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January 17, 2023

Via email

Mr. Marty Brewer
Chair, Richland County Board of Supervisors
Marty.Brewer@co.richland.wi.us

Dear County Board Chair Brewer,

Thank you for sharing Resolution No. 22-131. As I noted in my initial directive to Interim Chancellor Evetovich, the decision to end in-person academic instruction at the Richland branch campus of UW-Platteville was a difficult one. However, given the precipitous decline in enrollment of 78% from 2017 to 2022 at the campus, I concluded that there was no other viable alternative to ensure we are good stewards of the resources available to the UW System.

As you are aware, I directed Interim Chancellor Evetovich to develop, by January 15, 2023, a plan (a) to define the transition of the in-person academic mission from the Richland campus and (b) to set in motion a process to determine (in consultation with key stakeholders, including Richland County government officials) the scope of UW-Platteville's ongoing presence in Richland Center based on regional needs. I have attached the plan that I recently received from UW-Platteville.

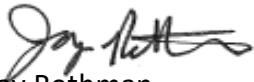
Existing students at the Richland campus have been our top priority throughout this process. Interim Chancellor Evetovich and her team have provided significant support to help impacted students determine the next step in their educational journey. In addition to continued communication and individual counseling to assist students in the transition, the plan provides that UW-Platteville Richland students will be able to continue their education at the UW-Platteville main campus, Baraboo Sauk County campus, or online, at the branch campus tuition rate for up to 40 credits. Additionally, UW-Platteville will provide a housing stipend for students transferring to one of those two campuses. Students who decide to transfer elsewhere will likewise receive academic counseling and other transfer support from UW-Platteville.

The second component of my directive was for Interim Chancellor Evetovich to develop a process to engage other partners, including Richland County government officials and local community and business leaders, to define the scope of the ongoing presence UW-Platteville will maintain in Richland Center. With our primary focus on assisting affected students in the transition, coupled with the request of Richland County to have a mediator present, I understand that these discussions have not yet commenced.

I have asked Jeff Buhrandt, UW System Vice President for University Relations, and Quinn Williams, UW System General Counsel, in consultation with UW-Platteville leadership, to work with your office to set a meeting date and proposed agenda. If you continue to believe a mediator is necessary, we will also need to discuss how that mediator will be selected and the mediator's role.

We are prepared to have an ongoing presence in Richland Center that serves the needs of the region along with any proposed modifications that you believe prudent with respect to the existing MOU between Richland County and the UW System.

Very truly yours,

A handwritten signature in black ink, appearing to read "Jay Rothman", with a stylized flourish at the end.

Jay Rothman
President, UW System

UW-Platteville Richland Transition Plan

Respectfully submitted on behalf of the university by Interim Provost and Vice Chancellor of Academic Affairs, Dr. Wayne Weber

INTRODUCTION:

Due to the low enrollment of only 59 degree-seeking students at the UW-Platteville Richland campus, President Rothman sent a directive dated 11/22/2022 to transition the in-person degree instructional programs at the Richland campus effective at the beginning of the 2023-2024 academic year. With the understanding that this enrollment is unsustainable, UW-Platteville has worked diligently on transition planning around instruction, students, and faculty/staff, as indicated in the directive. This is a document of the transition plan.

EXECUTIVE SUMMARY:

The plan includes the following.

- A student transition plan featuring extensive support and cost considerations including advising support, tuition at the branch campus rate for UW-Platteville campuses or online, a housing stipend, and parking considerations.
- A faculty/staff plan including human resources (HR) and other support.
- An academic transition plan focusing on online upskilling and degree completion in the area.
- A communication plan including governance engagement.

STUDENT TRANSITION PLAN:

The University of Wisconsin-Platteville will offer students a seamless transition to the University of Wisconsin-Platteville's main campus. Students may also opt into attending the University of Wisconsin-Platteville Baraboo Sauk County campus or our distance education campus. Because these all function under the same institutional umbrella, 100% of credits earned will transition to our other institutional campuses. The Higher Learning Commission (HLC) "teach out" or transition plan can be found in Appendix I.

The following will be implemented to facilitate and support a successful transition for the UW-Platteville Richland students who will not have completed their associates degree by the end of the 2022-2023 academic year.

