfiguration
- Application implementation timeline

**Policy**
- Application fee structure
- Residency requirements

**People**
- Current UW Colleges Recruiters shift to Receiving Institutions on August 1, 2018
- Sufficient capacity required at Receiving Institutions to implement EApp updates
SIS Update
Regional SIS teams are working to develop implementation plans for SIS restructuring on campuses.

2018-19 SIS Recommendations and Decisions

1. All regional SIS must include “campus” designation in SIS restructure

2. HLC noted that there is no issue with continuing to produce transcripts from PRISM for 2018-19; they include information on the accredited institution and follow Registrar best practices

3. Utilize current UWS intuitional processes to transmit bio-demo/app data from PRISM to Receiving Institutions

4. All Student credit and GPA will be transferred in using current transfer processes at the RIs

<table>
<thead>
<tr>
<th>2018 Timeline</th>
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<tbody>
<tr>
<td>05/07 – All decisions that impact the SIS need to be finalized, including Tuition</td>
</tr>
<tr>
<td>07/01 – For graduating and transfer students in 2018-19: transcripts will be generated from PRISM (UWC SIS); Diplomas will be issued by Receiving Institutions (file sent from PRISM)</td>
</tr>
<tr>
<td>09/01 – Regional SIS prototyping and testing must be complete to accept AAS EApp applications</td>
</tr>
<tr>
<td>09/30 – Data conversion model finalized and tested to import ISIR data for current AAS students into Regional SIS for 2019-20 FAFSA applications</td>
</tr>
</tbody>
</table>
SIS Issues and Recommendations

The SIS Functional Team outlines the following issues and obstacles for the Steering Committee and Receiving Institutions:

Decisions Needed by 05/07/2018

- Regional Tuition Models
- Organizational Vision
- Academic Policies
- Admissions Criteria
- GPA for readmitted students
## HR Work Steps and Communications

### Completed Key Worksteps

<p>| | |</p>
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<thead>
<tr>
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<tbody>
<tr>
<td>![Checkmark]</td>
<td>1. Continued biweekly distribution of employee transition lists to Regional Leadership ensuring alignment with Restructuring Assumptions</td>
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<tr>
<td>![Checkmark]</td>
<td>2. Hosted 14 Town Hall Meetings with transitioning employees</td>
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<tr>
<td>![Checkmark]</td>
<td>3. Facilitated biweekly calls and led two-day meeting with HR Directors in Madison</td>
</tr>
<tr>
<td>![Checkmark]</td>
<td>4. Drafted HR organizational chart</td>
</tr>
<tr>
<td>![Checkmark]</td>
<td>5. Outlined strategy and objectives for HR Operational Team and held initial meetings</td>
</tr>
<tr>
<td>![Checkmark]</td>
<td>6. Structured HR Transformational Team and outlined strategy roadmap to align with CORE principles</td>
</tr>
</tbody>
</table>

### Upcoming Key Worksteps

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1. Letters from UW System distributed to all transitioning employees</td>
</tr>
<tr>
<td></td>
<td>2. Continued collaboration with Receiving Institutions to understand HR Service delivery under the MOU</td>
</tr>
<tr>
<td></td>
<td>3. Receiving Institutions refine organizational charts</td>
</tr>
<tr>
<td></td>
<td>4. Hiring protocols for Receiving Institutions in place</td>
</tr>
<tr>
<td></td>
<td>5. MOU, Budget and Finance, IT, and HR teams continue to meet for 2018-19 planning</td>
</tr>
<tr>
<td></td>
<td>6. Provide guidance as employee communications transition from UWSA to Receiving Institutions</td>
</tr>
</tbody>
</table>
MOU Timeline

After finalization of MOUs, efforts will turn to a management plan to confirm key operational processes and clarify expectations for the 2018-19 year.

MOU Implementation Timeline

**Finalize MOU with Regions**
- (Now – April 30)
  - Send draft and receive feedback
  - Review with Board of Regents
  - Localize MOU draft with regions
  - Finalize MOU (April 30)

**Outline Management Plan for 2018-19**
- (Now – May 18)
  - Draft management plan
    - Service portfolio
    - Roles and responsibilities
    - Escalation processes
  - Review plan with RIs for clarity and feedback

**Communicate Management Approach**
- (May 21 – June 15)
  - Communicate management plan
    - Meetings with regions and UWSA
    - Targeted meetings with subject matter experts
Decisions and Guidance – Current Tuition Issues

Functional and Regional Teams seek guidance on the matter of tuition for 2019-20.

