

# WELCOME TO #WCETWEBCAST

*January 16, 2019*

*The webcast will begin shortly.*

*There is no audio being broadcast at this time.*

*An archive of this webcast will be available on the SAN website next week.*





**SANSATIONAL AWARD WINNERS  
PART 2  
LOCATION & COMPLIANCE INNOVATIONS**

January 16, 2019



# WELCOME!

*Use the question box for questions and information exchange.*

*Archive, PowerPoint, and Resources will be available next week.*

*PowerPoint can be downloaded in the handouts pane.*

*Follow the Twitter feed: #WCETWebcast.*



wcet

SAN



# QUESTIONS FROM THE AUDIENCE

*If you have a question during the presentation, please add your questions to the question box.*

*We will monitor the question box and have time for Q&A at the end of the presentation.*





## MODERATOR

**Name: Cheryl Dowd**

*Title: Director, State Authorization Network (SAN)*

*Org: WCET*

**Name: Dan Silverman**

*Title: Assistant Director, State Authorization Network (SAN)*

*Org: WCET*

# AWARD FOR LOCATION

## University of Louisville



Kathryn Cross  
Distance Education  
Compliance Manager

## Mount Saint Mary's University



Cairesse Grimes  
Office of the Provost Coordinator



Michele Starkey  
Associate Provost &  
Accreditation Liaison Officer

# ABOUT THE UNIVERSITY OF LOUISVILLE

- Public university in Louisville, KY
- Research institution
- Around 22,500 students total
- 1,659 online students (in online programs) in AY 18-19
- 33 total online programs
  - 11 Bachelors (including 1 CBE program)
  - 11 Masters
  - 11 Certificates/Endorsements



# AGENDA

- Background
- Comprehensive Process Overview
  - Prospective Student Process
  - Enrolled Student Process
  - Field Placement Process





# BACKGROUND INFORMATION

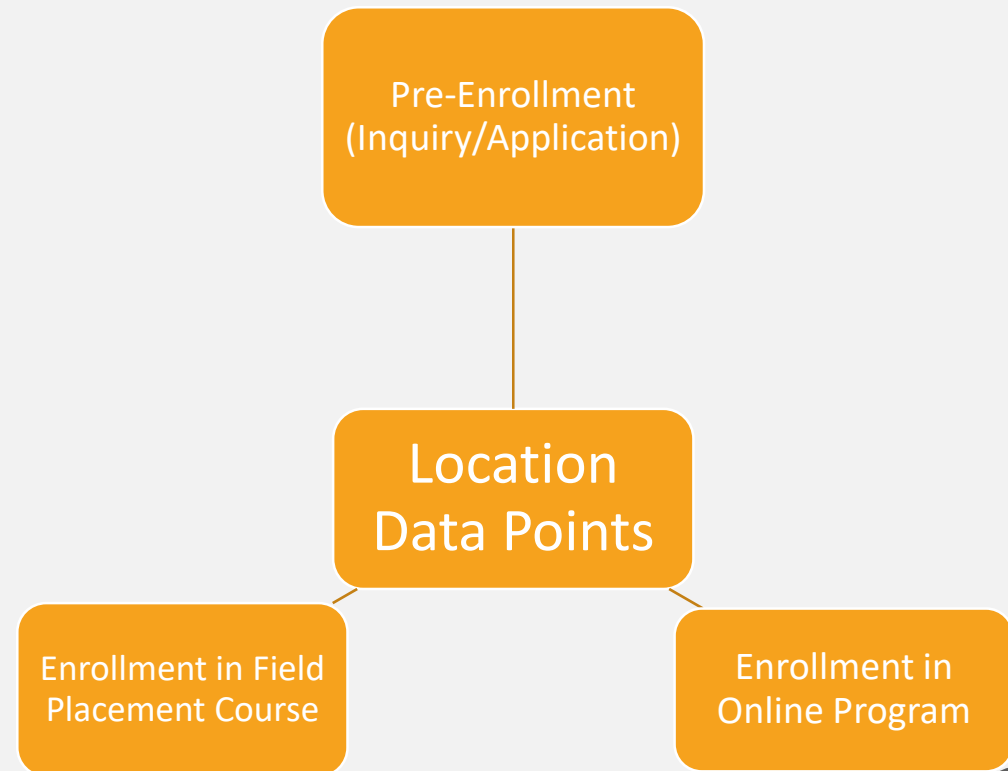
- Organizational Structure
  - UofL – decentralized but online learning mostly centralized
- Role of Delphi Center with Online Learning
  - Support academic units with development and enrollment (and more...)
- Process Development and Evolution
  - Existing University partnerships assisted us in developing and refining processes to ensure quality and efficiency



