

UW Colleges and UW-Extension Restructuring

Steering Committee Meeting 18

Friday, April 19, 2019

9:00 a.m. – 10:30 a.m.

Steering Committee Meeting Agenda

Topic	Time	Presenter
Welcome	9:00 – 9:05	Stefan Fletcher
PMO Update	9:05 – 9:20	Jo Carter
Course Exchange	9:20 – 9:40	George Kroeninger
IT Update	9:40 – 10:00	Ty Letto

Project Update

Jo Carter, Project Manager

Combined Roadmap

# 2019 milestones	# completed	# remaining	% complete
266	71	195	27

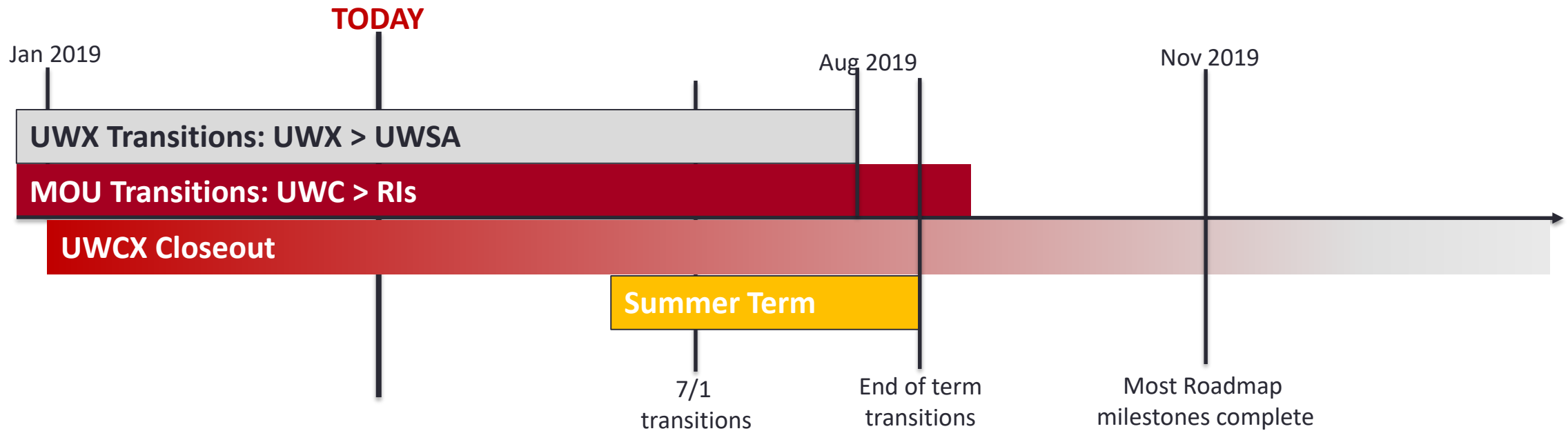
Notable Completed Milestones - March & April

- ✓ Procurement: Bookstore contract finalized
- ✓ Procurement: Vending contract finalized

Notable Upcoming Milestones - May

- Managed Print contract finalized
- Determine chargebacks for each RI
- “Home Campus” data from HRS/SIS mapped to Alma
- Provide Campus Guard Risk Assessment to RIs (PCI compliance results)

Timeline overview



UW-Extension Units Transitioning to UWSA

Unit	Key Subject Matter Experts	Location	# Staff
Wisconsin Institute for Public Policy & Service (WIPPS)	Eric Giordano, Program Director	UW-Stevens Point	9
Wisconsin Humanities Council (WHC)	Dena Wortzel, Executive Director Michael Kean, Associate Director	Madison	7
Institute for Business & Entrepreneurship (IBE)	Gina Ferraro, Financial Officer	UW-Madison campus	19
University of Wisconsin Extended Campus	Melissa Mayo, HR Director	Madison	133

UW-Extension → UWSA Transition Milestones

Unit	Key Subject Matter Experts	# Milestones	# Complete	# Remaining
Wisconsin Institute for Public Policy & Service (WIPPS)	Eric Giordano, Program Director	30	7	23
Wisconsin Humanities Council (WHC)	Dena Wortzel, Executive Director Michael Kean, Associate Director	24	4	20
Institute for Business & Entrepreneurship (IBE)	Gina Ferraro, Financial Officer	33	3	30
University of Wisconsin Extended Campus	Melissa Mayo, HR Director	19	0	19

UW-Extension → UWSA Transition Liaisons

- Julie Gordon, UWSA Sr. Associate Vice President for Finance
- Heather Kennedy, UWSA HR Director of Talent Management
- Ruth Anderson, UWSA Associate Vice President for Procurement
- Ty Letto, CIT Associate Director

