



**2023**



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

**1) Policy Guidance Issued: WTCS Course Guidance and Expectations (October 2023)**

Updated course guidance and expectations were issued as a [policy document](#) on the [myWTCS website](#) in October 2023. Development occurred throughout 2023 and included focus groups, sessions and surveys comprised of WTCS and college executive leadership, consultants and staff.

Guidance includes:

- Definitions and implementation
- Course instructional levels
- Course requirements: course credit hours, outcome summaries and syllabi, submission considerations
- Enrollment, testing, tutoring, orientations

**2) Policy Guidance Issued: WTCS Faculty Hiring Requirements – Resource Document (August 2023)**

New guidance document issued by Faculty Quality Assurance System (FQAS). Resource is located on the [Educational Services Manual \(ESM\) landing page](#) (scroll down to the Related Guidance section).

**3) Policy Guidance Issued: Clarified Program Requirements for Differentiation (“30% Rule”), Curriculum Modification (“20% Rule”) (May 2023)**

ESM Chapter 2 Program Requirements:

- Updated guidance regarding 30% program differentiation to remove inconsistency: If both program calculations are **less than 30%** the need for two distinct programs must be demonstrated to the program education director (30% or greater meets the threshold for differentiation).

ESM Chapters 6 Making Program Changes and 18 Inter-District Contracting:

- Updated guidance regarding 20% major curriculum modification to remove inconsistency: **More than 20% change** constitutes a major modification.

# 2023 Educational Services Manual (ESM) Release Notes

## January 2023

There were no updates to the ESM/CCM for January 2023.

## February 2023

### ESM Chapters

#### **Chapter 2 Program Requirements:**

- Updated requirements on when Aid Code 10 courses can be used in AA/AS programs.

#### **Chapter 5 General Education and Liberal Arts:**

- Added clarifying language in General Education Course Review Guidelines.

#### **Chapter 7 Course Standards:**

- Content added regarding aligned courses.

#### **Chapter 9 Technical Skills Attainment:**

- Updated guidance regarding TSA program outcome matrix and use of letter “A” to designate where outcomes are assessed.

#### **Chapter 17 System Aligned Programs and Courses**

- Added guidance regarding aligned course definitions – titles: Aligned course titles are limited to 30 characters.

#### **Glossary**

- Aligned course definition: added guidance regarding title character limit (30 characters).

#### **Forms**

- **Forms – Chapter 6:**
  - Added field to designate Implementation Date: Current academic year; next academic year.
- **Form 6-1 Title/Number Change:**
  - Updated area indicating which college(s) are being impacted by change. Added Implementation Effective field and removed implementation date field.

## March 2023

There were no updates to the ESM/CCM for March 2023.

## April 2023

There were no updates to the ESM/CCM for April 2023.

# 2023 Educational Services Manual (ESM) Release Notes

## May 2023

### ESM Chapters

#### Chapter 2 Program Requirements:

- Updated guidance regarding 30% program differentiation to remove inconsistency: If both program calculations are **less than 30%** the need for two distinct programs must be demonstrated to the program education director (30% or greater meets the threshold for differentiation).

#### Chapters 6 and 18:

- Updated guidance regarding 20% major curriculum modification to remove inconsistency: **More than 20% change** constitutes a major modification.

#### Chapter 16 Shared Program Agreements:

- Updated formatting and language for better readability.

#### Chapter 17 System-wide Aligned Programs and Courses:

- Updated statement on curriculum modification.

### Glossary

- Added new term – *Transferology*: WTCS, UW System institutions and Wisconsin Tribal Colleges are focused on optimizing the portability of credits and credentials among these three systems of higher education. Transferology is an online credit-checking tool that allows students to check if courses transfer between institutions and how credit will be awarded. Transferology website: <https://www.transferology.com/state/wisconsin.htm>.

### Resources

- Program Curriculum Credit and Range Distribution Compliance Rules: Updated to reflect clarification on minimum and maximum technical studies credits for AAA/AAS degrees.

## June 2023

There were no updates to the ESM/CCM for June 2023.

## July 2023

### ESM Chapters

#### Chapter 2 Program Requirements:

- Updated language on p.11 to reflect allowability of technical diploma courses within applied associate degree curricula:

“Applied associate degree courses may be included in a technical diploma program curriculum if the course exists in an approved applied associate degree program and technical diploma courses may be included in an applied associate degree program curriculum.”

# 2023 Educational Services Manual (ESM) Release Notes

## July 2023 (Continued)

### Chapter 16 Shared Program Agreements:

- Updated language on p.100 to reflect changes in process and forms:

“Should the Primary college and Cooperating college decide to dissolve the shared program agreement, the Primary college must provide the WTC System Office official notification of the dissolution by completing the Shared Program Dissolution Form 16-4. Upon shared program dissolution, the cooperating college's program will be suspended. Simultaneously, the Cooperating college will initiate the discontinuance of their program. College staff may suspend programs for a maximum of three (3) years. At the end of the three-year period, the Cooperating College program must be discontinued.”

