



# UW Colleges and UW-Extension Restructuring Steering Committee

Meeting Summary – December 21, 2018

## Overview

The key objectives of the December 21, 2018, Steering Committee meeting were to receive updates on the HLC Focused Visit, Course Exchange, and 2019 Master Roadmap planning. Written updates were provided for Human Resources, Information Technology, and Procurement and are included as an appendix to the meeting summary.

## Higher Learning Commission (HLC)

Carleen Vande Zande, Associate Vice President for Academic Programs and Educational Innovation, provided an update on the HLC Focused Visit held in Madison on December 3-4. The Focused Visit was a six-month follow-up to review progress in implementing transition plans, as previously outlined in HLC submissions, as well as service transition activities outlined in the Memoranda of Understanding (MOU). UW System Administration (UWSA) will receive a summary report from HLC in January, in which HLC will provide their findings and recommendations.

### Overview

- Two HLC Peer Reviewers conducted interviews and led discussions with approximately 100 people, including representatives from each Receiving Institution (RI) and the branch campuses, and UW System leadership
- Branch campus faculty, staff, and students participated remotely via scheduled conference calls
- UW System coordinated a report for HLC that consists of a Systemwide overview of the restructuring activities guided by customized MOUs between the RIs and UW Colleges Administrative Service unit. The report also included information about enrollment, budget, transition of Colleges' programs, personnel transitions, course offerings by campus, organizational charts, a management plan, and institutional statements by the seven RIs.
- Reviewers were pleased with the amount and level of documentation, including the Memoranda of Understanding, and how the project is being guided and managed
- Reviewers recognized there is proactive engagement at the RIs to strategize, plan, and maintain accountability

### Areas for Review

HLC Peer Reviewers focused on the following areas during their visit:

- Curriculum
- Faculty
- Finances
- Enrollment
- Student Support Services
- Governance

Finances, enrollment, student support services, and communication were the four areas HLC noted as needing extra attention and will likely be an area of focus in future reviews.

### Next Steps

- UWSA will receive a summary report from HLC in January
- HLC will advise and provide suggestions based on their findings
- HLC will follow up, if required
- Carleen will provide a summary of the report to the Steering Committee in early 2019

### HLC: Post-Integration

- Going forward, accreditation reviews of Receiving Institutions will include branch campuses



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- Additions or changes to academic programs
- Status of branch campus(es)

## 2019-20 Course Exchange

Aaron Brower, Senior Associate Vice President, and Karen Schmitt, Interim Vice President for Academic and Student Affairs, provided an update on the participating RIs in the AY19-20 Course Exchange, financial model, and advising model.

### General Update

- All RIs were solicited to participate in the AY19-20 Course Exchange. Four are participating as formal partners: UW-Milwaukee, UW-Whitewater, UW-Oshkosh, and UW-Stevens Point. Two RIs are supporting the AY19-20 Course Exchange by providing instructors: UW-Platteville and UW-Eau Claire. UW-Green Bay is not participating due to internal instructional workload demands.
- The four participating and two supporting campuses are in the process of submitting formal commitments of instructors, along with details on actual salary and fringe requirements. This information was due Dec 17.
- Restructuring Workgroups 2 and 3 (Curricular Planning and Student Support) have completed their design work. Efforts now shift to implementation of the AY19-20 Course Exchange through the internal cross-functional program team of UW Extended Campus (UWEX). Participating RIs will be engaged directly and through the RI Advisory Council. Implementation includes the development of marketing plans and student communication plans.
- The solicitation for the AY20-21 Course Exchange was sent on Wednesday, December 19. All campuses are encouraged to participate in the information session.

### AY19-20 Financial Model

- The draft financial model was finalized at Workgroup 3's (Administration and Finance) meeting Dec. 17, after which it will be forwarded to VP Schmitt for approval.
- The financial model estimates all costs for the RI partners and UWEX. Revenue will first pay out expenses and then revenue-beyond-expenses will be divided among all partners (i.e., the four Participating RIs plus UWEX) based primarily on the distribution model previously used by UW Colleges.
- Once the financial model is approved, Workgroup 3 will have completed its financial/administrative design work.