UW-Extension → UWSA Transition Process

- Big picture
 - All units will transition into UWSA effective 7/1
 - Non-critical milestones may extend beyond 7/1, but will be complete by the end of Summer 2019
 - Transition Admin & Finance responsibilities simultaneously with UWCX transition of responsibilities
- Next Steps
 - Finance Training – 4/8 and 5/6
 - Communication plan for IT transitions
 - HR – Employee information sessions, training, appointment letters

AY19-20 Course Exchange and AY20-21 Associates Degree Update

George Kroeninger, UW Extended Campus Associate Dean for Program Development

AY19-20 Course Exchange

- Participating and supporting campuses
 - Participating campuses: UW-Milwaukee, UW-Oshkosh, UW-Stevens Point, and UW-Whitewater
 - Instructional support: UW-Eau Claire and UW-Platteville
- Overview of course offerings
- Key audience meetings/trainings
- Marketing plan and approach
 - College Courses Online
 - Will launch a website next week
- Student communication strategies and responsibilities
 - Current and newly admitted/enrolled students
 - Out of state students
- Status of financial model
 - Assumptions, scenarios and anticipated outcomes
- Next Steps

AY20-21 Collaborative Online Associates Degree

- Initial solicitation for interest in December 2018
- April 9, 2019 introductory meeting
- April 30, 2019 deadline for campus commitments
- Curriculum Planning Workgroup meetings (May-August 2019)
- Campus and UWSA approvals (September-December 2019)
- HLC Consortial Application submission and approval (January-March 2020)
- Marketing plan launch (following HLC desk review)
- Open applications and courses for registration
- Next Steps

Central IT Update

Ty Letto, CIT Associate Director

Central IT

- UW Colleges

- Email, OneDrive, and SharePoint migrations have begun

- UW-Green Bay was first to migrate
 - Results will be used to help plan the timeline for the other migrations

- PRISM Update

- Will remain in its current form until July 2020
 - Due to data access security policies, access to PRISM may be limited after October 2019
 - Central IT is working with UW Extended Campus to support creation of historical transcripts and management of historical debt
 - Central IT is working with UW Extended Campus, UWSA Finance, and the Project Management Office on historical data and system requirements post-July 2020

Central IT

- UW-Extension → UW-Madison
 - Conference Centers
 - Migration completed successfully
 - Cooperative Extension (COOP)/Wisconsin Public Media (WPM)
 - COOP has begun migration of email
 - COOP has reached agreements with DoIT for most of their IT support needs
 - Discussions are still being had related to a few off-campus locations
 - Planning continues for WPM

Central IT

- UW-Extension Units Transitioning to UWSA
 - Planning continues
 - Updates to websites and rebranding is underway
 - Migrations likely to occur after UW Colleges, COOP & WPM migrations are completed

Next Steps

Before the next Steering Committee meeting:

The next Steering Committee Meeting is Friday, May 17, 2019.



UW Colleges and UW-Extension Restructuring Steering Committee

Meeting Summary – April 19, 2019

Overview

The key objectives of the April 19, 2019, Steering Committee meeting were to review the timeline for UW-Extension units transferring to UWSA; receive updates on AY19-20 Course Exchange, AY20-21 Collaborative Online Associates Degree and the transfer of Central IT services.

The substantial completion date for the project is October 31, 2019. Beginning later this month, the Project Management Office (PMO) is meeting with receiving institution leadership to ensure institutions are ready to assume responsibilities on schedule. These meetings will take place 90-, 60-, and 30- days out from July 1, 2019.

Major Areas of Discussion

Project Update

In 2019, there were 266 milestones. 71 have been completed and 195 remain. Notable completed milestones from April include Procurement finalizing bookstore and vending contracts. The PMO also outlined notable upcoming milestones for May, including:

- Finalizing the Managed Print contract
- Determining chargebacks for each receiving institution
- “Home Campus” data from HRS/ SIS mapped to Alma
- Providing the Campus Guard Risk Assessment to the receiving institutions

The PMO also provided an update on the four UW-Extension units transitioning to UW System Administration (UWSA). Three of the four units have started to complete their transition milestones. UW Extended Campus is largely handling their own project management for their transition, but has identified 19 milestones that will involve the PMO.

To assist with UW-Extension transitions, UWSA has four transition liaisons. They are:

- Julie Gordon, UWSA Sr. Associate Vice President for Finance
- Heather Kennedy, UWSA HR Director of Talent Management
- Ruth Anderson, UWSA Associate Vice President for Procurement
- Ty Letto, CIT Associate Director

UW-Extension will officially transition to UWSA effective July 1, 2019. Non-critical milestones may extend beyond July 1, but will be complete by the end of summer 2019. Responsibility for Administration and Finance will transition simultaneously with UW Colleges and Extension transition of responsibilities. Next steps include finance training, establishing a communication plan for IT transitions, and HR employee information sessions, training, and appointment letters.

