

NATIONAL ASSOCIATION OF STATE ADMINISTRATORS AND SUPERVISORS OF PRIVATE SCHOOLS

Use What You've Got: How to Organize and Analyze a Complex Regulatory Environment Mitch Gilbert | Western Governors University Katie Buckley Slaughter | Western Governors University Mike Jones | Western Governors University

2024 NASASPS Annual Conference



Who We Are:

WGU and Regulatory Affairs

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Who Are We?



- Mitch Gilbert, Director of Regulatory Affairs

 mitch.gilbert@wgu.edu
- Katie Buckley Slaughter, Regional Regulatory Affairs Advisor

 katie.slaughter@wgu.edu
- Mike Jones, Regulatory Affairs Analyst

 michael.jones@wgu.edu

Western Governors University



- Accredited by NWCCU
- Hold Programmatic Accreditation from CCNE, CAHIIM, CAEP, AAQEP, ACBSP, ABET
- Student Enrollment of 150,116
- 60+ degrees in 4 schools: Business, Education, IT, and Health
- Competency-based, all online





The Academic Compliance & Engagement Department

- **College Compliance Team:** This team liaisons with each of WGU's school leadership on program compliance matters and handles programmatic accreditation submissions.
- **Regulatory Affairs Team:** The RA team is made of up of Advisors and Analyst. The Advisors conduct all regulatory research and track regulation and legislation in every state and territory.

The Analyst handle all state authorization submissions including applications that obtain and maintain university approval as well as new program and program revisions.







Getting Organized

Using Sharepoint, Tracking Work and Communication

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Regulatory Affairs Sharepoint Site



- Why did we need it?
 - One spot for all internal team resources
 - Needed one location for all research documents, applications, etc
 - Organize and change content as needed (no need to outsource)

- What can it do?
 - Research & Document Library
 - Calendar
 - Project Links
 - Training Page
 - Contact Info
 - Embed Smartsheets, Dashboards



Charleston, SC

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Sharepoint Site

• Links to all major department resources

AcE Hub AcE Document Library	RA Advisors RA Analysts	
 Links to all internal team resources and tools Houses documents and past research 	Team Links Image: Solution of the second state of the second	 Research Library Miscellaneous Items AcE Project Tracker Form

Training and Procedures



Training and Procedures

General Procedures Training Document

Email Communication Format

StateNet Training Documents Please pay close atten

StateNet Training Video

SRM Instructions and Guidance

COB Instructions and Guidance

SOE Instructions and Guidance

COH Instructions and Guidance

NC-SARA Guidance Search

What type of information do we need to save?

- College specific information such as program approval documents, agreements, etc.
- Accreditation documents



Team Links

- RA Document Library
- Leg & Reg Tracking Data
- C Licensure Information
- Training and Procedures

- Information on each college
- Walk-throughs of university-wide resources
- Walk-throughs, videos, and helpful links for external tools
 NC-SARA
 - StateNet Training
- General Team Information

 Procedures
 Standardized email format

College Specific Links





- Contacts/ "Who's Who"
- State/board approvals
- Future plans
- Licensure information
- Definitions

College of Health Professions

COH Instructions and Guidance

Nursing Student Handbook, Licensure, and Certification Information

College of Health Professions Document Library

Contacts:

• Sharon Sweeney Fee, Senior Manager College Compliance

Pre-Licensure/Licensure Approval Information

States with Approved Programs: California (until June 2023), Florida, Indiana, Texas, and Utah.

Seeking Approval:

Licensure Approval: Maryland

Operating with BON Permission: New Mexico (under Texas approval)

(on hold)