- **Tuition-** UW-Platteville Richland students will be able to continue their education at the UW-Platteville main campus, Baraboo Sauk County campus, or online, at the branch campus tuition rate for up to 40 credits.
- **Fees-** As indicated in the HLC document (Appendix I), transitioning UW-Platteville Richland students will have the opportunity (for up to 40 credits) to opt into Segregated Fees (A) on main campus if they wish to take advantage of these services. This process is already established as an option for our online students.

- Housing- UW-Platteville Richland students will be offered a \$1,500 housing stipend to live in the residence halls for the 2023-2024 academic year to alleviate some of the costs for transitioning to the main or Baraboo Sauk County campuses.
- Parking- For commuter students transitioning to the main campus, parking costs will be covered for the 2023-2024 academic year. Parking is free at the Baraboo campus.
- Student support- UW-Platteville is working to “meet the students where they are at,” providing extensive support services throughout the transition. These services include the following.
 - A transition e-mail (transition@uwplatt.edu) was implemented immediately so faculty/staff and students have ready access to a single point of contact to get questions answered.
 - A follow up student e-mail sent on 11/30/2022 explaining the transition and support opportunities (Appendix II).
 - In-person meetings with faculty/staff, and then students, held on 12/1/2022 to provide information and a venue for questions and answers.
 - A temporary transition office set up on the Richland campus staffed by the provost’s office to provide assistance.
 - A transition “Open Office Hours” event on 12/15/2022 where students can get more information and assistance through ready access to representatives from multiple offices. These include, but are not limited to, the following: provost’s office, human resources (HR), admissions, Academic Support Programs (including advisors), financial aid, cashier’s office, registrar’s office, residence life, and others.
 - In Spring 2023, other events are planned to include the following.
 - Spring Transition Fair- This event will again have representatives from the offices indicated above along with others including career services, relevant faculty, peer mentors, and others.
 - Spring Main Campus Visit Day- This event will provide transportation to main campus for interested Richland students providing them an opportunity to, once again, meet with support staff from the offices mentioned previously, meet with faculty/staff in the students’ areas of interest, have lunch, and get a chance to explore through campus tours and other activities.
 - Spring Baraboo Sauk County Campus Visit Day- This event will bus interested Richland students to the Baraboo Sauk County Campus providing an opportunity to meet with faculty/staff, tour the campus, enjoy lunch with faculty/staff and students and other activities.
 - Spring Transfer Fair- There is an event planned for the Richland campus to support students who choose to transfer to other institutions.
- In addition to the above, there will be intensive advising and support throughout the remainder of the academic year.

FACULTY/STAFF TRANSITION:

The following is an overview of faculty/staff transitions understanding that personnel matters are individual and confidential.

- Staffing Category Considerations
 - Faculty- As indicated in the directive, faculty tenure will be honored. Many faculty are already highly engaged with the main and/or Baraboo Sauk County campuses and faculty load assignments will continue to be handled through the assigned departments.
 - Instructional Academic Staff- Instructional Academic Staff contracts are annual contracts and will be handled on a case-by-case basis with consideration of opportunities related to potential vacancies or other instructional needs on the main campus, Baraboo Sauk County campus, or online.
 - Other staff- Other staffing situations will be handled on a case-by-case basis with consideration of opportunities related to potential vacancies or other needs on the main campus, Baraboo campus or online.
- UW-Platteville Richland Faculty/Staff Communication and Support
 - UW-Platteville HR immediately began communicating with and supporting faculty/staff.
 - In-person meetings with faculty/staff, and then students, on 12/1/2022 at the Richland campus providing information and a venue for questions and answers.
 - HR sending communication letters mid-December to faculty/staff about status.
 - A transition “Open Office Hours” event held on 12/15/2022 providing an opportunity for faculty/staff to meet individually with HR personnel.
 - Spring Transition Fair- This event will again have representatives from the provost’s office and HR to meet with and support faculty/staff.
 - Faculty/staff benefits counseling will be available in-person and virtually during the Spring semester.
 - The UW-System Employee Assistance Program (EAP) is available to faculty and staff providing employees and household members with confidential resources to address personal/work-related concerns, assist with legal/financial situations or help with work-life balance.
<https://uwplatt.sharepoint.com/sites/HumanResources/SitePages/Benefits.aspx>
 - The UW-Platteville provost’s office is also readily available to answer questions and provide support.