Existing Tuition Guidance and Considerations for the Receiving Institutions:

• UW System is committed to maintaining the access mission of the UW Colleges
• Tuition levels will **not** change for 2018-19
  o Students in the Branch Campus AAS program will pay the same rates for 100- and 200-level courses at the branch campus
  o Students enrolled in baccalaureate degree programs will continue to pay Receiving Institution tuition levels
  o Board of Regents must approve all tuition decisions

Issues Surfaced by Receiving Institutions for 2019-20

• Courses potentially charged at two different rates
• Course catalog alignment
• Ease of transferring courses
• Technical implementation in Student Information Systems
• Variability in campus approaches

NEXT STEPS: Decision needed

Regional and Functional Teams need a decision to proceed with critical path work. Proposals will be reviewed and **a decision made by end of April**.
Decisions and Guidance – Application Fees

The Student Recruitment Functional Team seeks a decision on application fee structure in 2019-20.

Current Situation and Existing Guidance:

• **Fees**: $50 for each undergraduate application submitted to UW schools

• **Universal Model**: Students must complete an application for each school

• **Time**: 40 minutes to complete one application

• **Authority**: Under Wisconsin statute 36.11(3)(d), each UW institution is permitted to assess a uniform fee for undergraduate applications. The BOR must approve any change to such fees.

Issues Surfaced by Student Recruitment FT

• Less efficient than applications in counterpart systems in the Midwest

• Requires significantly more time to complete than the counterpart systems in the Midwest

• More expensive than applications in counterpart systems in the Midwest

Decision Needed from Steering Committee:

Should UW System adopt a streamlined EApp with an incremental fee structure?
Decisions and Guidance – Application Fees

The UW Colleges have faced year-over-year declines in application submissions since 2012-13 and are currently 17% down versus the trailing 5-year median.
Applying to UW System is more time-intensive and expensive when compared to other Systems.

<table>
<thead>
<tr>
<th>State University System</th>
<th>Fees</th>
<th>Average Time</th>
<th>Universal App?</th>
<th>Apply to Multiple?</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Wisconsin System</td>
<td>$50</td>
<td>40</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Iowa Board of Regents</td>
<td>$40</td>
<td>15</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Minnesota State Colleges and University System</td>
<td>$20</td>
<td>15</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Pennsylvania's State System of Higher Education</td>
<td>$25-45</td>
<td>20</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>University of Illinois System</td>
<td>$50-60</td>
<td>25</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
## Decisions and Guidance – Application Fees

Two scenarios are envisioned as potential paths forward.

<table>
<thead>
<tr>
<th>Option 1: Sum Universal Fees (Current State)</th>
<th>Option 2: Sum Base and Incremental Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designate a universal application fee and charge it against each application submitted.</td>
<td>Designate a base application fee and charge incrementally for additional selected campuses.</td>
</tr>
<tr>
<td>• Example: Applicant applies to UW-Whitewater and UW-Oshkosh</td>
<td>• Example: Applicant applies to UW-Whitewater and UW-Oshkosh</td>
</tr>
<tr>
<td>• $50 fee for any campus</td>
<td>• $50 fee for first application</td>
</tr>
<tr>
<td>• Total Fees: $100</td>
<td>• $5 for each additional application submitted</td>
</tr>
<tr>
<td></td>
<td>• Total Fees: $55</td>
</tr>
</tbody>
</table>

Not Exhaustive
Regional Priorities Discussion

From a Regional Perspective:

• What are the top three restructuring priorities for completion by **July 2018**?
  - Where do you need clarity?
  - Where do you need decisions?
  - Where do you need support?
1) Initial Team:
   • A small group met Monday, March 5 to discuss possible mission and vision. Four priority groups identified:
     1) Students who traditionally attend 2-year campuses
     2) Online students
     3) Adult learners
     4) Participants in non-credit learning opportunities for businesses

2) Reconstituted Transition Team:
   • A reconstituted transition team met on Tuesday, April 3, to review transitioning units, discuss the four groups above, and tentative assignment of units coming to the UW System.

