



UW Colleges and UW-Extension Restructuring Weekly Project Update

Week of June 25, 2018

KEY UPDATES

We have received HLC approval

The UW System's plan to restructure UW Colleges and UW-Extension has been officially approved by the Higher Learning Commission (HLC). Effective July 1, the 13 two-year campuses formerly known as UW Colleges will be joined as branch campuses with seven of the UW System's four-year comprehensive or research institutions. Other parts of UW Colleges and UW-Extension will be administered by UW-Madison or the UW System itself. Accreditation, administrative oversight, and reporting structures also formally transfer on July 1.

Our thanks to all of you for your hard work, patience, and innovation during this preparatory phase of the last 6 months. We hope that our work will position the UW System to provide greater access, affordability, and opportunity for our students and the state of Wisconsin as a whole.

The Restructuring project now officially enters Phase 1. The Restructuring project now officially enters Phase 1. To see the full press release, please visit <https://www.wisconsin.edu/news/archive/uw-system-restructuring-is-given-seal-of-approval-by-the-higher-learning-commission/>

PROJECT MILESTONES

Completed

- UW-Extension Auxiliaries staff successfully transitioned to UW-Madison
- The Procurement Functional Team has assessed the future state of procurement automation
- The Libraries Functional Team has delivered a library services transition plan, collection merging strategy, and system migration plans for the transition year

Upcoming

- Many Functional and Regional teams have 7/1 milestones
- HLC-related milestones on 7/1
 - Financial Aid will have plan in place to accept aid at Receiving Institutions for 2019-20
 - Regions will link academic oversight of instruction processes to RIs
 - Regions will join 2017-18 UW Colleges catalog with that of RIs
 - Regions will align institutional research structure
 - The Finance Functional Team will finalize two-year pro formas and 2018-19 Red Book
 - The IT Functional Team will merge CITS with UWSA Office of Information Services and begin provision of services to the branch campuses
 - System will distribute grant funding to branch campuses

FUNCTIONAL AND REGIONAL TEAM UPDATES

Project Management Office (PMO)

Completed:

- Validated System Roadmap and extended it to December 31, 2018
- Continued MOU management plan SME meetings
- Completed Academics and Student Activities roadmap
- Supported decision to extend Michigan compact tuition rates to all institutions
- Developed detailed list of issues needing resolution for IT functional team
- Reviewed integrated timelines and checklists with Working Group leads;
- Compiled results of risk assessment and developed presentation for Project Sponsor



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Upcoming:

- Finalizing System Roadmap through December 31, 2018
- Continuing MOU management SME meetings

Project Communications Office (PCO)

Completed:

- Sent weekly update to RI communication team
- Completed design framework and new content for updated Restructuring website
- Coordinating HLC announcement with UWSA OUR
- Drafted plan deliverables for HLC decision communications plan

Upcoming:

- Meeting with RI communicators to provide guidance on HLC approval communication
- Approving redesigned Restructuring web design, navigation and content
- Completing video with President Cross and RI chancellors for web and social media use in conjunction with HLC announcement

UW-Eau Claire: UW-Barron Country

Completed:

- Board of Regents approved the official name: University of Wisconsin-Eau Claire – Barron County
- The SIS functional team has been doing set-up and testing in a test environment in CampS
- Set an internal deadline of June 27th to finalize the structure that will be used in the SIS
- Admissions and Marketing are continuing mapping out the marketing and communication plan for 2018-19
- Marketing & Communications is working on the new website and strategies for social media

Upcoming:

- Continued testing of the SIS structure
- Review of priority courses to align with Eau Claire
- Communication and marketing planning with the new website, internal, and external communications
- Continuing planning for the July 24th "Family" Picnic Event
- Finalizing the search & screen process for the Campus Director Position

UW-Green Bay: UW-Marinette, UW-Manitowoc, UW-Sheboygan

Completed:

- Academics and Student Activities Roadmap
- Initial touchpoint letters sent to all branch campus employees; decision to extend Michigan compact tuition rates to all institutions
- Held first round of interviews for "CEO" candidates
- Developed detailed list of issues needing resolution for IT functional team

Upcoming:

- Begin analyzing coursework and enrollment data
- Finalize community engagement project plan



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UW-Madison: UW-Extension Cooperative Extension, Public Media, and Conference Centers – No update

Completed:

- Tiger teams prepared for Auxiliary Services transfer

Upcoming:

- Staff from Auxiliary Services will transfer in the next few weeks, as a prototype for subsequent staff transfers
- Building “Reverse MOUs” to outline Extension services that will continue for a time after July 1 (AR, CITS)

UW-Milwaukee: UW-Washington County, UW-Waukesha

Completed:

- Delayed implementation of re-imagined AAS degree
- Update on enrollments
- Developed plan to integrate WAUK and WASH staff into library org structure
- In process of moving professional education to UWM's registration system
- Enrollment management meeting 6/22 at Waukesha

Upcoming:

- Regional Lead meeting with PMO
- Preparing campus announcements for restructuring pending HLC approval
- Student affairs functional team meetings 7/13 and 8/9
- Enrollment management meeting 6/27 at Milwaukee
- PMO to visit campus 6/27

UW System Administration: UW-Extension Continuing Education, Outreach and E-Learning; Division of Business and Entrepreneurship; Instructional Communications Systems (ICS); Wisconsin Humanities Council; Wisconsin Institute for Public Policy and Service (WIPPS) – No update

Completed:

- Met to discuss CEOEL budget
- Distributed President Cross's memo indicating that CEOEL will transition in its current state, and that further conversations about organizational structure will not happen before fall
- Disbanded UWSA regional team led by Jim Henderson
- Transferred responsibility to individual vice presidents

Upcoming:

- Further CEOEL budget review to determine how to support UWC Online and Collaboratives
- Rob, Sean and Alex will look at space for CEOEL and all units
- Determine UWHELP budget and DoIT expenses
- A meeting to address priorities for the transition of the AAS Online to CEOEL

UW-Oshkosh: UW-Fox Valley, UW-Fond du Lac

Completed:

- Conducted Roadmap workshop with all Working Group leads (June 20)
- Began adjusting the integrated timelines and checklists on the basis of feedback from Working Group leads
- Updated decision log with most recent System and Lake Winnebago decisions



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Upcoming:

- Continuing to adjust integrated timelines and checklists
- Communicating an update to the Lake Winnebago community

UW-Platteville: UW-Richland, UW-Baraboo/Sauk – No update

Completed:

- Met with PMO and worked through Roadmap
- Chose branch dean finalists
- Held April 19 meeting with Baraboo/Sauk County commission members to discuss concerns

Upcoming:

- Interviews of Branch Dean finalists
- Policy for use of personnel and hiring
- Project Planning Activities memo from Chancellor
- Review of application data transfer issues

UW-Stevens Point: UW-Marathon County, UW-Marshfield

Completed:

- Sent MOU Management Plan response to PMO
- Follow up operations interviews for the completion of operations roadmap
- Sent out campus communication giving update on restructuring

Upcoming:

- Completion of operations roadmaps
- Completion of restructuring team charter
- Continue analyzing academic efficiencies data

UW-Whitewater: UW-Rock County - No update

Completed:

- Established Search Committee and began internal search process for two-year term Interim Dean for UW-Whitewater at Rock County
- Submitted tenured faculty ranks to Board of Regents for June meeting
- Conducted day-long SIS workshop with Huron consultants
- Approved name of campus at May 24 Rock County Board Meeting: University of Wisconsin – Whitewater at Rock County
- Forwarded approvals for campus name and college structure to President Cross and Board of Regents
- Met with foundation representatives from branch and main campuses to begin cooperative conversations

Upcoming:

- Branding work for branch campus
- Continued work on curricular equivalents for input and coding
- Continued work on SIS coding and development
- Searches for personnel at branch campus, including hiring Dean
- Approval of tenure transfer, college structure and campus name by Board of Regents



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- Approval of MOU by all parties

Bursars

Completed:

- Office of Finance has approved the Bursar account balance recommendation

Upcoming:

- All-day meeting scheduled 6/25
- Plan to work through the business process changes needed to implement the account balance recommendation and to ensure proper 1098T reporting in transition year
- Review by campus bursars of tuition model option (each RI will determine what model it prefers and whether to modify it)