UofL's new President, Dr. Neeli Bendapudi, with students at one of her inauguration events.

# COMPREHENSIVE PROCESS OVERVIEW

- Prospective Students and Applicants
- Students Enrolled in Online Programs (degrees or certificates)
- Students Enrolled in Field Placement Courses



# COMPREHENSIVE PROCESS PROSPECTIVE STUDENTS

- Overview of Process
  - Frequency of Student Location Identification
    - Inquiry Reports – daily/weekly/monthly
    - Applicant Reports – weekly
  - Student Requirements
    - Submit inquiry form
  - Practicality of Process

## Request Information

Bachelor of Science in Sport Administration



### Academic Program

Bachelor of Science in Sport Administration

\*First Name

\*Last Name

\*Email

\*Phone

\*State

# COMPREHENSIVE PROCESS ENROLLED ONLINE STUDENTS

- Overview of Process
  - Frequency of Student Location Identification
    - Once every semester (fall, spring, summer)
  - Student Requirements
    - Update/confirm address prior to the start of each semester in PeopleSoft
  - Practicality of Process

## Local Address

Student Test

Please provide the address that best describes the anticipated physical location of the place you will be living during the semester for which you are registering.

Addresses					
Address Type	Status	As Of Date	Country	Address	
Local	Current	03/26/2015	USA	123 Testing Way Louisville, KY 40208	Edit

Address is Correct

# COMPREHENSIVE PROCESS

## FIELD PLACEMENT COURSES

- Overview of Process
  - Frequency of Student Location Identification
    - Once every semester (fall, spring, summer)
  - Student Requirements
    - Identify placement location and obtain faculty approval
  - Practicality of Process
    - Faculty update data in PeopleSoft



# COMPREHENSIVE PROCESS FIELD PLACEMENT COURSES

Subject	Catalog	Last	First Name	Descr	Component	State (if not KY)
PSYC	795	TEST	TEST	CLINICAL INTERNSHIP	CLN	MI
EDTP	451	TEST	TEST	STUDENT TEACHING IECE	FLD	
HSS	496	TEST	TEST	INTERN WELLNESS COACHING	IND	TN
AUDI	610	TEST	TEST	CLINICAL CLERKSHIP I	CLN	NC
ME	700	TEST	TEST	IND STUDY MECH ENGR	IND	KS
ECE	489	TEST	TEST	ECE CO-OP EDUC III	FLD	AZ



# CONTACT INFORMATION

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# ABOUT THE MOUNT

- Catholic university in Los Angeles, CA
- Liberal Arts institution
- Primarily for women
- Two campuses
- Around 3,000 students total
- 8 associate degree programs (1 online)
- 32 bachelor degree programs (4 online)
- 16 graduate degree programs (1 online)
- 9 professional licensure programs (1 online)





# AGENDA

- Our Policy
- Our Process
- How We Monitor

## OUR POLICY

Due to federal and individual state regulations, **MSMU is limited in providing online courses and programs to students in certain states and countries.**

Acceptance into an online program or enrollment in an online course is based on **where the student is physically located** while taking the course(s).

