Educational Services Manual Revision Release Notes

March 26, 2021

1. As a reminder, the ESM has successfully migrated to the new MyWTCS website as of February 1, 2021.
2. Form 6-4 Program Discontinuance: Please use newest version dated March 2021. Form was updated to align with current policy: programs may not be discontinued unless and until all students have been moved to another program or graduated from the suspended program.
3. Upcoming changes to ESM Chapters: Reorganization of ESM Chapters 18 and 20 will occur in April:
    a. Chapter 18 System-wide Prior Learning Assessments: content for this topic has been absorbed into Chapter 10.
    b. Chapter 18 will become Inter-District Contracting (formerly slated for a new Chapter 20).
    c. Chapter 20 will become Faculty Quality Assurance System (FQAS) – chapter in development.

February 26, 2021

1. As a reminder, the ESM has successfully migrated to the new MyWTCS website as of February 1, 2021.
2. Please be advised that it is best to bookmark the ESM landing page and ESM Forms page on MyWTCS rather than the individual document link extensions for these items; document extensions change each time the ESM or Forms are updated. WTCS is exploring options for creating permanent links within the MyWTCS website but please use this workaround in the interim to avoid using outdated information or encountering broken links.
3. ESM Hyperlinks: The ESM document was updated to restore functionality to all hyperlinks within the text. Please download this month's ESM release for use, as previous versions of the document contain links that no longer function.
4. Program Curriculum Credit Range & Distribution Compliance Rules: This document has been updated to include Associate of Arts (AA) and Science (AS) Degrees. All credit range and distribution information is contained within this one document and supplements ESM Chapter 2 Program Requirements. The document is found on the ESM landing page under the Related Guidance section.
5. Acronyms – FTE: Corrected from "Full Time Education" to "Full Time Equivalent."

January 29, 2021

1. Chapter 7 Course Standards: Added audit schedule and criteria for reporting Course Credit Audit List (CCAL), Form 7-1 (form in development; link to be provided at a later date).
2. Chapter 9 Technical Skills Attainment: Change to timing of removal of previous Phase 2 when a TSA Phase 1 Revision is approved: "the following fiscal year" replaced "one year from date of revision approval."

3. Chapter 13 Individualized Technical Studies: Per update to Form 13-1, included in chapter additional criterion regarding ITS program plan requirements: date of student enrollment.
4. Form 13-1: Updated to reflect addition of new field D – "Date of Student ITS Enrollment."

December 18, 2020

There are no release notes this month.

November 27, 2020

1. Chapter 6 Making Program Changes: System Aligned Program Modification language added; ESM Chapter 17 System Aligned Programs and Courses to be updated in coming months. Correction made on program suspension due to number change: occurs one to three years after discontinuance.
2. Chapter 13 Individualized Technical Studies: All degree titles updated to add "ITS."
3. Chapter 15 Advanced Technical Certificates: Prior knowledge requirements section updated.
4. Form 3-1: Updated to reflect addition of ATCs.
5. Form 6-1: Check boxes on page 2 updated.
6. Form 13-1: Reporting form updated to reflect ESM Chapter 13 degree title changes.

October 30, 2020

1. Chapter 9 Assessing Programs Through TSA; Language added to describe adoption requirement of existing TSA Phase 1 for all programs with System-wide program number and title.
2. Chapter 12 System-wide Articulation; Clarification on use of Forms 12-1 and 12-2, ISA approval and signatures: System Office responsible for collecting ISA approval and signatures (Form 12-2); process Visio graphic updated.
3. Forms 12-1, 12-2; Form 12-1 updated to reflect changes to Chapter 12. Form 12-2 discontinued (now an internal System Office form).

September 25, 2020

1. Chapter 1 Introduction and Knowledge Base; Moved the last of the information to Chapter 14, making this chapter only an introduction to the ESM.
2. Chapter 4 Creating Embedded Technical Diploma and WTCS Pathway Certificates from Existing Approved Programs; Residual language removed due to the new requirement of documentation for designating an existing program as embedded. Moved curriculum change language to Chapter 6.
3. Chapter 6 Making Program Changes; Added reference to supporting forms and modified curriculum change language.
4. Chapter 14 Competency-Based Education; Incorporated information from Chapter 1.
5. Chapter 15 Advanced Technical Certificates; Released new Advanced Technical Certificate process.
6. Form 13-1; Clarification of CPL documentation requirement.
7. Credit Distribution Compliance Rules; Updated data on MyWTCS website to incorporate new Advanced Technical Certificates.
8. Glossary; Terminology added for new Advanced Technical Certificates.