Currently looking to expand in

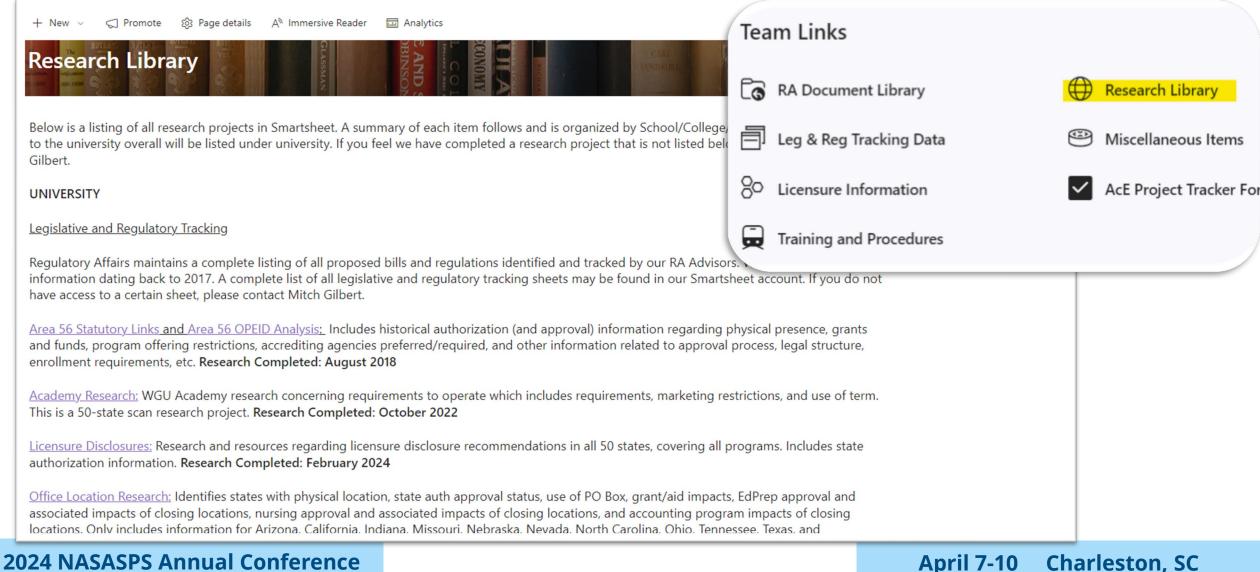
Post-Licensure Approval Information

Post-licensure approvals in Washington for all non-APRN programs.

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Research Library

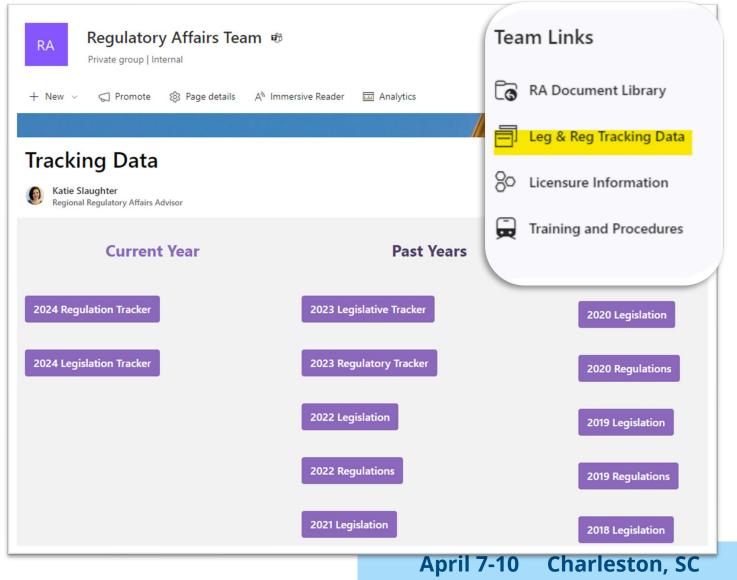




Legislative/Regulatory Archive

- Buttons to current bills and proposed rules

 (More on this)
 - later!)
- Easily accessible buttons for all past tracked items







The AcE Project Tracker: Why was it created?