ACADEMIC TRANSITION PLAN:

UW-Platteville will continue to have an online presence available to area residents, focusing on reskilling and upskilling adult learners and degree completion as detailed below.

Relatedly, efforts to date have focused on addressing student and employee issues and academic planning. With the online focus, the need for campus facilities will transition. During the coming weeks, UW-Platteville will work with UW-System administration to engage county, municipal, community and business leaders to determine what the onsite sustainable presence will be to meet university and regional needs. Relatedly, there has already been a campus

footprint modification proposal discussed with the city and county and this could be adjusted for the online presence accordingly.

- Instructional Adjustments- UW-Platteville is well poised through online programming for reskilling and upskilling adult learners and degree completion. These include the following.
 - Professional Pathway Certificates- Professional pathway certificates provide flexible professional development in high need areas including financial planning, employee retention and management (personnel management, communication and organizational change), project management, organizational management and supply chain.
[Professional Pathway Certificates | Continuing Education Institute | UW-Platteville \(uwplatt.edu\)](#)
 - Non-Credit Online Training- The non-credit online training programs and courses provide affordable, highly interactive opportunities, across a wide array of interests. These courses are also highly flexible and can be taken anywhere at any time.
[Online Courses from University of Wisconsin - Platteville \(ed2go.com\)](#)
 - For Credit Online Programs- UW-Platteville has extensive “for credit” online offerings including associates, bachelors, masters, and certificate programs. These include courses and programs in business administration, criminal justice, engineering, biotechnology, supply chain, cyber security, sports administration and many others.
[College Programs Online | UW-Platteville \(uwplatt.edu\)](#)
 - Other community based programming opportunities.
- Additional instructional planning to serve the area includes the following.
 - SWTC Richland Center
[Richland Center Outreach Center \(swtc.edu\)](#)
 - Extension
[HCE \(Home and Community Education\) Programs – Extension Richland County \(wisc.edu\)](#)

COMMUNICATION PLAN:

UW-Platteville has implemented a comprehensive communication plan related to the transition from in-person degree instructional programs to a more sustainable educational presence in Richland to meet the expectations of the directive from President Rothman. This communication plan includes, but is not limited to, the following.

- E-mail correspondence to faculty/staff and students on the Richland and other UW-Platteville campuses prior to the directive from President Rothman on 11/22/2022.
- 11/30/2022- Letter to UW-Platteville Richland students describing aspects of the transition providing a foundation for discussion at the 12/1/2022 face-to-face meeting.
- 12/1/2022- Face-to-face meetings with stakeholders including the UW-Platteville Richland Foundation, faculty and staff, and then students, to discuss the transition and answer questions. Administrative representatives from UW-Platteville included individuals from the provost’s office, Enrollment and Student Success and public relations.

