

The Higher Learning Commission Action Project Directory

Southwest Wisconsin Technical College

Project Details	
Title Academic Master Plan	Status ACTIVE
Category 1 - Helping Students Learn	Updated
Timeline	Reviewed
Planned Project Kickoff 01-04-2016	Created 02-03-2016
Target Completion 07-01-2016	Version 1

1: PROJECT SUMMARY

A: In support of the Strategic Goal; Increase Student Access and Success, the college will engage in development of an Academic Master Plan. This process will be called the Master Academic Plan (MAP). This MAP will support the strategic goal while also complementing our current Master Facilities Planning process and provide a five year plan for academic planning. This planning will provide guidance for such things as grant applications, capital equipment purchases, curriculum development processes, and academic design for new and modified programs.

2: PROJECT RATIONALE

A: The college's academic planning processes have undergone continuous improvements over the past three years. Wisconsin provides a portion of its state funding based on metrics aligned with the workforce development needs of the state. The MAP will allow for design processes that complement these state wide data while recognizing district needs may or may not align with these state metrics. The processes outlined in the MAP will account for meeting our mission to serve our local district and address state wide workforce development needs.

Since work has been on-going in this area, the MAP will be completed by July 1, 2016 as an initial plan. The MAP will become a living document that will be updated annually based on a Gap Analysis for the district.

The MAP will address a concern raised in the Systems Portfolio related to how we incorporate "Core Abilities" and assessment of student learning into our curriculum design processes. This has always been a part of our curriculum design process when building new curriculum and we will be intentional at calling this out in the section on curriculum design processes. This Action Project will be included in the Systems Portfolio, Category One, 1P3 Improvement section.

3: PROJECT GOALS AND DELIVERABLES

- A:**
- Create a document that outlines processes for Academic Planning/Design for the college.
 - Who initiates
 - Who leads process
 - How priorities are set
 - What programs will be developed
 - How these programs relate to the state list of fastest growing career areas
 - Conduct a Skills Gap Analysis for our district to understand the workforce development needs.
 - Data from Economic Modeling Software, Inc. (EMSI)
 - Align gaps analysis with Iowa & Illinois. (these states touch our borders)
 - What programs are appropriate for a Technical College to offer?
 - Identify workforce needs and level educational program offering is appropriate to meet the need. (Credential Level)
 - Development of a Tool to track program development progress and approval status.
 - Metrics for prioritizing program development.
 - Timeline for assessing MAP's effectiveness.
 - Timeline of when data will be reviewed.

- Process for program development assignment to institutional timeline
- Tracking documents for each step of the process.

4: INSTITUTIONAL INVOLVEMENT

- A:
- The Special Assistant to the President has been assigned the responsibility to lead the development of the MAP.
 - Utilizing the members of the Student and Academic Affairs Council, a preliminary MAP will be developed and shared with stakeholders of the college for suggestions and input.
 - An initial draft of the document will be ready by March 3, 2016. This draft will be shared by the academic deans with faculty and staff.
 - Further input will come from the Executive Team and the Leadership team made up of cross functional members of the college.
 - Input and feedback will be provided by using the Action Project format as well.
 - Once complete, it will be shared with the Board of Trustees as well.

5: PROJECT CONTROL

- A:
- The Special Assistant to the President will monitor progress during the initial draft phase.
 - A calendar and routine check ins with the various members of the team creating the MAP are shared with participants.
 - The success of the project will be measured by how well it identifies programs that meet the local and state needs for workforce development.
 - Another measure of its success is how well it is maintained once created. We have identified a need to be more intentional about our program development processes.

6: ANTICIPATED CHALLENGES TO PROJECT SUCCESS

- A:
- The Special Assistant to the President is a short term position being filled by the outgoing Vice President for Student and Academic Affairs. He will be retiring at the end of June, 2016.
 - The position he vacates will be restructured to an Executive Dean, Chief Academic Officer (CAO). The ability of the CAO to continue to keep the MAP viable will determine the success or failure of this project.
 - The fact that it is embedded into the Strategic Goals and expectations of the President of the College is a plus.
 - Determining how this process aligns with Institutional Advancement and data collection will be another key.

7: ADDITIONAL INFORMATION

- A: Any information on others that have created an Academic Master Plan would be helpful. We have identified some good models but any information is appreciated.