



**Academic and Student Affairs**

1730 Van Hise Hall  
1220 Linden Drive  
Madison, WI 53706-1559  
(608) 262-8723  
email: kschmitt@uwsa.edu  
website: http://www.wisconsin.edu

October 31, 2018

**From:** Karen Schmitt, Interim Vice President for Academic and Student Affairs

**To:** Members of the Restructuring Steering Committee

**CC:** Chancellors, Provosts, Bursars, CIOs, Financial Aid Officers, Functional Teams, Registrars, and SSAOs

**RE:** Course Exchange Curricular Planning Recommendations and Decisions – ADDENDUM INCLUDED

UW Colleges Online will become part of Continuing Education, Outreach & E-Learning (CEOEL) by July 1, 2019, per the [UW Board of Regents resolution passed earlier this year](#). As discussed at the September Restructuring Steering Committee meeting, AY 2019-20 will be a transition year, and CEOEL is responsible for the planning, implementation, and management of what is being defined as the Collaborative Course Exchange. Development of the ongoing Collaborative Course Exchange and Collaborative Online Associate Degree, to launch in AY 2020-2021, will begin in November or December of 2018. All UWs will be contacted for possible participation in the AY 2020-21 Course Exchange.

To plan for the transition year, I asked Aaron Brower, Executive Director for CEOEL and UW System Senior Associate Vice President, to lead a work group that could identify pressing issues that required timely resolution for AY 2019-20. This work group discussed challenges and opportunities throughout August and recently provided me with a list of recommendations for AY 2019-20. I have accepted these recommendations as final project decisions, and they are documented in the table below.

In addition to the initial recommendations, two other workgroups have been launched by CEOEL and are being led by George Kroeninger and Laura Kite, respectively: Finance and Administration and Student Support Services. Sr. AVP Brower will continue to oversee the entire Course Exchange program. These two work groups will be working throughout the fall to determine additional operational recommendations for the transition year of AY 2019-20. Final recommendations of these two groups will be communicated to you later this fall.

**Exhibit A: Formal workgroup recommendations that have been accepted by Interim Vice President Schmitt as final project decisions for the AY2019-20 Course Exchange.**

Title	Decision	Additional notes
<b>Course Array</b>	<i>The AY19-20 course array will be the same as the course array that was developed and offered in AY18-19.</i>	
<b>Course Format</b>	<i>The AY19-20 Course Exchange will maintain the same multiple course formats as used in AY18-19 (e.g. 3 weeks, 6 weeks, 7 week, 8 weeks, 10 weeks, up to full semester).</i>	All course formats must fall within the published AY19-20 Course Exchange calendar.

<b>Academic Calendar</b>	<i>The AY19-20 Course Exchange calendar will be offered using multiple sessions within the common Fall, Spring, Summer, and Winterim sessions, with consistent start and end dates across the participating institutions' academic calendars.</i>	All participating institutions must come to agreement on a common calendar. The workgroup recommend using the current approved and published online Collaborative Degree calendar.
<b>Participating Institutions</b>	<i>Only the seven Receiving Institutions that are part of the UW Restructure project will be invited to participate in the AY19-20 Course Exchange.</i>	As of October 16, 2018, the following RIs have agreed to participate in the AY19-20 Course Exchange: <ul style="list-style-type: none"> <li>• UW-Milwaukee</li> <li>• UW-Stevens Point</li> <li>• UW-Oshkosh</li> <li>• UW-Whitewater</li> </ul>
<b>Distance Education (i.e., "NODE")</b>	<i>Distance education (synchronous delivery of course material simultaneously to multiple locations) will not be supported by the AY19-20 Course Exchange.</i>  <i>Technical support for inter-institutional distance education should be provided by a centralized service, including critical factors such as curricular development, instructional design, student support, and instructional support.</i>	The work group classifies "NODE" distance education as the technology to support the delivery of "regular" courses offered by an institution. These courses are separate from those to be offered online by the Course Exchange in any year.
<b>Tuition and Fee Rates</b>	<i>The recommended tuition and fee rates for the AY19-20 Course Exchange will be the same tuition and fee rates as for AY18-19.</i>	
<b>Instructional Assignments</b>	<i>Instructional assignments will be maintained, to the extent possible, as defined in AY18-19. However, it is recognized that the participating institutions will determine the assignments for instructors teaching courses in the AY19-20 Course Exchange.</i>	Provosts from the receiving institutions will be solicited by George Kroeninger from CEOEL in late October/early November for their instructional assignments for AY 19-20. Because continuity of curriculum is maintained from AY18-19 to AY 19-20, the workgroup recommends continuity in assignments. Instructional responsibilities for courses would be distributed across participating institutions as necessary. CEOEL will manage the instructional assignments.
<b>Admissions, Bursar, Registrar, Financial Aid</b>	<i>Processing and support related to Admissions, Bursar, Registrar, and Financial Aid for students enrolled in the AY19-20 Course Exchange will be provided by the participating institutions.</i>	
<b>Marketing &amp; Outreach</b>	<i>Marketing and Outreach to prospective students of the AY19-20 Course Exchange will be provided by CEOEL.</i>	The workgroup recommends the marketing and outreach resources from UWC Online be moved to CEOEL.