- 12/12/2022- Initial discussion with the Richland County Board around transition plans and ongoing sustainable presence.
- 12/15/2022- “Open Office Hours” meetings scheduled throughout the morning on the Richland campus. This event featured multiple representatives from UW-Platteville for student and faculty/staff support. These include, but are not limited to, the following: provost’s office, human resources, admissions, Academic Support Programs (including advisors), financial aid, cashier’s office, registrar’s office, residence life, and others.
- Follow up meetings with the County Board, city, community and regional business leaders, to further discuss the academic presence were being planned. However, with the short timeline and focus on student support, governance and human resource considerations, along with the request from the county board for any such discussions to have a mediator present, these meetings have been delayed and UW-System is looking to schedule and facilitate meetings accordingly.
- 1/15/2023- UW-Platteville submission of transition plans to UW-System.
- Spring 2023- There are several other events for communication and engagement planned for Spring 2023.
 - Spring Transition Fair- This event will again have representatives from the offices indicated above along with others including career services, relevant faculty, peer mentors, and others.
 - Spring Main Campus Visit Day- This event will bus interested Richland students to main campus providing them an opportunity to, once again, meet with support staff from the offices mentioned previously, meet with faculty/staff in the students’ areas of interest, have lunch, and get a chance to explore through campus tours and other activities.
 - Spring Baraboo Sauk County Campus Visit Day- This event will bus interested Richland students to the Baraboo Sauk County Campus providing an opportunity to meet with faculty/staff in their areas of interest, lunch, and other activities.
 - Spring Transfer Fair- Event planned for the Richland campus to support students who choose to transfer to other institutions.
- Throughout, the UW-Platteville provost’s office will have an increased weekly presence and there is already a professional advisor presence through Academic Support Programs to aid in transitions.
- **Governance**- Given a narrow window of scheduled governance meetings before the January 15th deadline, the university developed an aggressive governance communication and consultation plan that includes the following. This is with the understanding that there will be further engagement as the transition at the Richland campus evolves.
 - 11/22/2022- Communication with the Faculty Senate chair about the directive and related transition prior to the announcement being released.
 - 11/22/2022- Initial discussion with Faculty Senate regarding the directive and initial planning followed by a question-and-answer period.
 - 11/22/2022- Initial discussion with University Staff Senate regarding the directive and initial planning followed by a question-and-answer period.

- 11/29/2022- Initial discussion with deans regarding directive and related planning including faculty and instructional academic staff loads and instructor assignment logistics.
- 12/5/2022- Discussion with Academic Staff Senate regarding the directive and introduction of the planning contained in the present document.
- 12/12/2022- Discussion with Student Senate about the transition plan and associated document.
- 12/13/2022- Discussion with University Staff Senate about the transition plan and associated document.
- 12/13/2022- Discussion with Faculty Senate about the transition plan and associated document.
- 12/19/2022- Discussion with Academic Staff Senate about the transition plan and associated document.

CONCLUSION:

With the directive to transition in-person degree instructional programs at the Richland campus, the present document provides a comprehensive plan to continue an educational presence online in the Richland area while facilitating transitions related to faculty and staff and a particular emphasis on supporting students.

APPENDICES

I. Higher Learning Commission (HLC) Provisional Plan

II. Selected Communications

- A. 11/22/2022 Initial Communication to Students
- B. 11/30/2022 Follow up e-mail communication to students

Appendix I: Higher Learning Commission (HLC) Provisional Plan Draft

Provisional Plan – UW-Platteville Richland 1200 Highway 14 West Richland Center, WI 53581

On Tuesday, November 22, 2022, UW System President Jay Rothman directed Interim Chancellor Tammy Evetovich of the University of Wisconsin-Platteville to develop a plan for transitioning the in-person degree instruction at the Richland campus to the main UW-Platteville campus or the Baraboo Sauk County campus. Enrollments at UW-Platteville Richland have been in a precipitous decline for several years with fall 2022 enrollment at only 59 students. With five remaining tenured faculty, it has become unsustainable to offer in-person degree instruction at the Richland location.

Spring semester 2023 will be the last semester when degree instructional courses will be offered on the UW-Platteville Richland location. All continuing students will be able to finish their academic degree programs at any of the other UW-Platteville campuses which includes the Platteville (main) campus, the Baraboo Sauk County campus, or the distance campus in a fully online program. While students complete their current associate degree program, UW-Platteville will honor their Richland campus tuition rate. Because the Richland campus programs are available on other UW-Platteville campuses, the students' completed courses will continue to count towards degree and catalog requirements with no loss of credits. Students will be offered one-on-one advising to assist them in navigating this transition.

Degree	Enrolled Students
Associate of Science in Business Administration	5
Associate of Science in Food and Agriculture	3
Associate of Science in Pre-Engineering	10
Associate in Arts and Sciences	33
Dual Enrolled High School Specials	8
Total	59

Below is a provisional plan for teaching out the remaining students.

1. Complete list of currently enrolled students and program requirements each student has completed:

Overview: Each spring 2023 enrolled, continuing student will be taught out once they have changed their location to the main campus, Baraboo Sauk County campus, or to a fully online program beginning summer term 2023. Given that the university uses the same catalog for all three campuses, this will allow for a seamless transition and should not slow their educational attainment. The branch campus tuition rate will be honored as they complete their associates degree.