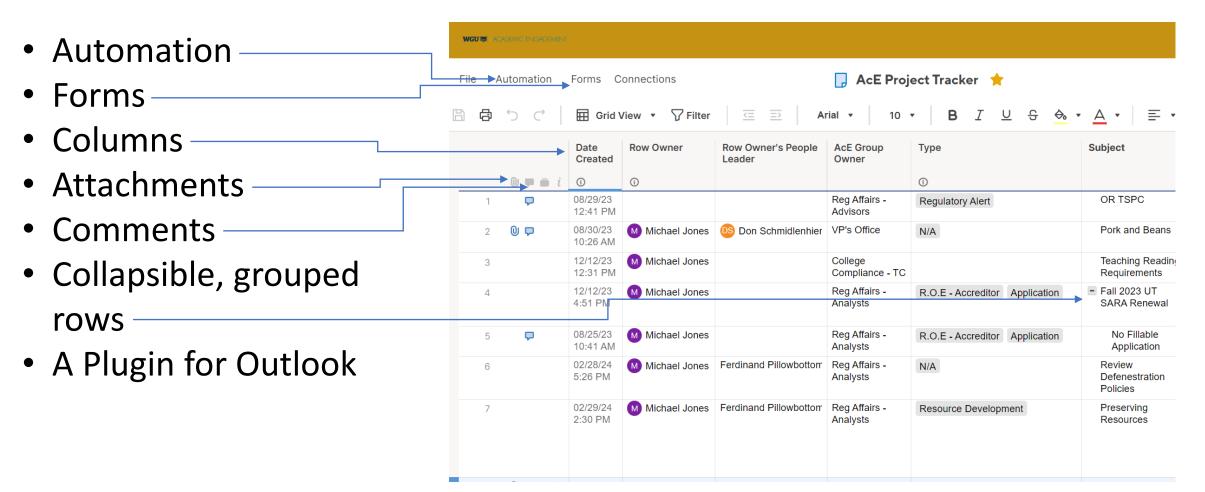
- To organize our work
 - Assigning tasks
 - Notifying key collaborators of task creation, their role, and task completion
 - Providing reminders
 - Maintaining key dates
- To preserve record of key communications
 Outlook plugin
- To act as permanent institutional memory

The AcE Project Tracker: Choosing Your Tool



- A system like this requires buy-in from users. Use the most universally familiar tool for your users that requires the least effort and maintenance.
 - Salesforce Ideal but for the complexity of designing and maintaining an org.
 - Excel It's a possibility, but slightly less user-friendly for our purposes.
 - Smartsheet Similar to Excel, but with a convenient Outlook plugin.



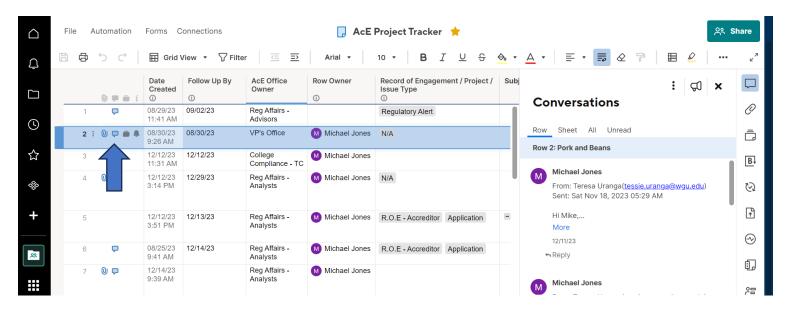


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- The plug-in allows you to add important emails to a row's "conversation".
- Replies to those emails aren't automatically add ed. They must be added subsequently.



The AcE Project Tracker: Using the Plug-in

📕 AcE Project Tracker

Su	bje	ect:

Pork and Beans

show more 🔻

Comment:

From: Mitch	
Gilbert(mitch.gilbert@wgu.edu)	
Sent: Fri Jan 12, 2024 09:17 AM	-
	1

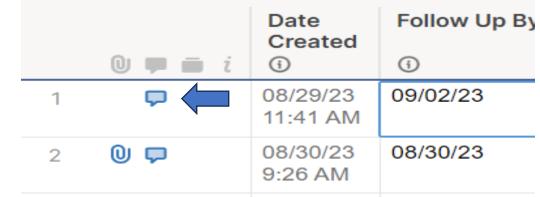
Attachments

- ☑ BSC Communications Certificate Incl
- ☑ Design Foundations Certificate Increm
- ✓ Power Skills Certificate Incremental Va
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- ✓ image006.png

< back to sheet



 Note that any attachments to the email are added to the row as attachments.



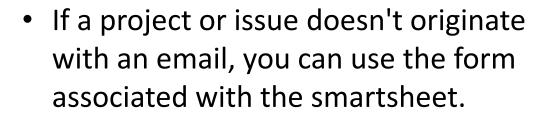
 Emails can be subsequently reviewed by clicking on the row's conversation button.

