2024

WISCONSIN TECHNICAL COLLEGE SYSTEM

Office of Instructional Services Summary of Educational Policy Updates and Educational Services Manual (ESM) Revisions

1) <u>New ESM Chapter: Chapter 8 Working with Apprenticeships (January, February 2024)</u>

Chapter 8 was released as a standalone document in January 2024 and published on myWTCS. Chapter 8 was then fully integrated into the ESM in February 2024.

2) <u>Policy Change: New Program Development – Update to Equity Prompts (March 2024)</u>

Equity prompt requirements for new program development were updated in 2024. See ESM Chapter 3 and ESM Form 3-1 Concept Review for complete guidance. Changes are as follows:

Item Q. on Form 3-1 requires colleges to respond to the following equity prompt:
Describe your college's plan to promote systemic inclusion (removing barriers that prevent people from accessing what they need) and address equity gaps specifically for this new program. Incorporate plans to leverage Guided Career Pathways.

Item R. on Form 3-1 requires colleges to indicate the groups and individuals that were consulted or involved in establishing the equity plan described in response to Item Q.

In your response to the equity prompt, include the following information specifically related to this program:

- <u>Program name and proposed number.</u>
- <u>A description of the equity gap(s) being addressed.</u>
- <u>A summary of the key activities.</u>
- <u>An overview of the intended outcomes.</u>

When determining your activities, think about these areas:

A. Advance Inclusive Excellence, Culture of Classroom
B. Equity in Student Recruitment, Access, Retention & Completion, Student Outreach
C. Equity in Recruitment/Hiring of Fac/Staff, Faculty Diversification
D. Strategic Integration

Additional notes: 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. ESM Release for March 2024 provided updated equity prompt guidance and Form 3-1 content.

3) <u>New Policy Guidance: WTCS Course Requirements and Expectations (May 2024)</u>

Guidance issued regarding the WTCS definition of a course, allowable courses, and exclusion of the following as courses: exams/practicals, orientations, tutoring, etc.

https://mywtcs.wtcsystem.edu/wp-content/uploads/2024/02/WTCS-Course-Requirements-and-Expectations-2024-1.pdf

4) New Policy Guidance and Resources for WTCS Motorcycle Rider Education (MRE) Programs and Courses (July 2024)

New **WTCS Motorcycle Rider Education (MRE) webpage**: Has useful resources, program description and information regarding taking MRE courses for points reduction.

New **WTCS Motorcycle Rider Education (MRE) Course Guidance Document**: WTCS guide to MRE programs, courses and policies that impact MRE. Includes information on WTCS MRE contacts and course construction.

5) New Policy Guidance: FQAS Hiring Requirements (July 2024)

WTCS faculty hiring guidance incorporated into ESM Chapter 20.

6) New Policy Guidance: TCS 10.07 Related Guidance (July – December 2024)

Guidance issued regarding the establishment of uniform college program entrance requirements, including the use of wait lists, to better align with existing statutory requirements. All resources regarding this topic are located on myWTCS on the ESM Landing Page, TCS 10.07 Related Guidance:

https://mywtcs.wtcsystem.edu/educational-services/instructional-resources/educational-services-manual/

Waiting List Guidance
https://mywtcs.wtcsystem.edu/wp-content/uploads/2024/07/TCS10WaitingListGuidanceMemo_070924.pdf

Overview Video of Program Waiting Lists and TCS10.07
https://www.youtube.com/watch?v=qZOItQ3_Lpc

TCS 10.07 Frequently Asked Questions
https://mywtcs.wtcsystem.edu/wp-content/uploads/2024/11/TCS-10.07-FAQ-12.6.24.pdf

7) New Policy Guidance: WTCS General Education Structure (September 2024)

Guidance document is located on the myWTCS page under the ESM – Related Guidance

https://mywtcs.wtcsystem.edu/wp-content/uploads/2024/09/WTCS-Gen-Ed-Structure-Policy-Guidance-2024-0913-1.pdf

Revise General Studies terms for degree types to align with UCTA terms:

- Communications, Speech, and English = Communication
- Humanities = Humanities & Fine Arts
- Social Science = Social & Behavioral Sciences
- Natural Science = Natural Sciences
- Mathematics = Quantitative Reasoning

Changes in both AA/AS degree requirements:

- Combine 6 credits English and 3 credits Speech to 9 credits Communication
- World/Foreign Language: Change 4 credit requirement to 1 course requirement in Global Language or Global Studies
- Diversity/Ethnic Studies: Change 3 credit requirement to 1 course requirement
- Remove Health/Wellness 1 credit requirement

Changes only for AA degree requirements:

- Humanities & Social Sciences: Change from 24 to 21
- Natural Sciences & Quantitative reasoning: Change from 10 to 9 (no change in lab or level requirements)
- Electives: Change from 10 to "Up to 21" - Changes only for AS degree requirements: o Humanities & Social Sciences: no change o Natural Sciences & Quantitative reasoning: Change from 20 to 18 (no change in lab or level requirements)
- Electives: Change from 12 to "Up to 21"

*Electives: The number of true electives a student may have will depend on local college requirements, partner institution requirements, and major requirements for desired pathway of study.