Facilities and Property – No update

Completed:

- Attended Facilities meeting at UW-Fond du Lac on June 11
- Worked with SIS team to begin to work through coordinating UDDS codes of the Receiving Institutions with the branch campuses

Upcoming:

- Discussion of issues associated with regional employee transitions
- Planning meeting to discuss mapping of UDDS codes
- Finalizing project plan and milestone dates
- Distribution of legal contracts and facilities inventory to Receiving Institutions (July 1)
- Defining risk management responsibilities (July 1)

Finance – No update

Completed:

- Completed all pro formas for presentation at June BOR meeting
- Created template for UW-Extension and populated it with 2018-19 Budget
- Reviewed small work group materials for allocation of UW-Extension budget
- Compiled questions regarding tuition into consolidated FAQ Draft, outlined tuition solutions, and discussed tuition policy implications with various stakeholders

Upcoming:

- Issuing final clarification on tuition
- Continuing conversations for UW-Extension/UW-Madison/UWSA budget

Financial Aid

Completed:

- Each Receiving Institution submitted application for recertification to U.S. Department of Education

Upcoming:

- Continued team meetings



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Human Resources

Completed:

- Several MOUs are finalized and were shared with RIs
- Most RIs have sent employee welcome letters
- RIs have created onboarding plans

Upcoming:

- Finalizing remaining MOU's and share with stakeholders;
- Sharing finalized HR Transactional timeline and "HR Transitional Year Guide" with stakeholders
- Determining I-9 protocol for the transitional year and after the transitional year
- Continuing to collaborate with RIs to ensure the correct supervisor is listed in HRS (Time & Labor Security section) to approve employee timesheets and absences
- Confirmation from RIs that they have a Branch Administrator in place for 7/1/18 or an Interim Branch Administrator identified (per HLC)

Information Technology (IT) - No update

Completed:

- Reviewed proposed timeline development process
- Reviewed questions from technical overview meeting
- Reviewed the status of the proposed UW System IT strategy team

Upcoming:

- Prepare the technical overview presentation
- Continue development of the IT Functional Team timeline

Libraries

Completed:

- Explored and researched solutions associated with Online student access for students assigned to branch campuses

Upcoming:

- Delivery of library services transition plan (July 1)
- Delivery of collection merging strategy, including electronic and print resources (July 1)
- Delivery of library shared information systems migration plan for transition year (July 1)

Procurement – No update

Completed:

- Review of spend analysis

Upcoming:

- Memo to other Functional and Regional Teams regarding contract-related information exchange
- Team review of contract review approach
- An informational report on auxiliary contracts
- Assessment of procurement automation future state (July 1)



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Registrars

Completed:

- Had a day-long meeting and went over each data item in the Data Conversion Excel worksheets to understand the data elements needed for crosswalk
- Drafted recommendation for 18-19 UWC transcript language and sent to System Legal/Carleen Vande Zande for approval

Upcoming:

- Need to discuss transfer of 18-19 student records with the UWC Historical Data Registrar once that person/office has been determined

Student Information Systems (SIS)

Completed:

- Access and authorizations to PRISM completed for Huron and Sierra-Cedar data conversion development team

Upcoming:

- Installation of conversion tools at RIs
- Configuration of database links between PRISM and each Campus SIS to facilitate transfer of data
- RIs defining access managers for incoming test scores (ACT, AP, TOEFL/IELTS) and transcripts

Student Recruitment Functional Team (SRFT)

Completed:

- Communicated on weekly call to not share restructuring announcements or the like until HLC approval.

Upcoming:

- Vicki Keegan is working on determining the dates and process of when UWC prospects will be handed off to the RI (another concern for recognition here – she is working very hard to support the students during this transition process)

Student Visa Functional Team (SVFT)

Completed:

- Team has identified and communicated a transitional year plan for processing international student applications and immigration paperwork

Upcoming:

- DHS approval of I-17

Veterans Services – No update

Upcoming:

- Resolved concern about UW Colleges' Veteran staff's organizational placement and reporting structure as of 7/1/2018