



# UW Colleges and UW-Extension Restructuring Weekly Project Update

Week of April 30, 2018

## KEY UPDATES

### NEW Project Decisions

Attached, please find three new project decisions, including *Transfer of Faculty Tenure, Institutional Name on Diplomas and Transcripts*, and *UW Colleges Transfer Agreements for 2018-19*. These decisions will be posted to the [Restructuring Project Decisions](#) page on the UW Restructuring website in the near future.

### Updated Faculty & Staff FAQs

The [Faculty & Staff FAQ page](#) on the Restructuring website has been updated to reflect the employee questions from the Town Hall videoconferences held in April. Please share and direct employees to this resource. Employees are also encouraged to submit questions about the Restructuring to the [Submit a Question](#) form online.

### Updated Restructuring Roadmap

The Project Management Office will be updating the Restructuring Roadmap on a regular basis to reflect completed deliverables and milestones and note any adjusted dates. Revisions are noted as (rev. *date*). Attached is the latest version of the Restructuring Roadmap, updated on April 28.

### HLC Guidelines on Communications

As institutions prepare for student and employee transitions on July 1, 2018, it is important that all communications continue to clearly state “Pending approval by the Higher Learning Commission.” We understand there is eagerness to communicate to students and employees in advance of HLC approval in order to prepare for the future transition, but it is important that communications and marketing efforts do not get ahead of HLC’s decision.

If you have questions about whether a planned communication or marketing strategy violates the HLC process, please contact [UWRestructuringInfo@uwsa.edu](mailto:UWRestructuringInfo@uwsa.edu). The Project Communications Office is happy to review materials and escalate items that may warrant further consideration.

## UPCOMING PROJECT MILESTONES

Date	Milestone/Deliverable	Responsibility
5/7	Final Memoranda of Understanding	Project Sponsor/Regions
5/7	Finalize support policy for AAS online students	Registrar Functional Team
5/7	Determine regional academic structure	Regions
5/7	Determine SIS reconfiguration models	Regions
5/7	Distribute budget transfer schedule	Finance Functional Team
5/7	Report on current student services/support and usage at branch campus(es)	Regions



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## FUNCTIONAL AND REGIONAL TEAM UPDATES

### Project Management Office (PMO)

#### Completed:

- Visited UW-Oshkosh, UW-Green Bay, UW-Eau Claire, and UW-Platteville to flesh out and reconcile project plans
- Developed a financial crosswalk model that would show proportionate (based on enrollments) redistribution of branch campus budgets
- Began development of individual regional support plans  
Scheduled on-campus and teleconference interviews of critical needs assessments at UW-Oshkosh, UW-Green Bay, UW-Eau Claire, and UW-Milwaukee

#### Upcoming:

- Completion of critical needs assessments at the Receiving Institutions
- MOU implementation and next steps, including a management and transition framework
- Review finance transfer schedules

### Project Communications Office (PCO)

#### Completed:

- Finished final Steering Committee materials and summary
- Addressed regional communications and marketing concerns
- Worked with Office of General Counsel on an open records request
- Met with UWCX marketing department to discuss plans for May – July
- Worked with the PMO and web team to update the functionality of the Project Decisions page on the restructuring website. The new page will be searchable and have filters, as well as be organized in a more user-friendly format.

#### Upcoming:

- Working with web team to revamp the Restructuring Project website
- Working on student-facing communications for May – July
- Continuing work on employee-facing communications
- Updates to Project Communications Plan to reflect structural changes to the team, scope of work, timeline, and deliverables

### UW-Eau Claire: UW-Barron Country

#### Completed:

- SIS Functional Team met with the Chancellor and Provost to clarify key parameters such as branch campus status, admissions, academic standing, curriculum and degrees, etc.
- The Chancellor and Provost met with UW System to review and discuss the MOU
- Began planning for a visioning process for fall 2018
- Finalized the organization structure for Barron County and scheduled a video conference with faculty and staff for Monday, April 30
- Selected name for campus and requested process for bringing proposal before the Board of Regents for approval