Activities such as **completing clinical and internship requirements** in states outside of California are also governed by these regulations. Therefore, should an enrolled student **CHANGE PHYSICAL LOCATION**, he/she must notify the Registrar's Office **at least 3 months in advance**. (Please refer to specific program rules in regards to securing clinical and internship locations.)

**MSMU may or may not** be able to allow the student to continue taking online courses or approve clinical or internship placements.



# POLICY CONT.

## **Who this policy applies to:**

Fully online students

Students who are participating in a study away program and wish to take online courses while away

Students who are planning to complete their clinical or internship in a state outside of California

## **Where policy is located:**

Website & Catalog

Application

Enrollment Agreements

Program Specific Documentation about Internships/Practicums

Registration System



# CATALOG

- View the [policy](#) under the Registration and Course Information list of policies

## ▼ Academic Policies and Procedures

▶ General Information for Undergraduate Programs

▼ Registration and Course Information

Physical Location Policy

# OUR PROCESS

- **Student process is mandatory**
  - Unable to register online until the physical location screen is complete
  - Must complete at least twice a year
- **Frequent reminders from programs**
- **Monthly communication to chairs and program directors**
  - Regarding changes to which states we are allowed to have students conduct activities

# PHYSICAL LOCATION SCREEN

## Update Physical Location



Due to federal and individual state regulations, MSMU is limited in providing online courses to students in certain states and countries. Enrollment in an online course is based on where a student is physically located while taking online course(s). Please visit [msmu.edu/online/state-authorization](https://msmu.edu/online/state-authorization) for more information on which states MSMU is currently allowed to offer online courses. If you have any further questions, feel free to contact [provostoffice@msmu.edu](mailto:provostoffice@msmu.edu).

Registration Term	State	Country (If FO Selected)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

By clicking the check box below and clicking submit, I confirm the information is true and correct and that I have read the disclosure statement above.

I Agree



## HOW WE MONITOR

- Automatic weekly Informer report
- Identify and investigate any unauthorized locations
  - Look up registered course(s)
  - Confirm with advisors first
  - Offer alternatives (if necessary)



# TRACKING SPREADSHEET

Colleague ID	First Name	Last Name	Stu Active Programs	Stu Current Home Location	Stu Msm Email Addr	Reg Residency	Reg Term	Notes
<b>Fall 2018</b>								
555555	Alex	Student	AA.LIB/SOC	C	<a href="mailto:astudent@msmu.edu">astudent@msmu.edu</a>	FO	18/FA	Semester abroad in Czech Republic; will be taking on-ground courses only
333333	Maria	Student	AA.LIB	D	<a href="mailto:mstudent@mmsu.edu">mstudent@mmsu.edu</a>	FO	18/FA	Semester abroad in Italy; will be taking on-ground courses only
777777	Joseph	Student	MO.BS.BUA/MGT	MO	<a href="mailto:jstudent@msmu.edu">jstudent@msmu.edu</a>	NC	18/FW	OK because not taking internship courses/SOC 1/SPR 60A

↑  
Change color to green once the case is cleared

↑  
Notes are added to remind us about important details





# THANK YOU



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# AWARD FOR COMPLIANCE INNOVATIONS

International Sports Sciences  
Association (ISSA)



Patrick S. Gamboa  
Chief Operating Officer

Texas Woman's University



Allison Rogers  
Communications Coordinator



COMPLIANCE

INNOVATIONS

COMPLIANCE

REALITIES





## IDENTIFYING THE GAPS

- Lack of Inter-department Communication on cross related compliance issues
- Lack of training to handle walk in visits
- Lack of specific compliance regulations
- Lack of central location of documentation needed to validate compliance







## THE ISSA “NUCLEAR FOOTBALL”



## The folder consists of the following:

Section 1- Advertising Checklist

Section 2- Articulation Agreements

Section 3- Better Business Bureau

Section 4- BPPE Annual Report Req's, BPPE License, BPPE Legacy Documentation

Section 5- Catalogs (Degree/Vocational)