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AcE Project Tracker				
Row Owner *				
AcE Group Owner *				
Select •	·			
Гуре *				
Select •	·			
Subject *				
Summary *				
AcE Collaborators *				
Dutside Collaborators				

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The AcE Project Tracker: Using the Sheet



Sumr

Test 1

AcE Project Tracker 🏻 🌟 Forms Connections File Automation B *I* <u>∪</u> S & • <u>A</u> • 🖽 Grid View 🔹 🏹 Filter a 5 10 🔻 Date **Row Owner Row Owner's People** AcE Group Type Subject Created Leader Owner **(i) (i) (i)** 08/29/23 Reg Affairs -OR TSPC Regulatory Alert 1 12:41 PM Advisors

Column Descriptions:

- Date Created This sheet's primary organization is chronological by Date Created.
- Row Owner This is the person who is primarily responsible for the row.
- Row Owner's People Leader This column facilitates a notification automation.
- AcE Group Owner This column can be used for sorting and reporting.
- Type This column is also for sorting and reporting.
- Subject This is a simple text column, used to identify the row entry. It is also the smartsheet's primary column. This
 allows us to create row grouping and hierarchies, which we use to create subordinate for individual tasks within a
 project.

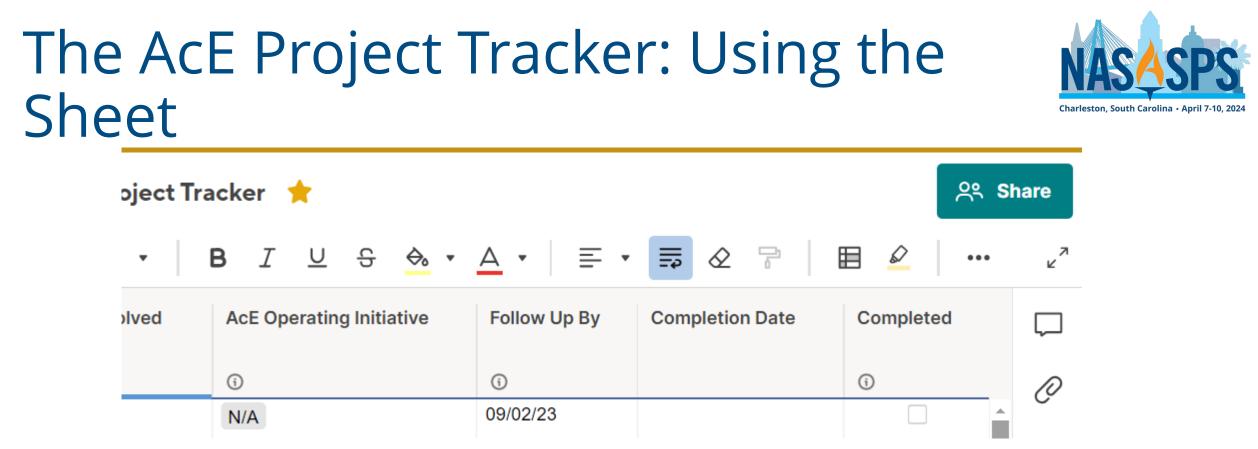
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File Au	utomation Forms Connections	📙 AcE Pro	ject Tracker 🛛 🔶				୍ ୧୯ ୧
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	Summary	AcE Collaborators	Outside-AcE Collaborators	Outside-AcE Collaborator Organizations	State/Territory	College Involved	AcE Ope
1	Test 1 2				Oregon	TC	N/A ^

- Summary We use this text column to focus a project.
- AcE Collaborators This WGU contact list column identifies other team members working on the project or issue. A notification automation is set on this column.
- Outside-Ace Collaborators This column is a contact list to identify people outside our department who collaborate on a project.
- Outside-AcE Collaborator Organizations This column is a dropdown list with the names of all the organizations we deal with. It's for sorting and reporting.
- State/Territory This column is a dropdown list with all the states and territories where WGU enrolls students. It is for sorting and reporting
- College Involved This column is a dropdown with WGU's different schools. Again, it is for sorting and reporting.

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- AcE Operating Initiative This column is a dropdown list with our department initiatives to try to make us justify the project on the row.
- Follow Up By We've got an automation set to the date in this column that emails a reminder to the Row Owner and AcE Collaborators the day before and every day after until the Completed box is checked.
- Completion Date This date is included for documentation.
- Completed checkbox A checkbox on each row incentivizes task completion, end the reminder emails, and archives completed rows.

