



2022



**Office of Instructional Services
Summary of Policy Updates and
Educational Services Manual Revisions**

1) Policy Change: New Program Development – Equity Prompts (June 2022)

Equity prompts were added in 2021 as a requirement for new program development. Implementation began in August 2021 with the addition of one equity prompt to the program approval process. June 2022 saw the addition of a second required prompt. See ESM chapters 2 and 3 for guidance.

2) Policy Change: Aid Code Definitions and Use Updated (June 2022)

These policy changes provide flexibility to colleges to better meet student needs in existing programs where previous policies posed barriers and in new programs where desired. These policy changes do not require colleges to make any changes to existing programs, curricula, or courses.

AAS = Applied Associate of Science

AAA = Applied Associate of Arts

ITS = Individualized Technical Studies

ATC = Advanced Technical Certificate

TD = Technical Diploma

1. Expand Aid Code types allowed in program types as follows (*additions highlighted in bold*):

- AAS/AAA programs (Aid Code 10) are allowed to include Aid Code 10, **32, 31, 30*** courses
- ITS programs (Aid Code 10) are allowed to include Aid Code 10, **32, 31, 30**, courses
- ATC programs (Aid Code 11) are allowed to include Aid Code 10, **32, 31, 30**, courses
- TD programs (Aid Codes 30, 31, 32) are allowed to include Aid Code **10****, 32, 31, 30 courses
- AA/AS programs (Aid Code 20) are allowed to include Aid Code 20 and 10 courses as defined in ESM Chapter 1.

* Aid Code 30, 31, and 32 courses included in AAS/AAA programs should be part of a previously approved technical diploma.

** Any TD programs that are not embedded in an associate degree have to go through the Financial Aid Clock-to-Credit hour conversion. Thus, using Aid Code 10 courses in non-embedded TD is not recommended. If using Aid Code 10 courses in a non-embedded TD is necessary to meet student needs, financial aid implications must be clearly understood and communicated to students.

2. Expand Aid Code types allowed as alternates in program types as follows:

- Aid Code 20 courses are only allowed in AAS/AAA, ATC or **TD** programs as alternates.

Credit for Prior Learning and Transfer Considerations:

1. To maintain continuity and portability of credits across WTCS colleges, it is expected that WTCS colleges will accept Aid Code 30, 31, and 32 courses students have successfully completed at another WTCS college as transfer credits for Aid Code 10 courses where the course competencies and outcomes are *determined to be equivalent*. This is also expected internally between programs at a WTCS college. Compliance with WTCS Board Policies is an expectation of the Board and a consideration in program and course approvals.
2. Due to financial aid limitations, Aid Code **50** courses are not allowed in **AAS/AAA** or **TD** programs as core courses or alternates. However, it is expected that WTCS colleges will accept Aid Code 50 courses students have successfully completed as transfer credits for Aid Code 10, 30, 31, or 32 courses where the course competencies and outcomes are *determined to be equivalent*. The Aid Code 50 course must have been taken as part of an approved WTCS Apprenticeship Program (Aid Code 50 program) and have a documented curriculum standard that connects the course to the relevant 10, 32, 31, or 30 course in the AAS or TD.

3) Federal Clock-to-Credit-Hour Conversion Formula Changes, Impact to Non-Embedded Technical Diplomas (Guidance issued March 2022)

Effective July 1, 2021, all programs that do not lead to an associate degree are required to follow the updated US Department of Education clock-to-credit hour conversion formula for federal financial aid purposes. When every course in WTCS Embedded Technical Diplomas are found in the parent Associate Degrees, embedded programs are not subject to the conversion formula. The federal conversion formula does not allow institutions of higher education to include out-of-class hours when converting clock-to-credit hours for these affected programs. The conversion applies on a course-by-course basis. The conversion requirements cannot be applied at the program level. If a program is embedded in a technical diploma rather than an associate degree, it is subject to the conversion.

