



UW Colleges and UW-Extension Restructuring Steering Committee

Meeting Summary – October 19, 2018

Overview

The key objectives of the October 19, 2018, Steering Committee meeting were to receive updates on the six-month HLC report and the closeout process of UW Colleges Services and UW-Extension.

Major Areas of Discussion

Higher Learning Commission Report Update

Carleen Vande Zande, UW System Associate Vice President of Academic Programs and Educational Innovation, gave an update on the six-month report that was submitted by UW System Administration (UWSA) to the Higher Learning Commission (HLC) on October 16. The report reflected UWSA and Receiving Institutions' (RIs) status on the implementation of the restructuring. The report will be shared after HLC and peer reviewers have completed their review. The report described progress in the following areas:

- Restructuring goals and objectives
- Restructuring metrics
- Memoranda of Understanding process
- Management plan
- Phased deployment plan
- Financial information including pro forma budgets
- Continuity of the academic programs
- Institutional statements that included a description of institutional oversight, governance, curriculum, assessment of student learning, faculty tenure, and planning and budgeting

HLC will conduct interviews during the Focused Visit on December 3-4 in Madison. Peer reviewers will meet with representatives from UWSA and Receiving Institutions to discuss progress made in the first few months. HLC has already approved the restructuring proposal, so the interview serves as a check-in and opportunity to get advice from reviewers, as well as review HLC compliance criteria.

Interview participants will be Chancellors, Regents, Provosts, Accreditation Liaison Officers, Senior Student Affairs Officers, Chief Business Officers, faculty members, and students. Peer reviewers will ask questions based on the report to gain an understanding of how we plan to meet HLC criteria.

Carleen will make the interview schedule available after it is confirmed. Carleen is also putting together potential questions to help Receiving Institutions prepare for the review.

Closeout of UW Colleges Services and UW-Extension

Jo Carter, Restructuring Project Manager, gave an update on the framework to guide the final closeout of UW Colleges Services and UW-Extension. The closeout framework has four categories:

1. Assets
2. Finance
3. Compliance/records
4. Staff transitions

These categories will be used to assign roles and responsibilities to create the closeout workflow.



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Owners of the four categories from UWSA and UW Colleges and UW-Extension have already been identified. A kick-off meeting led by the Project Management Office (PMO) will be held in the coming weeks to identify closeout tasks, interdependencies, and create the closeout workflow.

By the end of the year, implementation plans and tracking will be in place to guide the closeout. The following tasks will be completed to prepare for action and task management in 2019:

Completed by End of October 2018

- Confirm accountable parties for all categories
- Assign responsible parties for all categories; communicate expectations
- Identify PMO role in managing closeout framework; assign PMO support areas
- Ensure that implementation plans are complete or underway for all categories
- Kickoff monthly meetings of responsible parties to share plans, discuss milestones, and identify interdependencies

Completed by End of November 2018

- Develop stakeholder communications plan for closeout process (employees, students, external, etc.)
- Outline a method to provide internal project communications to business units and RIs involved in closeout
- Revise and manage closeout framework as plans evolve
- Integrate extension activities into closeout plan

Completed by End of December 2018

- Complete implementation plans for all categories
- Establish plan to track completion of essential tasks

Next Steps

An initial UW Colleges Services and UW-Extension closeout planning meeting will be led by the PMO.

The next Steering Committee meeting is on **Friday, November 16**. The format of the meeting will be dependent on content and will be communicated closer to the meeting date.