#### Upcoming:

- Continued work by the Curriculum committee on cross-walking courses for 2019 (new deadlines from the SIS team indicate work will need to be completed this summer)
- Discussions on organization structure and launch of a position search



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- Advance the shared governance guidelines to enable implementation beginning July 1

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

### Completed:

- Reviewed second draft of the MOU
- Made MOU edits for coordinating team to consider
- Sent regional deliverables to PMO: vision, org. structure, hiring plan, project plan, and issues to escalate to the Steering Committee
- Finalized email mailing lists in UW-Milwaukee's internal message system

### Upcoming:

- Two-year pro forma budget for College of General Studies (still in development)
- Gap analysis to assess how close UW-Milwaukee is to be able to offer the full online AAS

## UW System Administration: UW-Extension Continuing Education, Outreach and E-Learning (CEOEL); Division of Business and Entrepreneurship; Instructional Communications Systems (ICS); Wisconsin Humanities Council; Wisconsin Institute for Public Policy and Service (WIPPS)

### Completed:

- Finalized future home offices of UW-Extension units transferring to UWSA
- Issued clarification letter from President Cross
- Convened group to review the CEOEL budget and financial information
- CEOEL transition meeting (May 1)

### Upcoming:

- Review of budgets with UWEX central office, CEOEL, and UWSA
- Review of priorities for transition of AAS Online to CEOEL

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

### Completed:

- Athletic directors held first meeting
- UW-Fox Valley (FOX) and UW-Fond du Lac (FDL) athletics will continue operating per UWSA decision for 2018-19
- No immediate changes are planned to FOX and FDL mascots or team colors
- Naming group continues to meet for case studies on name changes/rebranding, and developing a list of assets affected by name change
- Met with implementation partners from Huron to assist with SIS and Restructuring project plans

### Upcoming:

- Acknowledgement and honoring of new institution with all employees on July 2 and UW-Oshkosh Convocation on September 4

## UW-Whitewater: UW-Rock County

### Completed:

- Approved org. structure of UW-Rock County
- Approved names for the campus and college



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- Made progress on curricular crosswalk processes
- Reviewed MOUs and responded to PMO and Project Sponsor
- Signed document of intent to hire Associate Dean

## Upcoming:

- Distribution of course lists to disciplines/departments on main campus
- Rock County Board to approve resolution to name branch campus as “University of Wisconsin – Whitewater at Rock County”
- UW-Whitewater Faculty Senate to accept offering of AAS and BAAS Degrees
- Submission of AAS and BAAS change application to HLC
- Submission of list of tenured faculty details to Board of Regents for transfer of tenure in June
- Hiring plan for dean for new college

## Facilities

### Upcoming

- Scheduled an in-person meeting for the Facilities Functional Team on June 11th at UW-Fond du Lac

## Financial Aid

### Completed:

- Sent a follow-up memo to Vice President Cramer regarding the Financial Aid Functional Team recommendations

### Upcoming:

- Further refinement of resource requirements on campuses
- Completion and submission of the Department of Education’s (ED) E-App within 10 days of HLC approval
- Per approval from ED, all campuses are planning to submit between June 20-22, 2018

## Human Resources

### Completed:

- Sent initial touchpoint letters to UW Colleges and UW-Extension employees
- FAQ for employee transitions has been updated on the UW Restructuring website
- Human Resources Operational Team continues to plan for the facilitation of employee transitions

## Student Immigration Functional Team

- Currently in a holding pattern until we hear back from Student and Exchange Visitor Program; but we are on track.

## Student Recruitment

### Completed:

- Met at UW-La Crosse to finalize CORE Agreements
- Finalized 24 CORE Agreements on application standardization, fees, and materials

### Upcoming:

- Working with ACT reps to establish how branch campuses are coded into tests, similar to FAFSA process
- Functional Team will meet the week of May 7
- Day-long meeting May 14 to outline Phase 1 and refine application structure/questions



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## Veterans Services

### Completed:

- Described critical needs to PMO for follow-up
- Held a meeting with UW Colleges certifying officials
- Discussed HR transition and operations following July 1

### Upcoming:

- Additional meetings with UW Colleges certifying officials
- Follow-up to opt-in MOU