# AGENDA

1. **Online Expansion** – Roger Stanford | Amy Thornton | Wade Hackbarth

2. **Get Growing Partnership** – Amy Thornton | Josh Gamer

3. **Policy Revisions** – Amy Thornton
   - A. A0120 Electronic Policy Library and Distribution ........................................ Page 2
   - B. D0104 School Year .......................................................................................... Page 3
   - C. E0400 Student Financial Aid ........................................................................ Page 4
   - D. G0100 Use of Data/Research and Information Technology ....................... Page 5
   - E. A0110 Board Member Development Opportunities .................................... Page 6

---

Western Technical College District Board

**Planning, Policy, and Instruction Committee**

**CHAIR:** Dave Laehn

Tuesday, October 20, 2015

1:00 – 2:00pm

Black River Falls

Regional Learning Center

24 Fillmore Street • Room 140 • Black River Falls, WI
The Board authorizes the administration of the College to organize and codify the general policies and practices of the Board to form a Policy Manual, an electronic policy library housed on the Western website.

The Policy Manual policies will not supersede or override any portion of the employee negotiated agreements or any ruling of any federal or state agency, nor shall it at any time be applicable if contrary to law.

The Policy Manual electronic policy library shall be continuously updated to reflect changes incorporated by the Board, or state and federal legal rulings, or negotiated employment agreements. Such substantive changes or additions must be approved by affirmative action of the Board at two consecutive Board meetings and shall become effective as of the date of final adoption or at a date otherwise specified. Any previous policies pertaining to newly adopted policies shall become null and void on the effective date of the new policy.

The administration is authorized to make necessary editorial changes in policies in order to maintain current, accurate terminology or to eliminate sex reference or other biased language, as long as such changes do not alter the substantive context of the policies. Editorial language changes will be submitted to the Board as an Information Item.

The administration shall maintain procedures for the distribution and updating of the Policy Manual electronic policy library. These procedures shall reasonably insure that current Policy Manual policies are readily available to the public and that all College employees have access to and acknowledge their familiarity with these policies.

Reviewed: May 19, 2015
Revised: May 19, 2015
Adopted:
D0104 SCHOOL YEAR

The school-year calendar is developed annually by the District and shall meet or exceed all instructional-hour requirements prescribed by the Wisconsin Technical College System Board.

Reviewed: May 19, 2015
Revised: May 19, 2015
Adopted
The College serves as an agent for the receipt and disbursal of financial aid funds for eligible students from federal and state sources which may include but not be limited to federal and state grants, loans, workstudy, veterans benefits, and agency funds.

The College complies with all legislation and regulations as required by each source including satisfactory academic progress standards. For purposes of equitable disbursal, the College establishes priorities for awarding the various funds to students based on demonstrated and verified financial need. Priorities shall be carefully evaluated to eliminate any discrimination based on sex, religion, age, race or national origin, race, color, ancestry, national origin, sex, sexual preference, disability, age, religion, creed, marital status, or lack of English skills.

Privately funded scholarships which may be available from the Western Technical College Foundation, Inc. are awarded on the basis of donor requirements and institutionally-established procedures.

Reviewed: May 19, 2015
Revised: May 19, 2015
Adopted:
G0100 **USE OF DATA / RESEARCH AND INFORMATION TECHNOLOGY**

Western is committed to a data based decision making process as a critical component of its Continuous Improvement program. Key to this process is the use of valid and reliable research, standardized data elements and definitions, management scorecards and information technology for planning and managing College operations and for measuring results.

G0100p **PROCEDURE FOR RESEARCH AND INFORMATION TECHNOLOGY**

A Research & Technology Team (RTT) will oversee the institutional research/data management processes as well as setting direction for information technology at the College. The team will be one of the College Steering Teams. The team will determine appropriate data elements, sources and definitions to be used in developing standard information reports and scorecards.

All requests for information and surveys to be administered at Western will be channeled through the Office of Institutional Research. Requests will be shared with the RTT Steering Team for approval and prioritization when an approved standard report or data source is not available. This will help to ensure consistency, reliability and validity of data being collected and used at the College.

(Proposed New Policy and Procedure)

G0100 **Use of Data/Research and Information Technology**

Western is committed to data-informed decision making as it pertains to meeting our mission and reaching our vision through the achievement of our strategic goals. Integral to meeting our strategic goals are our organizational key results. The key results are standardized data elements and definitions that define the overall success of the organization and are supported by institutional research and information technology. The key results are used for planning and managing College operations and for measuring organizational performance.

G0100p **Procedure for Research and Information Technology**

All requests for data, research, information and survey administration at Western will be directed through the institutional research department. The director of institutional research will determine the need for consultation with the Institutional Research Board (IRB) based on the request. Requests will be shared with the Priority Advisory Board for approval and prioritization when an approved standard report or data set is not available. This will help insure the collection and use of consistent, reliable, and valid data.

All requests for operational technology-related processes and reports will be directed through the Information Media Networking Services (INMS) department. The director of INMS will chair the Priority Advisory Board, and process and project requests will be shared with the Priority Advisory Board for approval and prioritization as needed. This will help insure that operational processes and procedures requiring technology support will be reviewed before resources are committed for implementation.

