Semiannual Compliance Reports
2019 WCET-SANsational Recipient
Outline

• Brief WGU 101

• Compliance Report Background

• Inception

• Implementation

• Examples

• Communication Strategy

• Adaptability
WGU 101

Founded in 1997
Western Governors’ Association

Four Colleges

• 1 Regional Accreditation
• 5 Programmatic Accreditations
• 6 State Authorizations
• 10+ State Teachers College Approvals
• 7 State Nursing Approvals
• 50 State Licensure Requirements: Teaching, Acct

• 120K+ Students
• 160K+ Graduates
WGU Academic Engagement Team

- VP
  - Admin / Project Management
    - College Compliance
      - TC
      - HP
      - Licensure
      - IT/BUS
    - University Compliance
      - Regulatory
      - Compliance
        - Legal Research
        - Leg/Reg Tracking
      - Authorization
      - Accreditation
        - STaRT
        - Publications
        - Technical Editing
    - Academic Outreach
      - Owlive Branches
      - Ed. Programming
      - Outreach Government
      - Outreach Private
  - University Compliance
  - Academic Outreach
Compliance Report Background

- At WGU compliance is “all-knowing”
- Departments across the university solicited information
- Find new/innovative ways to share knowledge
- Lacked formal process/documents for sharing of key information
Inception

• Idea arose from 2018 – 2019 Strategic Planning

• Key initiative began creation of state and program specific compliance reports

• Why strategic plan mattered?

• Reports to be a two-page document that included:
  • Compliance snapshot (authorization, approvals, licensure, and accreditation)
  • Key data points (enrollment, graduates, student demographics, and KPIs)

• Reports produced semiannually (CY report and FY report)
Implementation: Phase 1

- Define the problem statement
- Define the project scope
- Submit to 2018-2019 University Strategic Plan
Implementation: Phase 2

- Deep-dive research

- Created College / Program Profiles

- Indicate the authorization, professional licensure, and licensure pathway for each program in each state

- Basis for “compliance snapshot” in the reports and maps
Implementation: Phase 3

- Smartsheet used to project plan
- Process included:
  - State research (Phase 2)
  - Research, test, identify software
    - Microsoft, Adobe, Google
- Create Templates
  - Identify key headings / objects
  - Submit for leadership review
  - Modify as needed
- Collect artifacts (data)
- Prepare reports
- Distribute
Communication Strategy

Multiple approaches used throughout each phase

- Phase 1: the need for additional resources; brand building
- Phase 2: monthly strategy meetings with provost organization; university town hall
- Phase 3: project tracking, department meetings

SharePoint site houses all reports, accessible to all WGU staff

Present and share reports at department / college meetings

Partnered with different groups in the university to ensure reports are sent with representatives attending external meetings
Adaptability

Applicable to all, no matter the size of the institution or staffing level

Scope and time needed will depend on the number of reports
  • 117 Reports - 50 States (plus DC), 62 Programs, 4 Colleges

Questions to Consider:
  • What do you often get asked about?
  • Do you have access to data?
  • Who would benefit from this information?
  • How can I bring more awareness to the importance of my work?
  • Which program should we use?
Questions?
Thank you.

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