Additional parameters regarding the ability to retain the Richland tuition rate are further explicated in item #6 below.

Please see Appendix A for list of students.

2. Academic Program Offerings

- Associate in Arts and Science
- Associate of Science in Business
- Associate of Science in Food and Agriculture
- Associate of Science in Hospitality and tourism Management

3. Final draft of communication regarding support and timeline:

- a. November 22, 2022: Initial email from Chancellor
- b. December 1, 2022: Update email to students
- c. December 1, 2022: Listening session with students on Richland Campus with Provost's Office and Vice Chancellor of Enrollment and Student Success
- d. December 6, 2022: Student Transition Team with faculty and staff representation established and will meet regularly to continue transition support
- e. December 15, 2022 – First office hour fair for students to access support from offices such as advising, financial aid, academic affairs and the registrar.
- f. Two students had been admitted to Richland campus for fall 2023. A communication with them providing them choices between main and Baraboo Sauk County provided.

Please see appendix B for communications.

4. All UW-Platteville Richland Student Records have been and will continue to be housed and supported by the University of Wisconsin-Platteville's [Office of the Registrar](#).

Contact Information: 608.342.1321
registrar@uwplatt.edu 2100 Ullsvik Hall
1 University Pl
Platteville, WI 53818

5. Information on the number and types of credits any teach-out receiving institution is willing to accept prior to the student's enrollment:

University of Wisconsin-Platteville will offer seamless transition to the University of Wisconsin- Platteville's main campus, Baraboo Sauk County campus, or to the Distance (fully online) campus. Because all campuses function under the same institutional umbrella, 100% of credits earned will transition to our other institutional campuses/modalities. In spring 2023, we will hold a transition fair to answer questions students have about attending a different campus. We will also host a transfer fair to provide information to students about attending another University of Wisconsin campus

or a Wisconsin Technical College. Transferring to these other institutions will follow existing MOU/articulation agreements.

6. A clear statement to students of the tuition and fees of the educational program and the number and types of credits that will be accepted by each teach-out receiving institution:

Tuition: Students transitioning to any other campus of the University of Wisconsin-Platteville will be able to continue their education at the current branch campus tuition rate 1) for up to 40 credits, 2) upon completion of their current associate degree, or 3) through spring term 2026, whichever comes first. Current fall 2022 rates can be viewed on the attached tuition schedule.

Fees: Segregated Fees (A) – Each campus has a different Segregated Fees (A). Segregated Fees are set by the UW System Board of Regents. These charges are assessed to all students for services that support the primary mission of the university such as Health Care, Student Center, Athletics, Intramural Sports, Parking, Student Activities, Municipal Services, Children’s Center, and ID Systems.

As a result of this change:

- ï Segregated Fees (A) will no longer be assessed for Richland Campus students.
- ï Students will not be assessed Segregated Fees (A) at their receiving campus.
- ï Transitioning students can choose to opt into Segregated Fees (A) of main campus or the Baraboo Sauk County campus if they wish to take advantage of these services. This process is already established and an option for our online students.

Segregated Fees (B) – Each campus has the same Segregated Fees (B). This fee covers Textbook Rental.

As a result of this change:

- ï Segregated Fees (B) will continue to be assessed to continuing students to cover their Textbook Rental.

7. A commitment to promptly notify students of any additional costs.

We do not foresee any additional costs incurred by students with the exception of transportation and housing. Main campus and the Baraboo campus will provide housing and parking stipends to the students during summer 2023, fall 2023, and spring 2024. Also, if continuing students choose to complete their degree via our online program, there would not be additional costs for transportation or housing.

We do not foresee any additional costs incurred by students with the exception of transportation and housing. Main campus and the Baraboo campus will provide housing and parking stipends to the students during summer 2023, fall 2023, and spring 2024.

Also, if continuing students choose to complete their degree via our online program, there would not be additional costs for transportation or housing.

8. If the institution submitting the provisional plan is unable to allow all students to complete their programs prior to a planned closure (or program discontinuation), then teach-out agreements with one or more institutions must accompany the provisional plan when it is submitted for approval.