Section 6- Complaints

Section 7- DEAC Approvals

Section 8- DEAC Checklists/DEAC Signed Code of Ethics

Section 9- Dept of Defense (DoD MOU, Army TA Approval)

Section 10- DUNS and EIN Numbers



## The folder contents cont'd:

Section 11- Enrollment Agreement

Section 12- Facility Documentation

Section 13- Faculty Part one (Resumes, Transcripts)

Section 14- Faculty Part two (Resumes, Transcripts)

Section 15- Faculty Teaching Matrix

Section 16- Faculty Professional Development

Section 17- Management (Resumes, Transcripts)

Section 18- Meeting Minutes

Section 19- Memberships/Affiliations, NBFE



## The folder contents cont'd:

Section 20- PCI Compliance

Section 21- Policies and Procedures

Section 22- State Authorizations

Section 24- Succession Plan

Section 25- Testimonials

Section 26-Title IV

Section 27- Trademark

Section 28- Veterans Administration

Section 29- WCAG



## INSTITUTIONAL RESEARCH, ANALYTICS, AND DECISION SUPPORT TEAM

To ensure ISSA's ongoing effectiveness to understand all that is contained within the "nuclear football" the ISSA created the Institutional Research, Analytics, and Decision Support Team which is comprised of higher C-level Administrators.





INTERNATIONAL  
SPORTS SCIENCES  
ASSOCIATION

# ISSA STRIVES FOR

- Integrity –be honest, transparent, and open-minded.
- Accuracy –be 100% accurate in all reporting and analysis.
- Efficiency –be continually improving efficiency through human expertise and modern technology.





# ACADEMICS

# ACADEMICS

ISSA regularly reviews academic institutional effectiveness data. ISSA identifies key indicators important to evaluating the extent to which the mission is achieved. Benchmarks in the areas of graduation rates, graduate employment, and achievement of program outcomes provide baselines measures to evaluate progress throughout the year and monitor trends that informs adjustments to implemented processes and procedures.







# OPERATIONS

# OPERATIONS

The effectiveness of ISSA's operational structure works together to support the achievement of the mission. Learning is achieved when all departments work together to support student success. Benchmarks in the areas of ongoing compliance, student services, and employer satisfaction provide baseline measures to evaluate whether the operational structure is supporting the achievement of the mission.





# FINANCIALS

# FINANCIALS

To continue achieving its mission, ISSA needs to assure continued financial sustainability. Institutional viability is achieved through monitoring financial practices and refining related procedures. Benchmarks in the areas of tuition and budgeting provide baseline measures to evaluate whether the financial processes are supporting the achievement of the mission.

# TEXAS WOMAN'S UNIVERSITY



**Denton**

**Dallas**



**Houston**



# TEXAS WOMAN'S UNIVERSITY



- **Our Online and Professional Programs**
  - **43 Distance Education Programs**
  - **Over 50 Professional Programs**
- **Our Distance Learners (FA18/DE courses only)**
  - **Female**
  - **Graduate Students**
  - **22 – 40 years old**
  - **In-state near Metroplex and Gulf Coast**
  - **196 out-of-state**



# TEXAS WOMAN'S UNIVERSITY

- **Our Compliance Innovation: Self-Audit Worksheet**
- **Created by TWU Compliance Director, Deena King**