AY19-20 Course Exchange

Only the receiving institutions were eligible to participate in the AY19-20 course exchange. Those institutions were solicited for interest in summer of 2018. Four of the seven institutions committed to **participate**: UW-Milwaukee, UW-Oshkosh, UW-Stevens Point and UW-Whitewater. UW-Eau Claire and UW-Platteville agreed to serve as **supporting** institutions, providing valuable instructional support to courses – primarily those currently instructed by faculty from their branch campuses. Academic Directors have been assigned at each of the Participating institutions and they met for the first time last week. They will meet monthly through the course of the year.

The goal is to offer the same or similar schedule of course offerings as was provided to students in AY18-19 in AY 19-20. That



UW Colleges and UW-Extension Restructuring Steering Committee

Meeting Summary – April 19, 2019

schedule was finalized in February 2019 and shared with partner institutions and other stakeholders. Troy Marshall, as UW College Courses Online (UWCCO) program manager, will maintain the course schedule – revising and sharing it as needed through the course of the year.

UW-Extended Campus (UWEX) has held several key meetings and training sessions over the past several months related to UWCCO AY19-20. These have included:

- Regular (monthly) meetings of the RI Advisory Council (participating institutions) since fall 2018
- Meetings with the Registrars
- Workshop/informational meeting for campus academic support staff and others (early March)
- Recent convening (initial meeting) of the AY19-20 Academic Directors
- Variety of other stakeholder groups
- Planning trainings with campus advisers at both the main and branch campuses

UWEX will continue to hold meetings and training sessions throughout the year.

UWEX will be marketing the UWCCO program under the name ***UW College Courses Online*** for AY 19-20 and will be identifying and engaging campus-designated marketing representatives by late April. A website is being created to serve as the portal for prospects and AY19-20 students. Landing pages for campus websites are being developed and will be shared with the participating institutions. The marketing plan will launch in mid-June 2019 at the same time the current UW Colleges Online marketing efforts cease. UWEX will communicate with prospects as they present as part of the recruitment responsibilities.

UWEX will communicate with prospects as they submit information through the UWCCO website (going live the week of April 22), and will continue until they apply. Campuses take over communication from the time of admission through orientation, advising, and registration. Once registered, UWEX will provide success coaching to students prior to the start of classes and throughout the semester.

The Financial Model for UWCCO has been presented to the receiving institutions in draft form. Based on a recommendation from UW System Administration, UWEX prepared three scenarios within the model using the following assumptions:

- All students will be assigned to a branch institution
- Best-case Scenario assumes a growth rate of 2%, consistent with the growth rate in AY18-19
- Reasonable Scenario assumes a decline of 25%
- Worst-case Scenario assumes a 50% decline in growth

AY20-21 Associates Degree Update

In December 2018, all 13 four-year UW institutions were solicited for interest in the AY20-21 Associates degree. 11 of 13 campuses expressed interest in the program and participated in an introductory meeting on April 9, 2019. Campuses have a deadline of April 30, 2019 to commit as a partner and participate in the Year One planning process. Curriculum Planning Workgroup meetings will be held from May-August 2019. Campus and UWSA approvals will occur September through December 2019. The Higher Learning Commission (HLC) Consortial Application Submission and Approval should occur between January and March 2020. A marketing plan will launch for the new Associates degree following HLC desk review in the spring. At that time, applications and registration will open for the program/courses.



UW Colleges and UW-Extension Restructuring Steering Committee

Meeting Summary – April 19, 2019

Central IT Update

UW Colleges email, OneDrive, and SharePoint migrations have begun. UW-Green Bay was the first to migrate. Their results will be used to help plan the timeline for other migrations.

PRISM will remain in its current form until July 2020. Due to data access security policies, access to PRISM may be limited after October 2019. Central IT is working with UW-Extended Campus to support creation of historical transcripts and management of historical debt. Central IT is also working with UW Extended Campus, UWSA Finance, and the Project Management Office on historical data and system requirements post-July 2020.

UW-Extension IT transitions are in progress. Conference Centers migration to UW-Madison was successfully completed and post-migration work is underway. Cooperative Extension's email and SharePoint migrations to UW-Madison are scheduled for April 26 and May 10, respectively. COOP has reached agreements with DoIT for most of their IT support needs, however some discussions are still occurring related to off-campus locations.

Planning continues for Wisconsin Public Media. CIT is working with Mike Dunn to finalize migrating mailboxes. OneDrive and email migrated at the same time.

Planning continues for UW-Extension units transitioning to UWSA. Updates to websites and rebranding are underway. IT migrations are likely to occur after UW Colleges, Cooperative Extension and Wisconsin Public Media migrations are completed.

Next Steps

The next Steering Committee meeting is on **Friday, May 17, 2019**.