3) President Cross formalized UWSA assignments (memo distributed April 17):
   • Wisconsin Humanities Council will be supported by the Office of Finance
   • Instructional Communications Systems will be attached to the Office of Administration
   • Continuing Education, Outreach, and E-learning will be assigned to the Office of Academic and Student Affairs
   • Business and Entrepreneurship will become part of the Office of University Relations
   • Wisconsin Institute of Public Policy and Service will be assigned to the Office of University Relations

   Each of the relevant Vice Presidents for the Offices in the UW System Administration will lead the transition efforts for the assigned units going forward.
UW-Extension Transition Update – UW-Madison

On July 1, 2018, oversight of UW-Extension’s Conference Services and Mailing Unit, Cooperative Extension, Wisconsin Public Media, and the Department of Labor Education will transition to UW-Madison.

1. Brief Review of Process
   • Organizational approach
   • Issue identification and analysis
   • Strategic planning

2. Progress on MOUs
   • Approach
   • Key Provisions – Excerpts of Draft MOU

3. “Tiger” Teams
   • Purpose
   • Composition
   • Back-up plan
**Process**

The Restructuring Roadmap is the summary output of the planning and design phases.

<table>
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<tr>
<td>2/1/2018</td>
<td>3/1/2018</td>
<td>5/1/2018</td>
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<tr>
<td>3/1/2018</td>
<td>4/1/2018</td>
<td>6/1/2018</td>
</tr>
</tbody>
</table>

- **✓ 17 Functional Teams; work on individual plans**
- **✓ Regions, UW Colleges, UW-Extension, and UW System representation**
- **✓ Identified critical deliverables and milestones for regions**
- **✓ Integrated plans into four sub-themes**

**Restructuring Roadmap**

- **Master Plan for Restructuring Activities**
- **Clear Reference and Guidance for Activities through August**
- **Developed with Regional and Functional Representation**
- **“Living Document” – Updates and Revisions to be Issued as Needed**
The roadmap integrates key submissions, detailed project plans, and planning documents into a consolidated plan that provides high-level guidance.

**Dates, Milestones, Deliverables:**
- HLC Submission
- Critical Path Guidance
- MOU Agreement
- Detailed Functional Project Plans
- 2/14 Guidance from Pres. Cross

**Restructuring Roadmap:**
Project Plan for UW Colleges & UW-Extension Restructuring

**Functional Categories**
- Student-facing
- Employee-facing
- Academic Integration
- Administration and Finance

- Student Life and Services

MOU Implementation
The plan consists of over thirty components organized into five main functional categories.
The Restructuring Roadmap supports regional actions and facilitates high-level decisions.

Moving from Detailed Project Plans...

...to Decisions and Actions

- Restructuring Deliverables
- Timeline of Milestones, Interdependencies, and Deliverables
- Decisions or Guidance Reference

See Appendix A for the Restructuring Roadmap
Roadmap – April to May

The Receiving Institutions and Functional leads should refer to the Roadmap for guidance on deliverables, milestones, and pending decisions this month.

Going Forward…

• Roadmap to be a living document; updated as needed during implementation phase

• PMO team to reach out to Regional Leads to support implementation
  - Assistance
  - Feedback
  - Communication

<table>
<thead>
<tr>
<th>Restructuring Roadmap</th>
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<tbody>
<tr>
<td>Review Deliverables for April and May by Area of Responsibility</td>
</tr>
<tr>
<td>Review Timeline for Interdependencies and Milestones</td>
</tr>
<tr>
<td>Refer to Guidance and Decisions for Updates, Status, and Timelines</td>
</tr>
</tbody>
</table>
Next Steps

Before the next Steering Committee Meeting, Regional Teams and Functional Teams will begin the implementation phase.

• Finalize Memorandum of Understanding and management plan

• Continue to work on deliverables and milestones for the project

• Escalate items for decisions as they arise that impede your project plan

The next Steering Committee Meeting is on Thursday, May 17, in the Pyle Center.
Overview

The key objectives of the April 20, 2018, Steering Committee meeting were to share key updates and recommendations from Functional Teams; make decisions and offer guidance on key issues; discuss regional priorities; provide an update on UW-Extension planning by UW-Madison and UW System; and provide an overview of the Restructuring Roadmap. Regional and Functional Teams were again encouraged to escalate issue items for decisions.