Curriculum Credit and Range Distribution Compliance Rules

Credential Credit Ranges

Associate of Arts (AA) and Associate of Science (AS) Degrees

AA and AS Degree Requirements	General Education Core (minimum credits)	AA	AS
Communication	9		
Humanities & Fine Arts	6	Additional 9+ credits in these categories	
Social & Behavioral Sciences	6		
Natural Sciences	6		Additional 9+ credits in these categories
Quantitative Reasoning	3		
Global Studies & Languages	Students must complete one course in this area. One year of World Language in high school with a grade of 'C' or better may satisfy this requirement.		
Diversity/Ethnic Studies	Students must complete one course in this area.		
*Electives	Up to 21		
Total	60		

For the AA:
- **Natural Sciences** must include one lab course.
- **Quantitative Reasoning** must be at the course level of Intermediate Algebra, Quantitative Reasoning, Math for Elementary Teachers, or above.

For the AS:
- **Natural Sciences** must include two lab courses, one from each of the two different science disciplines.
- **Quantitative Reasoning** must be at the course level of College Algebra, Statistics, Quantitative Reasoning, or above.

*Electives: These credits are not necessarily meant to be "student choice" electives, but rather 21 credits locally determined by each college in a configuration best aligned with transfer, preferably at junior status, to a four-year university or college. A college may allocate these elective credits to additional requirements beyond the WTCS required minimum in any of the General Education categories and for any established pre-major pathway.

Note: Courses using Aid Codes 20 and 10 are allowed in the AA/AS degrees as outlined in the Educational Services Manual (ESM).

January 2024

New ESM Chapter
Chapter 8 Working with Apprenticeships: Chapter released as a standalone document, published on myWTCS on the [Apprenticeship page](#) under Apprenticeship Resources and [ESM page](#) under Related Guidance. The chapter will be fully integrated into the ESM during the next release.

February 2024

ESM Chapters
Chapters 2, 5 and 17:
* Updated language to reflect changes made to aligned general education courses.

Chapter 8 Working with Apprenticeships:
* Incorporated the Apprenticeship Manual (ESM Chapter 8 Working with Apprenticeships) into the ESM Complete document. The Apprenticeship Manual was first published as a standalone document in January 2024.

Acronyms
* Updated to include common terms used within Chapter 8 Working with Apprenticeships.

March 2024

ESM Chapters
Chapter 3 Creating New Programs:
* Updated to reflect changes to equity prompt response requirements:

  Item Q. on Form 3-1 requires colleges to respond to the following equity prompt: Describe your college's plan to promote systemic inclusion (removing barriers that prevent people from accessing what they need) and address equity gaps specifically with this new program. Incorporate plans to leverage Guided Career Pathways.

  Item R. on Form 3-1 requires colleges to indicate the groups and individuals that were consulted or involved in establishing the equity plan described in response to Item Q.

  In your response to the equity prompt, include the following information specifically related to this program:

  * Program name and proposed number.
  * A description of the equity gap(s) being addressed.
  * A summary of the key activities.
  * An overview of the intended outcomes.

When determining your activities, think about these areas:

E. Advance Inclusive Excellence, Culture of Classroom
F. Equity in Student Recruitment, Access, Retention & Completion, Student Outreach
G. Equity in Recruitment/Hiring of Fac/Staff, Faculty Diversification
H. Strategic Integration

Chapter 7 Course Standards:
- Integrated updated course guidance and expectations, [policy document](#) originally released on myWTCS in October 2023.

Forms
Form 3-1 Concept Review:
- Updated to reflect changes to equity prompt response requirements.

April 2024

There were no updates to the ESM/CCM for April 2024.

May 2024

Course Approval Data System Manual
Chapter 1 General Information:
- Added a note on the Valid Instructional Area and Aid Code Combinations chart to signify that aid codes 77 and 78 will no longer be permissible for Instructional Areas 862 and 890 starting in FY 26.

Chapter 4 Course Credit Computation Rules:
- Added 30-510-109 Medication Assistant to the list of credit calculation exemptions for Aid Codes 30, 31, and 32.

Educational Services Manual (ESM)
No changes.

June 2022

ESM Chapters
Chapter 5 General Education and Liberal Arts:
- Updated guidance on adding courses that do not meet the criteria of the System-wide List of Approved General Education Courses.

Resources
Program Curriculum Credit and Range Distribution Compliance Rules:
- Updated footnote about aid code 10 courses in technical diplomas.

July 2024

ESM Chapters
Chapter 6 Making Program Changes:
- Chapter overhauled to provide better clarity and expanded information about making program changes, including System-initiated Title/Number Changes.

Chapter 8 Working with Apprenticeships:
- Chapter resource links updated.