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The AcE Project Tracker: Automations



The smartsheet has five automated workflows:

- Alert Row Owner When New Row is Added When a row is added, it emails the contact in the Row Owner column to let the contact know they have been given a new task.
- Alert Concerned Parties When New Row is Added When a row is added, it emails the contact in the Row Owner's People Leader, and the AcE Collaborators columns to alert them that they've been assigned to support the row owner in completion of the task on the row.
- Follow-Up Reminder Workflow Three days before the date recorded in the Follow Up By column, and every day thereafter until the completed checkbox is clicked, this workflow emails the Row Owner and AcE Collaborators to remind them.
- Archive When the box in the Completed column is checked it moves the row from the AcE Project Tracker smartsheet to the AcE Project Tracker Archive smartsheet.
- Alert Concerned Parties When a Row is Archived When a row is archived, this workflow emails the Row Owner, the Row Owner's People Leader, and the AcE Collaborators to inform them.



Compliance Tracking:

Tools we use to track and organize regulatory information

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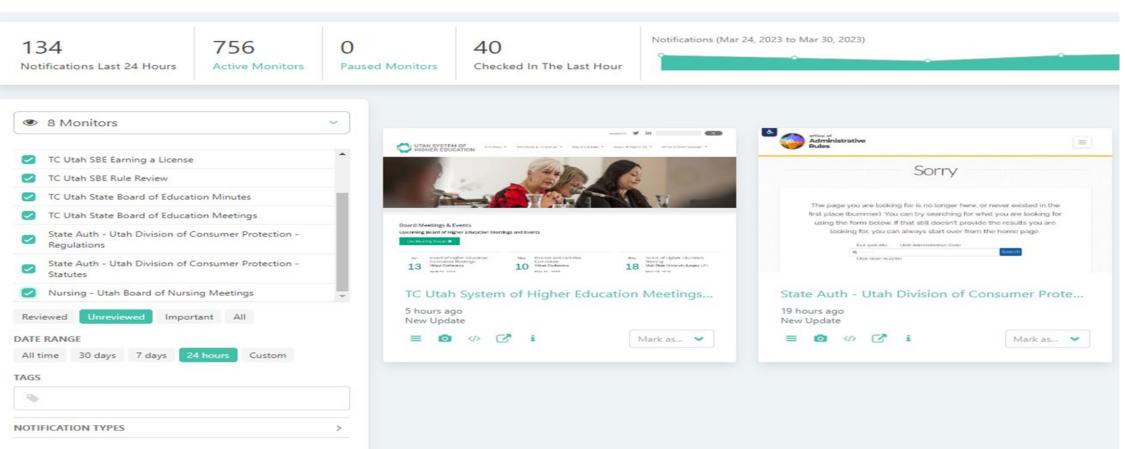


Compliance Tracking: Web Crawlers

Dashboard Hi, Regulatory Affairs Team 🗸 Notifications (Mar 24, 2023 to Mar 30, 2023) 134 756 0 40 Notifications Last 24 Hours Active Monitors Paused Monitors Checked In The Last Hour > ALL Monitors Missouri Public Instruction Reviewed Important All Ch formet La a Colorado State Board of Education Meetings **EDUCATION** Time North 24, 212 DATE RANGE -----30 days 7 days Custom Licensing Updates All time 83 DESE COVID-19 Updates || COVID Relief Information Background Check Maintenance Window TAGS MO Standards for the Preparation of Educator 2 Check - Lifetime Licensee (2900) application by 11:55 Life/Lifetime Background Check Application Deadline 2022 License Lookus - Educator Effectives NOTIFICATION TYPES > the for others **Program Standards** must have an application completed by 11:56 PM on June TC Colorado State Board of Education Electro... TC Missouri Standards for the Preparation of E... TC Wisconsin DPI Licensing News 3 minutes ago 3 minutes ago 3 minutes ago New Update New Update New Update = 🖸 🚸 🗹 i = 🖸 🚸 🗹 i = 🖸 🚸 🗹 i Mark as... 💙 Mark as... 💙 Mark as... 💙 \odot Professional Teaching Standards Beard **Educator Preparation** Pages **Board and Committee Meetings** Becoming Licensed in Wyoming ment of Education's mission. The Teacher Education Program Approval section is charged with the responsibility of reviewing and approving teacher and administrator education programs that lead to certification to teach, administrator Notras TC Wyoming DOE Licensure TC Nebraska Educator Preparation TC Nevada System of Higher Education Meetin

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Compliance Tracking: Web Crawlers Searchability