Reviewed: May 19, 2015
Revised: September 15, 2015
Adopted:
Policy A0110
BOARD MEMBER DEVELOPMENT OPPORTUNITIES

The Board believes that an in-service program for its members is essential for the Board to:

- Govern the College in an informed and effective manner;
- Participate in and support the College’s Continuous Improvement Program;
- Keep current with the advancements in technology and;
- Assist them in promoting the College in the community, state and at the national level.

In conformity with the policy, a plan of action for the in-service program will be provided. The plan will be reviewed periodically and changed based upon evaluation and/or changing conditions.

Reference: Procedure A0110P(a) In-Service Development
Reference: Procedure A0110P(b) Budgeting for Travel

Reviewed September 15, 2015
Revised June 15, 2004
Revised July 8, 1996
Reviewed November 17, 1992
Revised April 12, 1988
Adopted September 26, 1979
## A0110p(a) Board Member Development Opportunities

### CONTINUING/ANNUAL IN-SERVICE DEVELOPMENT OPPORTUNITIES FOR ALL BOARD MEMBERS

The following continuing or annual activities are suggested for each Board Member:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Workshops/Seminars/National Conventions</strong></td>
<td>Attend at least one workshop, seminar, or national convention each year.</td>
</tr>
<tr>
<td><strong>State Meetings</strong></td>
<td>Wisconsin Technical College District Boards Association Quarterly Meetings – Attend at least one Wisconsin Technical College District Boards Association quarterly meetings each school year.</td>
</tr>
<tr>
<td><strong>Strategic Planning</strong></td>
<td>Attend all strategic planning sessions scheduled by Board Chair and College President during the school year (sessions normally last 4-6 hours).</td>
</tr>
<tr>
<td><strong>New Directions</strong></td>
<td>Plan a minimum of six New Directions meetings which will be scheduled for one hour prior to regular monthly meetings of the District Board. Topics for sessions could include:</td>
</tr>
<tr>
<td></td>
<td>- New and current businesses located in the District who may need vocational/technical education on a continuing basis</td>
</tr>
<tr>
<td></td>
<td>- Health Care Needs</td>
</tr>
<tr>
<td></td>
<td>- Trends in technology and educational programs</td>
</tr>
<tr>
<td></td>
<td>- Community Forums held at Extended Campuses</td>
</tr>
<tr>
<td></td>
<td>- Innovative programs, teaching methods, and services</td>
</tr>
<tr>
<td></td>
<td>- Innovative administrative practices</td>
</tr>
<tr>
<td></td>
<td>- Continuous Quality Improvement</td>
</tr>
<tr>
<td><strong>Short Presentations at Board Meetings</strong></td>
<td>Short Presentations at regular monthly meetings of the District Board may include:</td>
</tr>
<tr>
<td></td>
<td>- New direction for programs and services</td>
</tr>
<tr>
<td></td>
<td>- Innovative ideas in instruction</td>
</tr>
<tr>
<td></td>
<td>- Innovative courses which involve participation with the community</td>
</tr>
<tr>
<td></td>
<td>- Student involvement in the College and community</td>
</tr>
</tbody>
</table>

Reviewed September 15, 2015

Revised June 15, 2004
Revised December 16, 2003
Adopted April 18, 1997
A0110p(b) PROCEDURES SPECIFIC TO BUDGETING FOR TRAVEL FOR BOARD MEMBER DEVELOPMENT OPPORTUNITIES

The Board recognizes that it is important and necessary for the welfare and governance of the College that all Board members engage in educational and professional development opportunities beyond the local and state level as well as serving as advocates for the Wisconsin Technical Colleges.

It further acknowledges that the need for Board member professional development and advocacy must be balanced by fiscal responsibility.

All board members are encouraged to attend Wisconsin Technical College District Boards Association meetings and events. For out-of-state board development opportunities, participation will be determined as follows:

- At the beginning of each budget year, the board chair will provide each board member with a descriptive list of board professional development opportunities and confer with each board member to determine his or her interest in attending one or more of the scheduled board development conferences or meetings.
- Each year, the board will set a budget for board member development and receive a recommendation from the board chair, vice chair, secretary and treasurer on which the board members should attend professional development opportunities during the course of the year. Determining factors may include: availability and willingness to attend, records of attendance at board meetings, record of attendance at college events and activities, other staff members in attendance, previous travel and professional development opportunities attended, etc.
- Ordinarily, no more than two board members should attend any one professional development meeting. There may be exceptions which must be approved by the Board Chair.
- All Board members representing the College outside Wisconsin must obtain prior approval of the Board and if a Board member, with support of the Board, decides to run for any national or regional office, a special board budget will be developed to cover this expense outside the standard board budget.
- After attending a board professional development meeting, members attending will report to the board on how his or her attendance at the meeting benefits the college district.

Planned travel will be within the approval of board travel budget but recognizes there may be exceptions granted for special situations with approval of the Board Chair.

Board members will be reimbursed for their travel expenses in accordance with the Western’s travel reimbursement policy.

Reviewed September 15, 2015
Approved July 8, 2013

Reference: Policy A0110
Reference: Procedure A0110p(a)