Chapter 20 Faculty Quality Assurance System (FQAS)
- WTCS faculty hiring guidance incorporated into Chapter 20.

myWTCS Webpages
- Apprenticeship Webpage: Separate Apprenticeship Manual resource PDF removed; all content is incorporated into ESM Chapter 8.
- FQAS Webpage: WTCS Faculty Hiring Requirements resource PDF removed; all content is incorporated into ESM Chapter 20.

Resources
Credit Range Document was updated with the September 2024 ESM release but still contained outdated information. Please find the most current version attached and on myWTCS.

August 2024

There were no updates to the ESM/CCM for August 2024.

September 2024

ESM Chapters:
- Entire document updated to reflect change to WTCS staff title: "education director" is now "director."
- Entire document updated to incorporate general education changes, including changes to general education course and instructional area titles. See supplemental guidance and summary below.

New Policy Guidance: WTCS General Education Structure
Guidance document is located on the myWTCS page under the ESM – Related Guidance
Revise General Studies terms for degree types to align with UCTA terms:
- Communications, Speech, and English = Communication
- Humanities = Humanities & Fine Arts
- Social Science = Social & Behavioral Sciences
- Natural Science = Natural Sciences
- Mathematics = Quantitative Reasoning

Changes in both AA/AS degree requirements:
- Combine 6 credits English and 3 credits Speech to 9 credits Communication
- World/Foreign Language: Change 4 credit requirement to 1 course requirement in Global Language or Global Studies
- Diversity/Ethnic Studies: Change 3 credit requirement to 1 course requirement
- Remove Health/Wellness 1 credit requirement

Changes only for AA degree requirements:
- Humanities & Social Sciences: Change from 24 to 21
- Natural Sciences & Quantitative reasoning: Change from 10 to 9 (no change in lab or level requirements)
- Electives: Change from 10 to "Up to 21" - Changes only for AS degree requirements: o Humanities & Social Sciences: no change o Natural Sciences & Quantitative reasoning: Change from 20 to 18 (no change in lab or level requirements)
- Electives: Change from 12 to "Up to 21"

*Electives: The number of true electives a student may have will depend on local college requirements, partner institution requirements, and major requirements for desired pathway of study.

Resources
Program Curriculum Credit and Range Distribution Compliance Rules:
- Updated to incorporate general education changes, including changes to general education course and instructional area titles, credit amounts, etc. See attached.

WISCONSIN TECHNICAL COLLEGE SYSTEM

Curriculum Credit and Range Distribution Compliance Rules

Credential Credit Ranges

Associate of Arts (AA) and Associate of Science (AS) Degrees

AA and AS Degree Requirements	General Education Core (minimum credits)	AA	AS
Communication	9		
Humanities & Fine Arts	6	Additional 9+ credits in these categories	
Social & Behavioral Sciences	6		
Natural Sciences	6		Additional 9+ credits in these categories
Quantitative Reasoning	3		
Global Studies & Languages	Students must complete one course in this area. One year of World Language in high school with a grade of 'C' or better may satisfy this requirement.		
Diversity/Ethnic Studies	Students must complete one course in this area.		
*Electives	Up to 21		
Total	60		

For the AA:
- **Natural Sciences** must include one lab course.
- **Quantitative Reasoning** must be at the course level of Intermediate Algebra, Quantitative Reasoning, Math for Elementary Teachers, or above.

For the AS:
- **Natural Sciences** must include two lab courses, one from each of the two different science disciplines.
- **Quantitative Reasoning** must be at the course level of College Algebra, Statistics, Quantitative Reasoning, or above.

*Electives: These credits are not necessarily meant to be "student choice" electives, but rather 21 credits locally determined by each college in a configuration best aligned with transfer, preferably at junior status, to a four-year university or college. A college may allocate these elective credits to additional requirements beyond the WTCS required minimum in any of the General Education categories and for any established pre-major pathway.

Note: Courses using Aid Codes 20 and 10 are allowed in the AA/AS degrees as outlined in the Educational Services Manual (ESM).

October 2024

ESM Chapters
Chapter 6 Making Program Changes:
- Chapter overhauled to provide better clarity and expanded information about making program changes, including System-initiated Title/Number Changes.

Chapter 8 Working with Apprenticeships:
- Chapter resource links updated.

Chapter 20 Faculty Quality Assurance System (FQAS)
- WTCS faculty hiring guidance incorporated into Chapter 20.

myWTCS Webpages
- Apprenticeship Webpage: Separate Apprenticeship Manual resource PDF removed; all content is incorporated into ESM Chapter 8.
- FQAS Webpage: WTCS Faculty Hiring Requirements resource PDF removed; all content is incorporated into ESM Chapter 20.

Resources
Credit Range Document was updated with the September 2024 ESM release but still contained outdated information. Please find the most current version attached and on myWTCS.

November 2024

There were no updates to the ESM/CCM for November 2024.

December 2024

There were no updates to the ESM/CCM for November 2024.