



UW Colleges and UW-Extension Restructuring Weekly Project Update

Week of July 30, 2018

KEY UPDATES

App Fee Waiver Continues Through September 7*

As announced at the June Board of Regents meeting, application fees are being waived for students applying to two-year campuses for Fall 2018 admission. On-campus and online students can apply for Fall 2018 through September 7. AAS Flexible Option and UW Colleges Online applications are open through November 1 for the Fall 2018 term.

A statewide digital ad campaign is running through the end of August. The UWSA Office of University Relations is planning another app fee waiver [press release](#) and social media push to remind students it's not too late to apply. Receiving institutions are encouraged to promote the app fee waiver through their own communications channels.

App Fee Memo Provides Clarification for Academic Year 2018-19

Associate Vice President for Student Success, Chris Navia, issued the attached memo on August 3 outlining application fees for 2018-19 for UW Colleges, UW Colleges Online, AAS Flexible Option, branch campus transfer students, and re-entry students. Please read the attached memo for complete information.

Functional/Regional Team Notes

- Please continue to submit regular updates to the Project Management Office (PMO) until your team finishes work. If you feel that your team's work is complete and there are no further updates to give, please let the PMO know so we can officially close out the team.
- Some Regional and Functional teams have largely completed their work and will be dropped from this weekly update as they officially close out. Those that are in the process of sunsetting are noted.
- Some Functional Teams have asked to be On Hiatus for a defined period, to reflect that they are not working toward Restructuring milestones for a few months; when On Hiatus, regular updates are not expected.
- The "Upcoming" section of the Project Milestones will contain all the milestones from the Restructuring Roadmap or Communications Roadmap with a target date in the next month. When that target date passes, Functional Team milestones will be moved to "Completed" as the PMO hears that they are complete. Regional milestones will be dropped from the "Upcoming" section as the target date passes but marked as completed in the Regional Team Updates as RIs report them completed, since different Receiving Institutions will complete them at different times.

PROJECT MILESTONES

Completed

- Fall 2019 Applications open, including EApp launch

Upcoming (or unconfirmed as complete)

- Communication Roadmap milestones for July - August
 - RI distribution of appointment letters and contracts to employees
 - RI notification of Graduation/diploma name change to current students
 - New students welcome notification
 - New leadership team welcome by Chancellors
 - Communication of tuition structure and fees
 - Announcement of new faculty governance structure (August – September)
 - Completion of student recruitment/marketing plan and materials (August – September)
 - Distribution of faculty orientation details for branch campus faculty (August – November)
 - Confirmation of Campus name changes (August – December)
 - Confirmation of new FAFSA schools codes (August – December)



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- 7/31: System will distribute final 2018 budget transfer
- 7/31: UW-Extension Funding Crosswalk for BOR
- 7/31: Initial deep dive into UW Colleges/UW-Extension contracts completed by Procurement team
- 8/1: Transfer recruiters (HRS)
- 8/2: Go/no-go validation for each region to process applications on 9/1
- 8/15: Memo added to transcript for UWC, indicating accredited institutions
- 8/15: Peoplesoft catalog built for AY19-20
- 8/15: RIs finalize UDDS structure for FY20; structure validated by CBO and entered into SFS
- 8/23: Biennial budget, official name changes to BOR
- 8/28: Diploma lists begin to be sent from PRISM to RIs
- 8/30: UDDS Placement
- 8/31: Bio-demo testing complete
- 9/1: Fall 2019 admissions begin

FUNCTIONAL AND REGIONAL TEAM UPDATES

Project Management Office (PMO)

Completed:

- Continued MOU management plan SME meetings
- Continued focused support to UW-Oshkosh, UW-Green Bay, UW-Stevens Point, and UW-Eau Claire
- Held All-Hands meeting with FT leads to discuss FT transitions and the communications roadmap

Upcoming:

- Creating plan to incorporate branch campus recruiters in Green Bay
- Roll-out of community engagement plan in Green Bay
- Continuing MOU management SME meetings

Project Communications Office (PCO)

Completed:

- Presented at the all-hands Functional Team meeting and requested corrections and updates to the communications roadmap by next Friday;
- Participated in communications planning meetings for UWC Online
- Finalized digital marketing ads for app fee waiver campaign
- Started meetings with UW HELP, UWSA, and UWC to establish a timeline and process for website updates following BOR approval of branch campus names
- Clarified timeline and process for updating print materials and digital applications
- Added a “What’s New” section on the Restructuring home page to feature the most recent restructuring news and post