Major Areas of Discussion

Financial Aid

Tim Opgenorth, Functional Team Lead for the Financial Aid Functional Team, provided an update on financial aid planning and activities, as well as outlined issues and recommendations for the Steering Committee and Receiving Institutions. Key updates were provided on the following:

Requirements for EApp Submissions:

- The Financial Aid team will hold a meeting on June 5 to review financial aid requirements for EApp submissions.
- Each Receiving Institution will submit its financial aid recertification application to the U.S. Department of Education near the end of June.
- Receiving Institutions have 10 days after HLC approval to submit their application. Early submission is encouraged by the Department of Education.

Financial Aid and FAFSA Processes:

- Communications planning will take place with collaboration between the Project Communications Office, Financial Aid Functional Team, and Receiving Institutions to ensure clear and timely communication to students on financial aid processes for 2019-20.

UW Colleges school code for the 2019-20 FAFSA will remain open until the EApp review process is completed.
- Students should input Receiving Institution federal school code in their FASFAs, not the branch campus federal school code, on 2019-20 FAFSA. Therefore, those reviewing FAFSA submissions will need to monitor the 2019-20 FAFSAs with any branch campus school code and advise students to resubmit with Receiving Institution code.

The following issues and recommendations were presented to the Steering Committee for Receiving Institutions:

- Need to implement a secure method for students and parents to electronically transmit documents
- Decisions are needed on tuition and fee structures to reduce manual work and minimize need for additional resources
- Ensure financial aid staff members at each campus have access to PRISM and document imaging
- Transfer data for currently enrolled UW Colleges students to Receiving Institutions before the FAFSA opens in fall
- Align academic calendars (i.e. start/end dates) among Receiving Institutions and Branch Campuses
- Align attendance, registration (late adds), and grading policies among Receiving Institutions and Branch Campuses
- Maintain adequate financial resources to hire qualified financial aid professionals based upon desired service levels
Student Recruitment – EApp Update

Chris Navia, Functional Team Lead for the Student Recruitment Functional Team, provided an update on the EApp redesign. The EApp platform is currently undergoing a needed version update which will allow work to move forward with the redesign for 2019-20 applications, and testing of EApp functionality is occurring at UW institutions through May. Beginning August 1, 2018, applications to two-year institutions for the 2019-20 academic year will be routed to Receiving Institutions.

The overall goals of the EApp redesign are:

1. Students will be able to apply to multiple UW institutions using one set of application materials
   a. UW institutions have reached 24 core agreements regarding application standardization, fees, and materials
2. Denied applications from one UW Institution can be considered by other UW institutions

The following issues and recommendations need to be addressed in order to continue to move forward with the redesign process.

- Complete the EApp reconfiguration by the Fall 2020 recruitment cycle
- Define major business requirements for EApp reconfiguration
- Application implementation timeline
- Application fee structure (full discussion outlined in separate section of this meeting summary)
- Develop standard residency requirements across UW institutions
- Current UW Colleges Recruiters will shift to Receiving Institutions on August 1, 2018
- Sufficient capacity required at Receiving Institutions to implement EApp updates

Admissions Directors will be meeting to discuss standard application materials. Admissions Directors will need to engage Chancellors to ensure that EApp changes and institutional policies are aligned.

Student Information Systems (SIS)

Anne Milkovich, Functional Team Lead for SIS, provided an update on SIS planning and activities, as well as outlined outstanding decisions and areas of concern.

The SIS team is working on a data conversion plan to help ensure that the SIS is ready for implementation by September 1, 2018. Before implementation, the SIS needs to be fully-tested with third party integrations at each Receiving Institution to ensure all pieces are connected. The SIS team will be visiting Receiving Institutions over the next couple weeks and will bring with them additional resources, including PeopleSoft experts, to assist the Receiving Institutions with testing.

Decisions are needed from each Receiving Institutions by May 7, 2018 on academic structure and organizational vision. Elements of academic structure include but are not limited to:

- Academic policies
- Academic structure
- Admissions criteria
- Reinstating the GPA for readmitted students
Organizational vision
Regional tuition structure

The risk of not having these decisions made by May 7 is that SIS will not be able to process applications. Additional concerns include that data conversion models will require increased resources to develop processes, and integrated software systems are different for each Receiving Institution.

