

Training Webinar: Individualized Technical Studies Policy and Procedures

8/25/2020; Revised 9/1/2020

Q&A

- **Do we need to submit a plan for the journey worker upgrade ITS degree?**
 - The policy and procedures for journey worker upgrade are set forth in the Educational Services Manual – Chapter 10 (Credit for Prior Learning). This ITS degree is not contemplated for use in the journey worker upgrade process.

- **What aid codes can be used for this degree?**
 - This degree follows the academic requirements of associate degrees. Aid Codes 10 and 20 may be used.

- **What's the rationale behind the May 1st deadline?**
 - May 1 is an arbitrary date consistent with the request from the Instructional Services Administrators that program plans be submitted once a year, rather than on a rolling basis. Despite this, the WTCS will permit program plans be submitted at any time throughout the year so long as all program plans are received no later than May 1st of the student's year of enrollment.

- **Can changes be made to courses on the plan after filed with the state office?**
 - Yes! The WTCS will not require colleges to submit revisions.
 - Intention is to have an overview of the intended program plan to ensure policies are being followed, but we recognize the plan may be adjusted.
 - Only the initial plan must be submitted to the WTCS office.

- **For students starting in January, is there a different deadline for submission?**
 - No.

- **If a student chooses ITS in August, do they need to wait until the following May to start the program?**
 - No. The program plan can be filed any time before May 1st and the student can begin their program as deemed appropriate by the college and student.
 - For example if a student chooses ITS in August, 2021, their program plan should be submitted to the WTCS office by May 1, 2022.

- **If we have students that are already enrolled under our existing forms/process, do you want us to fill these out on top of those forms?**
 - A program plan demonstrating planned curriculum should be submitted to the WTCS office for all currently enrolled ITS students by May 1, 2021.
 - For students enrolled in ITS prior to August 1, 2020 existing forms or documentation will be accepted as alternatives to Form 13-1 to relieve potential administrative burden. Alternate documentation should still indicate the planned curriculum and anticipated new program number based upon the appropriate career cluster.

- **Are we submitting for actual approval of the plans?**
 - No. The WTCS is not currently approving the plans. We are completing a desk review to ensure academic policies are being adhered to. In addition, we are tracking to see when there are ten or more graduates of ITS degrees in the same field. When that occurs, we will be reaching out to the colleges to determine if a new program should be considered.

- **We find that students often apply for an ITS after they have taken some courses. Will this process change impact that practice by students?**
 - ITS degrees are intended to provide flexible pathways to Applied Associate Degrees and meet established career goals of the student.
 - Each student's plan will be unique and may include various combinations of new courses, already completed courses, and credit for prior learning.
 - The ITS degree should not be used as a mechanism to award a credential comprised entirely of courses that have already been completed.

- **Can we include "ORs" on the ITS course submission list to WTCS?**
 - No, alternate courses are not permitted. The student's program plan should be clear from the start.

- **The ITS degree states it can be a combination of certificates, technical diplomas, and associate degrees yet it also states we cannot build an ITS degree plan with technical diploma level courses, rather just associate degree level. Can you please clarify if we can or cannot include TD level courses in a student's plan?**
 - Because Individualized Technical Studies Degrees are Applied Associate Degree programs, the courses included must be associate degree level, Aid Code 10 or 20. Aid Code 30, 31, or 32 courses cannot be included in an ITS Plan.

- **Is the school allowed to incorporate a CPLE process to substitute 30/31/32 Code courses to apply for 10 Code courses to apply to the Individualized Core?**

- The WTCS office recognizes there is a clear need to build pathways to Associate Degree completion for Technical Diploma students that wish to complete an Associate Degree. We will continue to explore new ways and policy revisions to better meet this need.
 - At this time, Aid Code 30, 31, or 32 courses cannot be included in an ITS Plan or automatically substituted for an Aid Code 10 course. However, these courses may be evaluated for Credit for Prior Learning applicability under existing procedures
 - As stated on [Page 56 of the ESM](#): *Occupational-specific and general education credits earned as part of a technical diploma program or career pathway based on course competencies should be evaluated if a student seeks to transfer these credits as counting toward completion of an applied associate degree*
- **Have policies limited aid codes used for CPL?**
 - No. CPL policies have not changed and are indicated in Chapter 10 of the ESM.
- **Can a select list of technical or general studies be offered to the student? Some students can have three or four courses to choose to complete a number of credits.**
 - Yes, if you feel like it's helpful for the student in developing their plan and as approved by the advisory committee and mentor.
- **If we have further questions regarding the ITS program and changes to policy, who is our contact at WTCS?**
 - Chrystal Seeley-Schreck – Associate Vice President for the Office of Instruction.
chrystal.seeleyschreck@wtcsystem.edu
 - WTCS Education Directors will review program plans that align with their assigned program clusters.
- **Does this affect the agreement for those completing an apprenticeship pursuing the ITS degree? (10-499-5)**
 - No. Policies and procedures for the journey worker upgrade program are established in the Educational Services Manual – Chapter 10 (Credit for Prior Learning).
- **When submitting the current students admitted into the ITS plan, do I need to convert the plan number to the new ITS plan number or wait until FY22?**
 - Plans (or alternate documentation) should be submitted for all existing ITS students by May 1, 2021 to programs@wtcsystem.edu.
 - You can report to Client Reporting existing students using 10-825-1 until FY22.