<b>Student Information System (SIS)</b>	<i>The system of record for students enrolled in the AY19-20 Course Exchange will be maintained within the campus student information system (SIS) of the participating institutions. Data feeds to CEOEL will mirror processes established per the existing Collaborative Degree model.</i>	
<b>Student Success Coaching</b>	<i>Engagement activities and support related to student success coaching for students enrolled in the AY19-20 Course Exchange will be provided by CEOEL.</i>	
<b>Library Services</b>	<i>Library resources related to courses offered through the AY19-20 Course Exchange should be available to students regardless of the institution at which they are enrolled.</i>	

### **ADDENDUM: 2019-20 Course Exchange Curriculum Decision**

At the October 2, 2018, meeting, the Course Exchange Advisory Council, made up of representatives from UW-Milwaukee, UW-Oshkosh, UW-Stevens Point, UW-Whitewater, and UW Colleges Online, assessed two options presented to the group for the curricular model for the 2019-20 Course Exchange. Advisory Council designees were instructed to consult with their on-campus advisors prior to the meeting. Additionally, the Course Exchange Project Leadership Team, with the Project Management Office, gathered insight from the Restructuring Project's Registrar Functional Team as well as the HURON SIS team.

Interim Vice President Karen Schmitt accepts the following recommendation from the Advisory Council as the curricular model for the 2019-20 Course Exchange.

<b>Title</b>	<b>Decision</b>	<b>Additional notes</b>
<b>Curricular Model</b>	<i>Each participating RI uses its own course numbers for AY19-20 Course Exchange courses. This will require each campus creating its own "crosswalk" between the Course Exchange courses and their own catalogue of equivalent courses. The analogy of cross listing can be used to explain these crosswalks to students.</i>	<ol style="list-style-type: none"> <li>1) <b>Title of Course:</b> The title and number of the course that appears in Canvas will reflect where the course is taught, which will be different than the course number a student enrolls in if coming from other partnering institutions.</li> <li>2) <b>Crosswalk Development:</b> A crosswalk that translates each UW Colleges course number into the newly created course numbers at each partnering institution will need to be created and posted with the course catalog.</li> <li>3) <b>Communication to students:</b> Students in the same course will be enrolled in different course</li> </ol>

		<p>numbers depending on their identified “home” campus. This will require deliberate and repeated communication with students. Parallel messages will need to be communicated to all faculty instructors as well.</p> <p>4) <b>Communication to Advisors:</b> CEOEL will need to have webinars or intentional communication/training on the crosswalk for all advisors within the course exchange as well as to advisors at the partnering institutions, to equip them to effectively guide students through the enrollment and registration process given the multiple course numbers. Advisors at non-partnering institutions will need communication to understand how students interested in the course exchange can apply and properly enroll in the right courses or from whom they can receive additional information/guidance.</p> <p>5) <b>Transcription:</b> Course Exchange courses may be mapped to already existing courses at the RIs that may have different equivalencies, prerequisites, or offered for different credits. Therefore, a review will need to be done to identify which courses do not have matching credit loads, and these courses will need to be listed as variable credit loads, and with special instructions for prerequisites, etc. Explanation and justification will need to be created if questions arise from HLC. Equivalencies will be in alignment with System policy 135 Section IV B for purposes of transfer.</p>
--	--	--