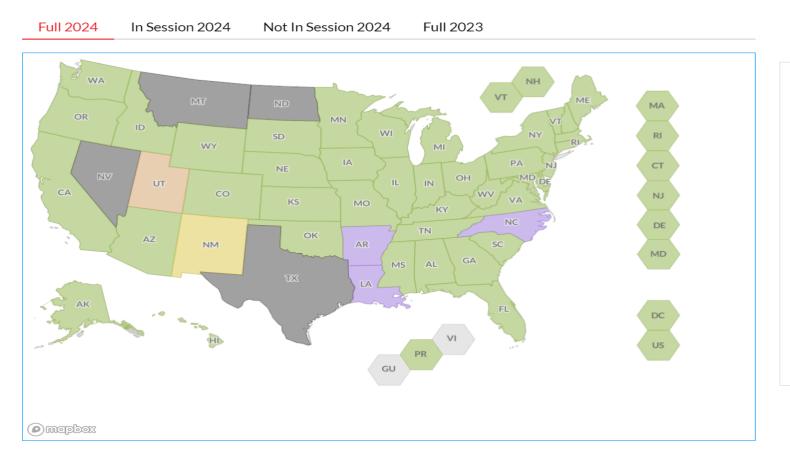
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Compliance Tracking: Regulation Tracking - Sessions

Session Map



South Carolina125th South Carolina Assembly - 2nd Regular SessionStatus:REGULAR SESSIONCarryover:23-24Convene Date:01/09/2024Intro Deadline:N/AAdjourn Date:2024-06-06 (projected)Governor's Deadline:2025-01-13 (projected)

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Compliance Tracking: Regulation Tracking - Search Terms



My Searches	
	Included in 1 Alert
College_of_Business	Last ran: Mar 30, 2023 -
Leg. Term	10:36 A.M. (CDT)
WesternGovernorsUnv	Last ran: Feb 24, 2022 - 1:33
Reg. Term	P.M. (CST)
Veterans	Last ran: Feb 23, 2022 - 3:55
Reg. Term	P.M. (CST)
TeachersCollege	Last ran: Feb 23, 2022 - 3:54
Reg. Term	P.M. (CST)
Financial_Aid	Last ran: Feb 23, 2022 - 3:53
Reg. Term	P.M. (CST)
College_of_Health	Last ran: Feb 23, 2022 - 3:48
Reg. Term	P.M. (CST)
Financial_Aid	Last ran: Feb 23, 2022 - 3:41
Leg. Term	P.M. (CST)
College_of_Business	Last ran: Feb 23, 2022 - 2:30
Reg. Term	A.M. (CST)
College_of_Health Leg. Term	Last ran: Feb 23, 2022 - 2:30

<u>College of Health</u>

Nursing preparation OR Nursing school OR Nursing Education OR pre-licensure nursing OR post-licensure nursing OR Nursing AND clinical practice OR advanced practice register nurse OR nurse license OR Family Nurse Practitioner OR Preceptor OR Preceptor Requirements OR APRN OR Preceptorship OR Nurse Informatics OR Nurse Faculty Loan OR Nursing AND Faculty Requirements OR Nursing AND Faculty Credentials OR Nursing AND Clinical Hours OR Nursing AND Clinical Requirements OR Enhanced Nurse Practice Act OR Simulation Lab OR Simulation Hours OR Simulation Requirements OR Nursing Simulation OR Pharmacology OR Physical Assessment OR Pathophysiology OR Commission on Collegiate Nursing Education OR CCNE *OR* Medical Assistant OR FNP OR Medical Billing OR Medical Coding OR simulation labs OR virtual labs OR Nursing AND Compact OR Nursing AND Competency

<u>Western Governors University</u>

Western Governors University OR WGU or COVID-19 and higher education OR coronavirus or international courses or international credit OR Nondegree offerings OR Title IX OR Title IV OR Early College High School OR Early College OR Dual Enrollment OR Concurrent Enrollment OR Dual Credit OR Early College Academy OR remedial course OR college non-credit OR non-credit course OR micro-credential OR digital badge or Change of Ownership OR Change of Control OR Competency Based Education OR CBE OR competencybased learning OR education competency OR broadband access OR workforce skills OR nonprofit higher education OR transcript OR physical presence OR disclosure OR Licensure disclosure OR State Authorization OR Out of State Institution OR State Authorization Reciprocity Act OR SARA OR Recruiting Or Marketing OR Advertisements

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Compliance Tracking: Regulation Tracking - Warehouse