This new conversion formula reduces the number of credit hours for financial aid purposes for some programs, which lowers the amount of financial aid for students who are enrolled in these programs. For the WTCS (Wisconsin Technical College System), the programs that are impacted are non-embedded short-term, 1-year, and 2-year technical diplomas (aid code 30, 31 and 32 programs). These programs may have significantly reduced student aid.

4) New ESM Chapters:

- Chapter 18 Inter-District Contracting
- Chapter 19 Faculty Quality Assurance System (FQAS)

2022 Educational Services Manual (ESM) Release Notes

January 2022

There were no updates to the ESM/CCM for January 2022.

February 2022

ESM Chapter 9 Technical Skills Attainment: clarification added that TSA Phase 2 Revisions are required whenever a TSA Phase 1 Revision has been completed, regardless of whether there will be changes made to Phase 2.

Form 9-5 TSA Phase 2 Revision: note added: documentation of advisory committee support not required in instances where there are no Phase 2 changes.

March 2022

There were no updates to the ESM/CCM for March 2022.

April 2022

ESM Chapter 2 Program Requirements:

- Language duplicated across AAA/AAS and AA/AS sections to reflect use of Aid Code 20 course rules: Aid Code 20 courses may not be used as primary courses in an Applied Associate Degree curriculum. They may only be used as alternates to an existing aid code 10 course.
- Alternate course use guidance updated: Up to two alternate courses may be used per primary course.

ESM Chapter 17 System-wide Aligned Programs:

- Clarification on review cycle for aligned programs updated from three to five years.
- Aligned program definition updated to reflect usage of “program performance standards” in place of “program outcomes.”

ESM Glossary – Aligned Program Definition: updated to reflect usage of “program performance standards” in place of “program outcomes.”

Program Curriculum Credit and Range Distribution Compliance Rules: On ESM landing page, scroll down to Related Guidance to locate this resource. Updated document is attached to this email for your convenience.

- Overall formatting adjusted to improve readability of tables.
- Advanced Technical Certificate section updated to include correct breakdown of credits.

May 2022

There were no updates to the ESM/CCM for May 2022.

2022 Educational Services Manual (ESM) Release Notes

June 2022

ESM Chapter 2 Program Requirements – Aid Code Use Updated:

AAS/AAA programs are allowed to include Aid Code 10, 32, 31, and 30 courses. Aid Code 30, 31, and 32 courses included in AAS/AAA programs should be part of a previously approved technical diploma.

Technical diploma programs are allowed to include Aid Code 10*, 32, 31, and 30 courses.

*Any TD programs that are not embedded in an associate degree must go through the Financial Aid Clock-to-Credit hour conversion. Thus, using Aid Code 10 courses in non-embedded technical diplomas is not recommended. If using Aid Code 10 courses in a non-embedded TD is necessary to meet student needs, financial aid implications must be clearly understood and communicated to students.

Associate of Arts and Science courses (Aid Code 20) may not be used as primary courses in a Technical Diploma curriculum. They may only be used as alternates to existing aid code 30, 31, 32, or 10 courses.

[Program Curriculum Credit and Range Distribution Compliance Rules](#) (Chapter 2 associated resource) updated (scroll down to Related Guidance section on myWTCS).

ESM Chapter 6 Making Program Changes:

Changes to Program Title and/or Number: clarifications added as items 7-8:

If a program changes to a unique new program title and/or number, existing TSA Phase 1 and 2 assessments and approval dates can move with the program to the new title/number.

If a program changes to adopt the title and number of an existing program in the System that has an established TSA Phase 1, the TSA Phase 1 and 2 assessments and approval dates cannot move with the program. The moving program shall adopt the new TSA Phase 1 assessment and approval date of the new title/number. If the “old” program had an existing TSA Phase 2 on file prior to the title/number change, the date of the existing TSA Phase 2 is removed from the WTCS Portal. A new TSA Phase 2 request to follow the new TSA Phase 1 must be submitted for review and approval, and a new TSA Phase 2 approval date will be entered at that time.