Human Resources (HR)

Shenita Brokenburr, Human Resources Director for UWSA, and Jason Beier, Human Resources Director at UWCX, provided an update on completed and upcoming HR activities. Their main focus has been, and continues to be, employee communications and setting clear expectations. HR is also continuing work on exploring alternative delivery models for HR services consistent with the CORE framework.

Completed Worksteps:

1. Continued biweekly distribution of employee transition lists to Regional Leadership ensuring alignment with Restructuring Assumptions
2. Hosted 14 Town Hall Meetings with transitioning employees
3. Facilitated biweekly calls and led two-day meeting with HR Directors in Madison
4. Drafted HR organizational chart
5. Outlined strategy and objectives for HR Operational Team and held initial meetings
6. Structured HR Transformational Team and outlined strategy roadmap to align with CORE principles

Upcoming Worksteps:

1. Letters from UW System will be distributed to all transitioning employees
2. Continue collaboration with Receiving Institutions to understand HR Service delivery under the MOU
3. Assist Receiving Institutions with developing and refining organizational charts
4. Ensure hiring protocols for Receiving Institutions in place
5. MOU, Budget and Finance, IT, and HR teams continue to meet for 2018-19 planning
6. Will provide guidance as employee communications transition from UWSA to Receiving Institutions

The policies of the Receiving Institutions will apply to transitioning employees from UW Colleges and UW-Extension and will work with shared governance on this transition. UW-Madison has determined that UW-Extension policies will apply to all transitioning units during the transition year, with oversight from UW-Madison.

MOU

The regional MOUs are on track to be finalized by the beginning of May. Next steps include developing a management plan with additional details for the 2018-19 transition year by May 18 and communicating the management approach by June 15. Updates to the MOU will continue to occur throughout the year as Receiving Institutions take on services.
Decisions and Guidance on Key Issues

Tuition Structure for 2019-20

Regional and Functional Teams need a decision on tuition for the 2019-20 academic year to proceed with critical path work. Chancellors are submitting tuition structure proposals to UWSA. UWSA will review the proposals and distribute a summary for the 2019-20 tuition structure to Receiving Institutions. Proposals will be reviewed and a decision will be made by end of April.

The following issues were raised by Receiving Institutions regarding setting tuition for 2019-20:

a. Courses potentially charged at two different rates
b. Course catalog alignment
c. Ease of transferring courses
d. Technical implementation in Student Information Systems
e. Variability in campus approaches

No change in tuition is occurring for the 2018-19 academic year.

Application Fees

In order to streamline the EApp and standardize the process across institutions, a decision needs to be made on the application fee structure. The Steering Committee discussed how the application process can be used to encourage students to apply to more than one UW institution and how the application process should maintain UW Colleges important access mission.

The following considerations were discussed with respect to the application fee structure:

o Currently the majority of students are only applying to one UW institution, while the national average is three to five applications per student.

o The UW application is more expensive than other university systems and does not offer a sliding scale to incentivize applying to more than one institution. The current application fee structure is a barrier to entry for first generation, low-income, and underserved students.

o UW System applications are more time-intensive compared to average completion time for applications at peer institutions.

Feedback on application fee structure from Steering Committee members is due to Chris Navia by May 4, 2018.

Regional Priorities Discussion

Tenure Transfer Discussion

Tenured UW Colleges Faculty need to be assigned a home unit at the Receiving Institution before transfer of tenure can occur. The transfer of tenure will be memorialized at the June 2018 Board of Regents meeting using a two-stage process. First, the board will consider UW Colleges faculty that are up for tenure, followed by Board approval of the transfer of tenure from UW
Colleges to the Receiving Institutions. UW-Madison is working with UW-Extension and a recommendation on tenure is expected in Fall 2018.

**NODE**

Vice President Cramer emphasized the importance of ensuring access to NODE is maintained for the 2018-19 academic year. Vice President Cramer charged provosts with planning for future use of NODE.

**AAS Online**

Provost Schimtt is taking the lead on exploring how the AAS online model will be delivered for the 2019-20 academic year. AAS online will remain unchanged for the 2018-19 academic year.