We will enable all students to complete their current course of study at a different educational campus of the University of Wisconsin-Platteville with no tuition increase based on the criteria outlined in item #6.

9. Plans for academic and financial aid advising. For complete closures, a plan for providing students with transfer assistance is also required (for example, through transfer fairs, or written agreements with specific institutions).

Academic advising, financial aid support, and registrar/record assistance will be made available in person and virtually to all students currently enrolled at University of Wisconsin-Platteville Richland. These will occur in two formats. First, we established a transition email so that student questions can be addressed appropriately without having to contact multiple offices. Second, we have established a temporary transition assistance office at University of Wisconsin-Platteville Richland that has rotating staff from main campus and listed office hours. During spring term we will host both an on-campus and virtual transition fair in which students can get their questions answered related to transition. Although all students can complete their degree offerings as University of Wisconsin-Platteville students, we will also host a transfer fair for students who wish to transfer to other University of Wisconsin or Wisconsin Technical College campuses. Within the University of Wisconsin System, we also have a student resources that provides a point of contact for individuals interested in transferring to the non-UW-Platteville universities. <https://www.wisconsin.edu/transfer/contacts-advocates/>

10. A list of all programmatic accreditors and state licensing agencies with which the institution submitting the provisional plan has a relationship, as well as the status any program holds with such entities.

University of Wisconsin-Platteville is ceasing in person degree-bearing instruction at the Richland campus, under the directive of the UW System President, Jay Rothman. Thus, University of Wisconsin-Platteville's leadership is working closely with UW System in this process. There are no other accrediting or licensure bodies impacted by this transition.

Appendix II. Selected Communications

A. 11/22/2022 Initial Communication to Students

Dear UW-Platteville Richland student,

I am writing today to share that in response to a directive (attached) from UW System President, Jay Rothman, we will be ceasing in-person degree instructional programs at the UW-Platteville Richland location effective July 1, 2023.

The spring 2023 semester will continue with in-person offerings at the Richland location. As a current and continuing UW-Platteville student, your academic program will continue to be offered and you will be able to pursue your degree seamlessly as part of this transition. The branch campus tuition rate will be honored at UW-Platteville.

After December 1, we will be reaching out with additional information, and you can expect to receive updates as the process unfolds. Please direct all questions related to transition planning to: transition@uwplatt.edu.

Sincerely,

Interim Chancellor Tammy Evetovich

Appendix II. Selected Communications

B. 11/30/2022 Follow up e-mail communication to students

Dear student,

Last week you received information about the ending of in-person degree offering programs at UW-Platteville Richland. As stated in the previous email:

As a current and continuing UW-Platteville student, your academic program will continue to be offered and you will be able to pursue your degree seamlessly as part of this transition. The branch campus tuition rate will be honored at UW-Platteville.

This email is a first of many you will receive that will clarify that process for you and its impact on your education.

Spring 2023

You may continue to take courses at the Richland campus as you had planned. Additionally, you may register for available classes on either of the other UW-Platteville campuses at your current tuition rate beginning spring 2023. That means you can take courses at Baraboo Sauk County, main campus in Platteville, or online for the same price. For completing students, we will welcome you to commencement and applaud you on your efforts.

Summer/Fall 2023

Effective summer term 2023, each continuing student will be transitioned to another UW-Platteville campus. As a continuing UW-Platteville student, your current tuition rate will be honored. You may take courses at main campus, in Baraboo Sauk County, or online at the current tuition rate.

Student Support

UW-Platteville faculty and staff are committed to making this transition as easy as possible. Please utilize any student support services currently available to you. All of your student records, support from academic support programs, dean of students, and financial aid are already coordinated by the main campus and will be in the future. We will host transition office hours with experts from these offices to answer questions as they arise. The first of these office hours will be from 9:30am-1pm on Thursday, December 15.

In spring 2023, we will host multiple events, including virtual and in-person opportunities for your questions to be answered by UW-Platteville faculty and staff. We will update you with dates well in advance of these events.

Please direct all questions related to transition planning to: transition@uwplatt.edu. We will use this email to direct your questions to the appropriate office.

Thank you,
Dr. Carolyn Keller
Associate Provost – *Chair Richland Student Transition Team*