### AY19-20 Advising Model

- Academic advising will occur at the Receiving Institution as it does with other collaborative degree programs.
- Student success coaching will occur centrally through UW Extended Campus.
- The Student Support Workgroup decision memo, including language for this advising decision, was sent on December 18.



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## Project Management Office (PMO)

Stefan Fletcher, Director of Administrative Policies and Special Projects, gave an update on the 2019 Master Project Roadmap planning that will take place with workstream leads starting in January 2019.

### 2019 Master Project Roadmap

- October – December 2018: Identify key milestones, interdependencies, and deadlines across workstreams
- January 2019: Creation of integrated roadmap
  - Friday, January 4 - First draft roadmaps from each workstream are due
  - Thursday, January 17 - Second draft roadmaps are due
  - Wednesday, January 23 - Plan validation feedback will be returned to workstreams for last-minute revisions prior to final submission
  - Monday, January 28 - Final draft roadmaps are due
  - Wednesday, January 30 - Integrated Workstream Roadmap Meeting will take place at the Pyle Center
- February 2019: Distribution of final integrated master roadmap

Last week, the PMO sent an email to all workstream leads outlining the process, timeline, and deliverables for 2019 roadmap planning. Following creation of the integrated master roadmap, the PMO will schedule 90-60-30 day check-ins prior to major service transitions and closeout activities. At these check-ins, each campus will meet individually with PMO representatives to ensure transitions that are scheduled for July 1, 2019, are on-track and issues that arise are dealt with in a timely manner.

### UW-Extension transition to UWSA

In early December, the PMO hosted a transition planning meeting with representatives from all UW-Extension units transitioning to UWSA and UWSA representatives of key administrative functions, including Human Resources, Information Technology, and Procurement.

### Amendment to MOUs

For the six receiving institutions who have not already transitioned student accommodations, amended MOUs have been distributed for signature, to help facilitate the need to expedite the student accommodations service transition.

## Next Steps

January 9 is the next meeting of the Shared Services Customer Council to review the functional roadmaps and proposals for shared services. The council will most likely suggest an opt-in model for most services.

On January 10, Shared Services will hold a virtual town hall to discuss the status of Shared Services' planning.

After January 30, MOU service transitions, UWCX closeout work, and Shared Services workstreams will come together for integrated planning. Outputs from the January 9 and January 30 meetings will be discussed at the February Steering Committee meeting.

The next Steering Committee meeting is on **Friday, January 18, 2019, at 9:00 a.m. in the Pyle Center.**



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## Appendix

### Human Resources Update (written update only)

*David Young, Assistant Director of Human Resources, UW Colleges Services*

Midway through the transitional year, the UW Colleges and UW-Extension Office of Human Resources continues to work in collaboration with colleagues in human resources related functions at the Receiving Institutions and the UW-Service Center to:

- Provide human resources related services to colleagues located at the branch campus locations
- Analyze and prepare all necessary employee appointment data for the anticipated transition of UW Colleges and UW-Extension appointments to Receiving Institution Appointments
- Plan for and execute the transition of service responsibilities from UW Colleges and UW-Extension to Receiving Institutions. This effort is currently underway and will continue to progress throughout the remainder of the transitional year.

A brief update as to the work currently underway:

- Receiving Institutions are finalizing their review of branch campus/UW-Extension employee data in HRS, and are submitting employee crosswalk information to the Service Center in preparation for the mass update of employee data, which will transition employee appointments from UW Colleges and UW-Extension to Receiving Institutions. The transactional work related to these updates is slated to begin in January, with a future effective date of 07/01/2019.
- UW Colleges and UW-Extension Human Resources is working through a complete audit of employee personnel files in preparation for the transfer of those files to Receiving Institutions. This audit is on behalf of transitioning employees, to ensure that complete and accurate employment records will be sent to their new institutions. Files will be transitioned to Receiving Institutions over the course of the next couple of months, with the first set having already been sent to UW-Stevens Point.
- UW Colleges and UW-Extension Human Resources is collaborating with colleagues at the branch campuses and Receiving Institutions in the preparation, evaluation of, and distribution of appointment letters to Instructional Academic Staff members for the upcoming Spring 2019 semester.