August 28, 2020

1. Chapter 1 Introduction; Moved KB-2,3,4 and 7 to Chapter 3. After next month, Chapter 1 will be limited to purely introduction.
2. Chapter 3 Creating a New Program; Incorporated KB-2,3,4 and 7 from Chapter 1.

3. Chapter 13 Individualized Technical Studies; Changed Agriculture code from 17 to 18 due to coding conflict.
4. Form 3-1; Terminology added for both AAS and AAA as proposed degrees.
5. Form 4-1; Removed referral to KB-2 and placed it on Chapter 3.
6. Form 6-1; Added section asking about embedded programs and how they should be handled.
7. Form 13-1; Corrected release issues and language clarification.

July 31, 2020
1. Chapter 1 Introduction; Moved KB5 containing TSA information to Chapter 9.
2. Chapter 9 Assessing Programs Through TSA; Incorporated KB5 information from Chapter 1. Also changed phase 2 dates to be removed one year after change of phase 1 rubric's release.
3. Chapter 13 Individualized Technical Studies; Released new process to be implemented in 2021. Training will be developed by the System Office.
4. Chapter 17 System Aligned Programs and Courses; Minor correction of instructional area configuration from "C-Clinical" to "etc."
5. Chapter 19 Program Advisory Committee; Minor correction to previous release, clerical issue.
6. Form 6-3; Changed title to "Program Suspension and Reinstatement." Added check box for reinstatement that identifies if TSA has been reviewed to current.
7. Form 6-5; Released Excel version of curriculum change form.
8. Form 6-7; Released new form called "Embedding of Existing Technical Diploma" to allow creation of embedded diploma from already approved program.
9. Form 13-1; Released new form in support of new ITS process.
10. Other: Cleanup of language throughout ESM replacing the word "Semester" with "Term" to reflect current needs. Affected: Chapter 4 - Table 1; Chapter 7 - D Hours - Technical Degree to associate degree under associate degree; Chapter 11 - Student Financial Aid; Chapter 16- Requirements; Glossary - Pathway Certificate; Forms 3-2; Chapter 5.

June 26, 2020
1. Chapter 1 Introduction and KnowledgeBase; Moved Advisory Committee KB1 to Chapter 19.
2. Chapter 6 Making Program Changes; Revised curriculum modification process, which discontinues form 6-2 and modifies form 6-5.
3. Chapter 7 Course Standards; Added guidance on reporting third party courses and modified credit hour standards.
4. Chapter 19 Program Advisory Committees; Enhanced guidance on advisory committee expectations and minute retention.
5. Credit Percent Range Chart; Guidance on Aid Code 20 courses as alternatives in degree and diploma programs. Found in MyWTCS at https://mywtcs.wtcsystem.edu/wp-content/uploads/2020/04/Program-Curriculum-Rules-Chart-version-2020-0923.pdf

May 29, 2020
1. Chapter 2 Program Requirements; Correction in naming of transfer programs from "Applied Associate of Arts or Sciences" to the correct "Associate of Arts or Sciences".
2. Chapter 4 Embedded Technical Diplomas and Pathway Certificates; Incorporated process for un-embedding Embedded Technical Diplomas.
3. Chapter 11 Basic Skills – Dev Ed – General College; Incorporated Integrated Education and Training process into supplemental information.
4. Chapter 16 Shared Program Agreement; Moved glossary terms that were within the chapter to the back of the ESM in the Glossary Chapter.