### Forms

- **16-1:** Drop-down menus added to designate whether the submission is a new shared agreement or a renewal of an existing agreement, and, if a renewal, to designate the renewal agreement term (one or two years).
- **16-3/16-3XL:** 16-3 will now be formatted as the 16-3XL version. Previously, two separate forms (16-3 and 16-3XL) were listed.
- **16-4:** Changed Title to Agreement Dissolution; updated form description on p.1.

## August 2023

### New and Updated Resources

- **WTCS Faculty Hiring Requirements – Resource Document:** New guidance document issued by Faculty Quality Assurance System (FQAS). Please contact [Mandy Johnson](#) with any questions. Resource is located on the [Educational Services Manual \(ESM\) landing page](#) (scroll down to the Related Guidance section).
- **Aid Code Definitions – Resource Document:** Aid code definitions updated to reflect current titles of aid codes 75 (English Language Learning) and 76 (Secondary Adult Education).

# 2023 Educational Services Manual (ESM) Release Notes

## September 2023

### ESM Chapters

#### **Chapter 7 Course Standards:**

- Added Apprenticeship Course Standards to A-E Type Hours.
- Updated A-E Type Hours Differentiation Factors Table (attached here as a separate document).

#### **Chapter 11 Basic Skills-Dev Ed-General College:**

- Updated language on p.83 to clarify that General College (“thin layer” courses) **do not count** toward the progression of any WTCS credential: associate degrees, technical diplomas, pathway certificates, advanced technical certificates nor apprenticeships. Also updated the following chapters to include the same:
  - Chapter 2 Program Requirements notes this under each credential subsection.
  - Chapter 4 Embedded Technical Diplomas and Pathway Certificates notes this on p.35.
  - Chapter 14 notes this on p.86.
  - Chapter 15 notes this as item I on page 95.

#### **Glossary:**

- **New definition added: General College Courses:** Also known as “thin layer” courses, General College courses are System-wide courses that reflect foundational competencies necessary to be successful in System-wide General Education courses. General College course credits **do not count** toward the progression of any WTCS credential: associate degrees, technical diplomas, pathway certificates, advanced technical certificates nor apprenticeships.

### Curriculum Manual

#### **Program Curriculum Data System**

- Added “Until Aid Code 11 is available in the CCP Portal, colleges should submit program curricula and any subsequent modifications to the WTCS Office via Form 3-3 ATC Curriculum to [programs@wtcsystem.edu](mailto:programs@wtcsystem.edu) for approval.

#### **Program Curriculum Record: 13-20 Course Number**

- Added in the apprenticeship section that “Aid code 20 courses can be used in apprenticeship and associate in applied science degree programs, but only as alternates.”

#### **Program Curriculum Record: 25-26 Function in Program Code**

- Removed position 25 as blank and changed Function in Program code to include positions 25-26.
- Changed listed Function in Program codes to be two digits with a 0 in front.
- Added “The CCP system will accept a blank position 25 and convert it to 0 if position 26 is numeric (example: \_7 à 07)”

# 2023 Educational Services Manual (ESM) Release Notes

## September 2023 (Continued)

### Curriculum Manual

#### **Program Curriculum Error Messages: Error 7**

- Updated the system edit and language to state “The course credit(s) must match the credit(s) on file in the Course Approval data system.” The manual previously stated, “The number of approved Credits on the course file (“I” record) may be larger but not smaller than the curriculum Credit value.”

#### **Program Curriculum Error Messages: Error 12**

- Updated the table to reflect that Aid Code 20 courses are allowable as alternates in Aid Code 50 programs.

#### **Program Curriculum Error Messages: Error 15**

- Updated the table to reflect that Aid Code 20 courses are allowable as alternates in Aid Code 50 programs.

#### **Program Curriculum Error Messages: Error 16**

- Updated the table to reflect that Aid Code 20 courses are allowable as alternates in Aid Code 50 programs.
- Updated the language to be more concise, reflect that Aid Code 20 courses are allowable as alternates in Aid Code 50 programs, and changed the Function in Program Codes to two digits.

### Course Manual

#### **Chapter 1: General Information**

- Updated the Valid Instructional Area and Aid Code Combinations table (page 7) to list Aid Code 50 as a permissible Aid Code for Instructional Area 458.

### Resources

#### **Program Curriculum Credit and Range Distribution Compliance Rules 2023 0929:**

- Updated Apprenticeship to include Aid Code 20 as an allowable course aid code.

## October 2023

There were no updates to the ESM/CCM for October 2023.

## November 2023

There were no updates to the ESM/CCM for November 2023.

## December 2023

There were no updates to the ESM/CCM for December 2023.