Program Discontinuance updated: System office staff will annually review programs in suspension for more than three years. Remaining programs will be administratively discontinued and taken to the WTCS Board for approval at the final Board meeting of the calendar year.

ESM Chapter 9 Assessing Programs through Technical Skills Attainment:

Clarification added to new program adoption of existing approved TSA Phase 1:

“This applies when an existing program changes its name/number to a program that already exists within the System as well. See ESM Chapter 6 for more details related to program name/number changes and TSA impacts.”

Note from TSA Phase 1 Revision duplicated regarding submission of advisory committee meeting minutes: submission of minutes NOT required in instances where there are no Phase 2 changes.

2022 Educational Services Manual (ESM) Release Notes

June 2022 - Continued

ESM Chapter 10 Credit for Prior Learning (CPL):

Language added to address portability/transfer of credits to CPL Categories 1. Post-Secondary Credits Earned at WTCS Colleges and 5. Registered Apprenticeship.

Clarifications added in District Implementation – Max CPL regarding the exemption of CPL Category 5. Registered Apprenticeship.

ESM Chapter 14 Competency Based Education (CBE):

CBE Credit Standards updated: When establishing CBE courses, follow the course credit standards as for traditional educational offerings (ESM Chapter 7). As with other courses, CBE courses must have a minimum value of 1 credit and cannot be submitted as partial credit courses. For Client Reporting, CBE courses should be treated the same as other courses and indicate CBE as the mode of delivery for the course.

ESM Chapter 15 Advanced Technical Certificates:

Addition: Aid Code 10, 32, 31 and 30 are allowable primary courses.

ESM Chapter 16 Shared Program Agreements:

Responsibilities of Primary College updated: added items “enroll students” and “claim FTEs for courses taken at Primary College”.

ESM Chapter 18 Inter-District Contracting: Legacy document content updated and added as new ESM Chapter.

ESM Chapter 19 Program Advisory Committees:

Language updated: Each program advisory committee shall convene **at least once a year (either in person or virtually)**. Colleges shall develop a schedule of meetings annually for each program advisory committee. Colleges will provide meeting minutes to the system office directly to programs@wtcsystem.edu and the appropriate education director within **60** days of the meeting.

July 2022

ESM Chapter 7 Course Standards:

- Course Credit Audit List (CCAL) will now be titled Course Credit Modification List (CCML).

ESM Chapter 17 System Aligned Programs and Courses:

- New definition added: Dual-Numbered Courses (page 102).

ESM Chapter 19 Program Advisory Committees:

- Advisory Committee Meeting Minutes Submission: Guidance added to establish standard practices across colleges. Includes expectations such as formatting conventions, inclusions, timeline, etc.

ESM Chapter 20 Faculty Quality Assurance System (FQAS): New chapter published.

2022 Educational Services Manual (ESM) Release Notes

August 2022

There were no updates to the ESM/CCM for August 2022.

September 2022

There were no updates to the ESM/CCM for September 2022.

October 2022

There were no updates to the ESM/CCM for October 2022.

November 2022

There were no updates to the ESM/CCM for November 2022.

December 2022

General

- Updated language: Emsi/Emsi Burning Glass changed to Lightcast in all instances to reflect company rebranding.
- Updated titles of WTCS credentials throughout document

ESM Chapter 2 Program Requirements:

Updated guidance and added formula regarding program differentiation.

ESM Chapter 9 Technical Skills Attainment:

Added list of programs covered under TSA: aid codes 10, 11, 30, 31, and 32.

ESM Chapter 15 Advanced Technical Certificates:

Added note regarding TSA.

ESM Chapter 17 System Aligned Programs and Courses

Added guidance regarding aligned course definitions – descriptions: Aligned course descriptions must remain standardized across the System and cannot be modified at the local level.

Form 3-1 Concept Review:

Section q. updated with new language regarding equity prompt responses.

Aid Code Definitions: Revised credentials titles and formatting.