April 24, 2020

1. Chapter 2; Wording added providing authority for colleges to create and utilize a marketing name for programs
2. Chapter 7; Moved the A-E Hour information that was in the KB-8 section of Chapter 1 to Chapter 7. Information that was in KB-8 is newer and the result of work done previously. Deleted section KB-8
3. Form 4.2; Removed six rows for accessibility and also changed the column description from "Embed Sem" to "Embed Term"

March 27, 2020

1. Chapter 1; KB-8 Corrected "An Hours" to "A Hours"; KB-6 Removed redundancy of discussion of alternative courses and Q&A questions that are repeated later in the ESM; Removed references to Administrative Bulletins
2. Chapter 2; Updated redundant Alternate Course information that was in Chapter 1 that was discrepant; Updated Program Differentiation Policy
3. Chapter 6; Clarification of Program Title Change support by all colleges with same program
4. Form 6-1; Additional directions for attachment A and B in form
5. Chapter 11; Removed reference to Administrative Bulletin

February 28, 2020

1. Modified nomenclature for Associate of Applied Science and Arts in Chapters 1, 2, 7, 10, 16, and 17
2. Glossary; Updated with new terminology for Aligned Programs and Program Suspension
3. Chapter 1; Discussion about curriculum that has been disapproved for over one year. 30% rule placed in KB2 for program differentiation. Rerouted directions for credit computation rules to Course Approval Manual. Replaced previous A-E Hour Differentiation Factors with newly developed factors and table
4. Chapter 6; Handling embedded programs when parent program changes, added language about handling of embedded programs in suspension and discontinuance. Clarified that 20% change is calculated when compared to the last uploaded version
5. Chapter 7; Added course reporting requirements. Added language about course descriptions
6. Chapter 9; Added clarification language that a phase one TSA revision approval will result in removal of phase two approval in a program
7. Form 6-2; provided additional instructions for selecting proper aid code when modifying curriculum
8. Form 16-3XL had some adjustment to less reflect seasons and provide more terms
9. Forms 6-3 and 6-4; Modified to include embedded programs related to suspended and discontinued parent programs
10. Form 6-6; New form released for the purpose of allowing colleges to reassign embedded programs to new parents

January 31, 2020

1. Form 16-3; Created "XL" version for extra long program changes. The original has been maintained as well
2. Chapter 1; Clarification of concurrent course delivery in KB-8
3. Chapter 1; Addition of apprenticeship course standards in KB-8
4. Chapter 7; Introduction of Apprenticeship course standards

December 27, 2019

1. Chapter 11 Released; Chapter 11 is titled Basic Skills – Developmental Education – General College and offers guidance in the use of courses that provide foundational competencies necessary for students to be successful in postsecondary coursework.
2. Minor modification to forms; 3-1, 3-2, 4-1, 4-2, 6-1, 6-2, 6-3, 6-4, 9-1, 9-2, 9-4, 9-5, 16-1, 16-4. A statement was added providing guidance to submitters to "follow your district's procedures for review and submission" along with the requirement to attach documentation as a single .pdf file.

November 29, 2019

1. Chapter 1 Updated; A refined definition of alternate courses is documented in KB6.
2. Chapter 7 Updated; A modification has been made to provide guidance on the use of the instructional area 140 for Study Abroad. Guidance for Co-requisite and integrated courses has also been provided.
3. Chapter 19 Released; This chapter provides additional guidelines for the development and maintenance of advisory committees, expanding on WTCS Board Policy 309.

October 25, 2019

1. Chapter 16 has been released; This chapter defines current policy around Collaborative Program Agreements. The release includes Form 16-1 Agreement Creation, 16-2 Financial Aid Consortium Agreement, 16-3 Shared Agreement for Courses and 16-4 Shared Program Suspension/Discontinuance. As part of this, we removed the legacy document "Preliminary Consideration for Developing a Collaborative Program Agreement"
2. Chapter 17 has been released; This chapter defines current policy around System Aligned Programs and Courses. Along with this release, legacy guidelines have been removed from the systemwide curriculum page of MyWTCS.
3. Form 6-2 for Curriculum Modifications has been update; The form now includes a section providing Shared Program Status
4. Removed legacy document for Program Development Maintenance as that is part of Chapter 6 Making Program Changes

September 27, 2019

1. Each page number seen on the ESM document found on MyWTCS will match the electronic page number, reducing confusion when reviewing sections.
2. The credit rules found on https://mywtcs.wtcsystem.edu/wp-content/uploads/2020/04/Program-Curriculum-Rules-Chart-version-2020-0923.pdf now specify that technical diploma curricula does not contain electives.
3. The first paragraph of chapter one now provides an order of importance to the authority of the ESM and its change mechanics.