### Information Technology Update (written update only)

*Werner Gade, CIO, UW Colleges Services*

- The RI CIO's, UWSA CIO, and UWCX/UWSS CIO established themselves as the UWC IT Transition Steering Committee (SC) on November 8, 2018 to oversee the IT transition planning
  - SC created and staffed eight transition teams
    - Accounts, Email, Office 365
    - Classroom Support, DL
    - Network
    - Service Desk, SLAs
    - Software Contracts, Licensing
    - Student Printing
    - Telephones
    - Workstation Management
- Kickoff & Initial team meetings held November 30<sup>th</sup> at the Pyle Center
- Focus is on short-term (now thru August 2019) transition tasks



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- Long-term (roughly August 2019 thru June 2021) transition directions will be informed by the Digital Strategy and services to be provided by UWSS
- High level short-term transition milestones and dates due January 18, 2019
- Recommended short-term transition plans due January 31, 2019
- Target implementation date for all short-term transitions is August 30, 2019 (UWC systems must remain functional through the UWC summer term (August 22, 2019))
- Planning to keep UWC systems, user accounts, and data available in parallel with RI systems until December 31, 2019 unless circumstances (i.e. licensing, contracts, etc.) require otherwise
- UWCX Central IT working with CEOEL on a solution for retaining PRISM data for creation of historical transcripts

## Procurement Update (written update only)

*Ruth Anderson, Associate Vice President for Administrative Services*

- The Procurement Functional team is composed of the Purchasing Directors from all of the Receiving Institutions, the Director of UWCX Purchasing and Procurement staff from UWSA.
- The UWCX purchasing office has been providing ongoing purchasing services to the branch campuses during FY19.
- During FY19 all Purchase Orders (POs) or contracts valued over \$25,000 or with a contract term more than a year are sent by UWCX Purchasing to the RI for review and approval. UWCX is also uploading all POs into a SharePoint site so all RI purchasing offices have access to them. This is in addition to FY18 POs.
- The Procurement Functional team has reviewed PO, AP and P Card data provided by UWCX. After discussion of various categories, the team has recommended the distribution of purchases to date:

1. A review of UWC POs resulted in a determination that many were branch specific and should either be integrated into the RI program, or should follow the branch campus program. The team has recommended the following categories of spend move to the Receiving Institution.
  - a. Advertising – Radio, TV, Billboard – goes to RIs since it is recruitment related
  - b. IT Hardware – which appear to be limited one off buys – goes to RIs
  - c. Library contracts – would merge into the RIs FTE metric counts. These would continue to be centrally purchased.
  - d. Individual Furniture orders – goes to RIs
  - e. Software – needs to be individually reviewed. No conclusion.
  - f. Hazardous Waste contracts – Move to the RIs
2. Regional contracts
  - a. Printing – the spend appears to be primarily course catalogues so directly related to the branch– move to RI
  - b. Group Travel for Resale – move the spend with the program
  - c. 1 Gator vehicle – moves with the campus that owns it
3. P Cards will be discontinued at the end of FY18. All RIs will need to issue new P Cards to their branch campus staff and train them on their P Card procedures. Controllers are researching if applications can be batch uploaded to US Bank.
4. Central contracts, such as the Bookstore and Managed Printing are under review.
5. Academic Support Services Agreements are under review.
6. RIs are reviewing their IT contracts to see if their metrics are impacted by incorporating a Branch campus.

UW-Madison and UWX Purchasing are having meetings on programs that are moving to UW-Madison. UWSA is also have procurement/finance and HR meetings with UWEX programs that are moving to UWSA.