**Requests for Clarity**

Receiving Institutions requested clarity in the following areas:

1. Budget planning at UW Colleges for 2018-19
2. Human Resources service provision
3. Information Technology service provision
4. Foundation relations
5. Financial implications of reducing/eliminating application fees and impact of tuition structure models

**UW-Extension Update – UW System**

A small group met on Monday, March 5 to discuss a possible mission and vision going forward. Four priority groups for support and collaboration were identified:

1. Students who traditionally attended 2-year UW Colleges campuses
2. Online students
3. Adult learners
4. Participants in non-credit learning opportunities for businesses

A reconstituted transition team met on Tuesday, April 3, to review transitioning units, discuss the four groups above, and tentative assignment of units coming to the UW System.

On April 17, President Cross distributed a memo formalizing UWSA assignments for the following UW Extension Units:

- Wisconsin Humanities Council will be supported by the Office of Finance
- Instructional Communications Systems will be attached to the Office of Administration
- Continuing Education, Outreach, and E-learning will be assigned to the Office of Academic and Student Affairs
- Business and Entrepreneurship will become part of the Office of University Relations
- Wisconsin Institute of Public Policy and Service will be assigned to the Office of University Relations

The respective Vice Presidents for each UWSA Office will lead the transition efforts for their assigned units going forward.
UW-Extension Update – UW-Madison

On July 1, 2018, oversight of UW-Extension’s Conference Services and Mailing Unit, Cooperative Extension, Wisconsin Public Media, and the Department of Labor Education will transition to UW-Madison. Operational authority for Conference Centers and the Mailing Unit will transition in full to UW-Madison on July 1, 2018 pending HLC approval.

UW-Madison is in the process of developing MOUs governing functional service provision for Cooperative Extension, Wisconsin Public Media, and the Department of Labor Education for the 2018-19 transition year. The focus has been to establish parameters of responsibilities and set expectations, while leaving operational authority within units. The MOU reflects differentiation of programmatic operational oversight and authority: UW-Extension policies would be subject to UW-Madison oversight with the objective being to have UW-Madison take primary responsibility for programmatic matters, and UW-Extension for operational/transactional matters during the transitional period.

Key Provisions in the draft MOU include the following:

- It is a functional document
- UW-Extension will appoint representatives with administrative oversight during the transitional period
- UW-Madison will operate within the parameters of the UW-Extension budget
- Transactional and operational authority will remain with UW-Extension
- UW-Madison will have oversight of hiring

UW-Madison will also be assembling “Tiger” Teams to assist with the transition. These teams will provide specific expertise to immediately address issues as they arise around July 1, 2018.

Restructuring Roadmap Overview

A brief overview of the Restructuring Roadmap was given. The starting point was the HLC submission which provided the framework for the roadmap. Additional dates, decisions, and deliverables were determined by the Functional and Regional Teams, with collaboration from the Receiving Institutions, UWSA, and UWCX. The roadmap provides a single resource to guide activities from now until July 1, 2018. It is a living document that continues to evolve and is underpinned by a highly detailed project plan.

The Project Management Office will be reaching out to the Receiving Institutions in the coming weeks to go over the Restructuring Roadmap in detail.

Pending Project Sponsor Decisions

1. Interpretation of Policy 805 regarding tuition
2. Application fee waiver for UW Colleges for 2018-19 academic year
3. Application fee structure for 2019-20 and beyond
4. Tuition structure for 2019-20
Next Steps

Before the next Steering Committee Meeting, Regional Teams and Functional Teams will begin the implementation phase.

- Finalize Memorandum of Understanding and management plan
- Continue to work on deliverables and milestones for the project
- Escalate items for decisions as they arise that impede your project plan
- Feedback from Receiving Institutions on application fee structure is due by May 4
- UW-Oshkosh will send SIS decision making template to Receiving Institutions
- UWSA will distribute tuition structure proposal summation to the Receiving Institutions
- HR will ensure employee communications align with regional decisions
- Provosts will work on planning for future use of NODE
- UW-Madison and UWSA will present regarding the UW-Extension transition at the June Board of Regents meeting
- A clarifying communication will be sent regarding foundation transition process

The next Steering Committee meeting is on Thursday, May 17 at 9:00 a.m. in the Pyle Center.