Upcoming:

- Work with UW HELP, UWSA, and UWC to establish process, timelines, and assess resource needs for updating digital platforms
- Meeting with Aaron Brower and UWC Online project team to establish communications needs and expectations
- Update Communications Roadmap based on feedback from Functional Teams and RIs

UW-Eau Claire: UW-Barron Country – Bi-weekly updates



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

Completed:

- Hired branch campus administrators
- Requested support for reconfiguration of salesforce
- Campus name change submitted

Upcoming:

- Plan to incorporate branch campus recruiters
- Meeting with all branch administrators to roll out community engagement

UW-Madison: UW-Extension Cooperative Extension, Public Media, and Conference Centers – Bi-weekly updates

UW-Milwaukee: UW-Washington County, UW-Waukesha – Bi-weekly updates

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) – monthly updates

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

Completed:

- Finalized preparations for July 31 Roadmap workshop
- Participated in July 26 Functional Team Leads meeting with System
- Completed tuition and enrollment scenario model (for decision support)
- Completed organization chart to facilitate the completion of chart of accounts
- July 31 Roadmap workshop

Upcoming:

- Review of tuition and enrollment scenario model in Office of Institutional Research

UW-Platteville: UW-Richland, UW-Baraboo/Sauk

Completed:

- Set up steering team for HLC visit

Upcoming:

- Completion of SIS team review of Mock I

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

Completed:

- Reviewed HR, Finance, Facilities, and Risk Management roadmap progress
- Submitted campus name change
- Reviewed IT functional team & UWSP IT path forward for implementation year with CIO

Upcoming:

- Meeting with CFO and Provost on status

UW-Whitewater: UW-Rock County – Monthly updates



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Athletics – Team has sunset, no further reporting

Bursars – On Hiatus, no reporting expected until October

Facilities and Property

Completed:

- Met with state highway engineers to discuss change to signage
- Video conference with UW Colleges Management, deans, and facilities planners for Eau Claire and Green Bay.

Upcoming:

- Work on a process to facilitate signage change;
- Work on process for conversion of highway signage
- Process to be defined between Communications and Facilities
- Continue to research county budget timelines to assist campus planners with their capital planning
- Hold last meeting with UW Colleges management, deans, and facilities planners (next week in Stevens Point)
- RIs to finalize UDDS structure for FY20 (due August 15th)

Finance – No update

Financial Aid – No update

Human Resources

Completed:

- Shared the HR Transitional Year Guide and HR Transactional Timeline with stakeholders (including Provosts)
- Final Transformational Team meeting next week, Tuesday July 31st.

Information Technology (IT) -- Team has sunset, no further reporting

Libraries

Completed:

- Completed library services plan, collection merging strategy, and shared information services migration plan;
- Provided central collection budget recommendation
- Added four new milestones to roadmap
- Met with Ex Libris on July 15 to discuss migration strategies

Upcoming:

- PRIMO Subgroup recommendations; Communication to institutions
- ID system-wide purchase recommendations for Colleges perpetual access resources (due August 2); communication to institutions;
- Review ALMA/PRIMO configuration options for branch campuses (due September 1)

Procurement

Completed:

- Completed initial analysis and team discussion of UWC contract data
- Completed review of Central POs issued by UWC and Regional contracts



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Upcoming:

- Finalize the group of POs/contracts that should be supported with UWC/X/UWSA procurement services;
- Analyze all UWSA/C/X contracts for legal issues related to transferring contracts to RIs;
- Review the UWC Auxiliary contracts issued by UWSA
- Establish approach for contract review
- Create auxiliary contracts informational piece
- Conduct initial deep dive into UWC/Extension contracts completed (July 31)
- Bucket PO contracting work (due August 31)

Registrars – No update

Student Information Systems (SIS) – No update

Student Recruitment Functional Team (SRFT) – Sunsetting

Student Visa Functional Team (SVFT)

Upcoming:

- Meeting next week to provide updates from Department of Homeland Security and address team questions as we approach the upcoming semester.

Veterans Services – Team has sunset, no further reporting