**State  
Laws**

**Department  
of Defense**

**Program  
Integrity**

**SARA**

**ED's 2018  
DE Rules**



# TEXAS WOMAN'S UNIVERSITY

**Law/Regulation (Title and/or Citation):**

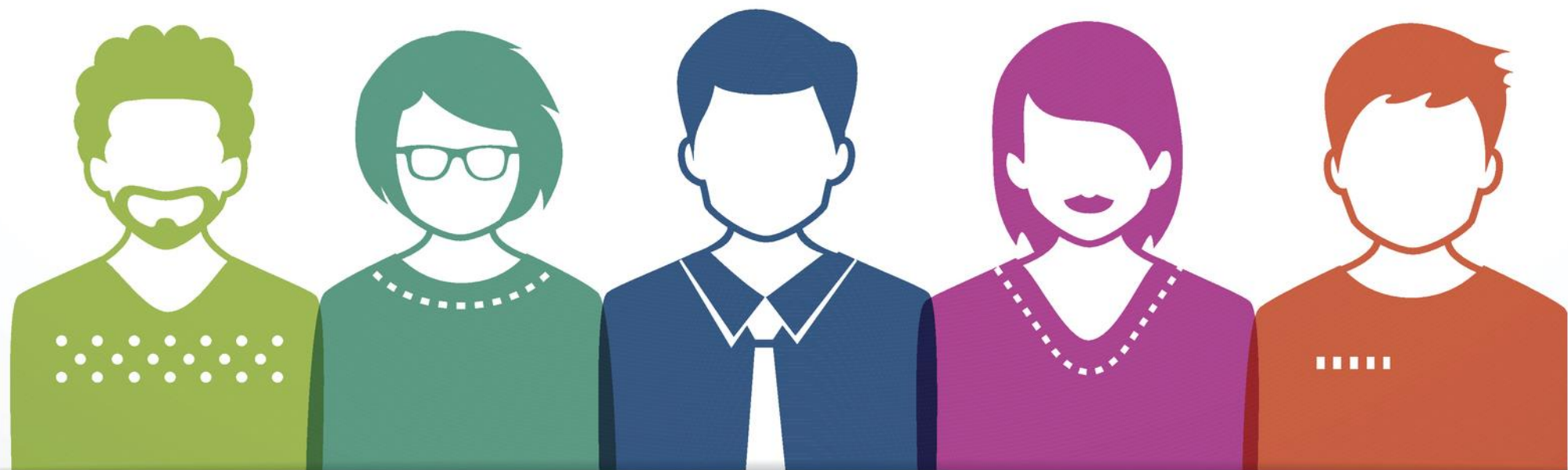
What do we need to do to comply?	Are we in compliance, Y/N/P/NA?	If yes or partial: What evidence can we provide that we are in compliance? If no or partial: What do we need to change and how? (Key Actions)	Key Actions: Responsible Party	Key Actions: Due Date	Notes







QUESTIONS FROM THE AUDIENCE



# CONTACT INFORMATION

## Presenter contact information:

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# LEARN MORE AND STAY CONNECTED

Visit WCET's website to learn about our  
Focus Areas, Initiatives, Events,  
Membership and Sponsorship:

<http://wcet.wiche.edu/>

Join WCET: learn more about the benefits  
of joining our national community:

<http://wcet.wiche.edu/join-wcet>

Visit the SAN website to learn more  
about our topic areas and research!

<http://wcetSAN.wiche.edu>

Join SAN: learn more about benefits,  
services and events:

<http://wcetSAN.wiche.edu/membership>

Focus Areas ▾

Initiatives ▾

Events ▾

Get Involved ▾



# LEARN MORE AND STAY CONNECTED

**WCET/SAN Basics Workshop**

**March 6 -7, 2019**

**Arlington, VA (Wash. DC Metro Area)**

**UVA Darden Sands Family Ground Center**

**Hotel: Key Bridge Marriott**

**[Register now!](#)**



## ADDITIONAL INFORMATION AND RESOURCES

Access to the resources discussed during this webcast, including the archive, will be available next week for SAN members on the SAN Website.

[Resources: Past Webinars](#)

THANK YOU SUPPORTING  
MEMBERS FOR YOUR  
COMMITMENT TO WCET  
AND E-LEARNING

*Colorado State  
University*

*Michigan State  
University*

*University of  
Missouri -  
Columbia/Mizzou  
Online*



# THANK YOU WCET ANNUAL SPONSORS