	WGU @	10								Q Search	1	
F	ile Au	utomation F	Forms Conne	ections		📙 2023 Leg	gislative Tracking S	iheet 🔶			<u>୍</u> କ୍ କ	Share
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		State	Session	Branch	Bill Number	Companion	Author	Party	Bill Title	Bill Summary	Prefile Date	
	12	AR	2023	н	1437		Rick Beck	Republican	financial aid appeals process	Creates a financial aid appeals process and committee for the Division of Higher Education.	A	Ø
	13	AR	2023	н	1463		Lee Johnson	Republican	Educator Licensure	Concerns State Board of Education rules for a tiered system of educator licensure; amends the law concerning the type of license issued to certain applicants in an alternative educator preparation program.		围 장 단 ()
	14	AZ	2023	S	1717		Steve Kaiser	Republican	Dual Enrollment and Revisions and Appropriations	Relates to dual enrollment; relates to revisions; relates to appropriations.		Ĵ
	15	AZ	2023	S	1720							ĉ
	16	AZ	2023	н	2614		Leezah Sun	Democrat	State Broadband Grant Program	Relates to State Broadband Grant Program		ılı
	17 :	AZ	2023	Н	2749		Oscar De Los Santos	Democrat	Postsecondary Education	Relates to postsecondary education; relates to resident students; relates to scholarships.		,cs♡ ++

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Analysis with Power BI

What can you do with all of this information?

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Legislative Dashboard



- All "warehouses" feed into a single sheet

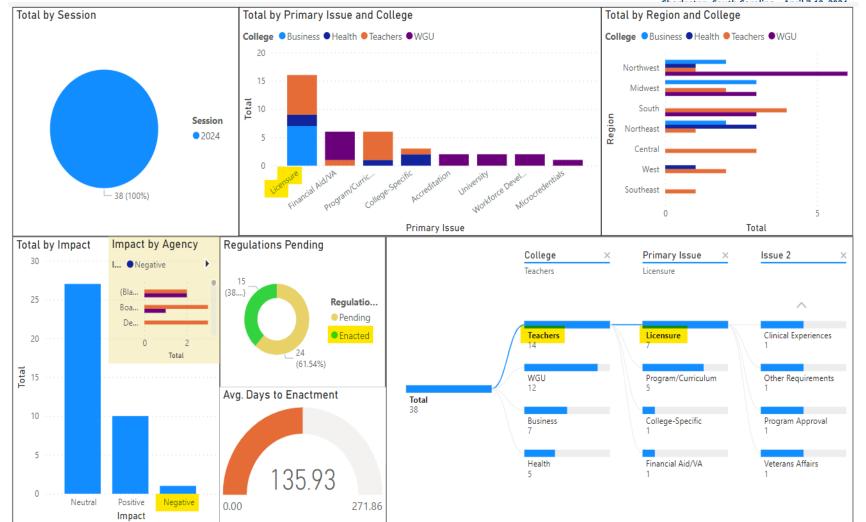
 This sheet feeds into Power BI
- Visual representation by session, issue, college, etc
- Quick snapshot of current and historical landscape





Regulatory Dashboard

- Example:
 - Filtered to 2024
 Session
- Quickly see:
 - o 15/38 enacted
 - One negative proposal
 - Mostly licensure related
 - Specifically, School of Education





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Quick Reports



💾 File 🗸 ↦ Export 🗸 🖉 Share 🕡 Chat in Teams 🚓 Explore this data 💡 Get insights 🎲 Subscribe to report 🥖 Edit 🚥 Pages \ll State fear by Year Legislation UT UT (ear by Year Regulations UT UT egislation Report. UT Regulation Report UT UT

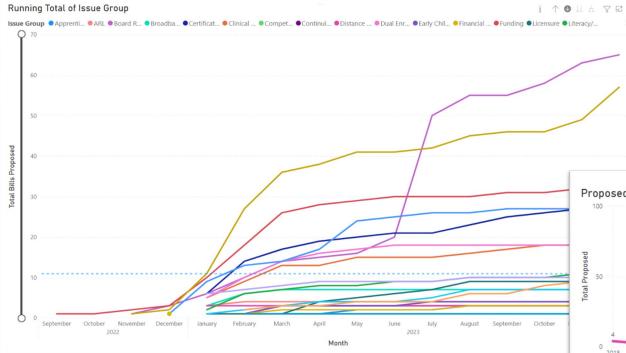
	Expe		are 🛄 Chat in learns 👸 Explore this data 🖞 Get insights	
te	Session	Bill Number	Bill Title	Bill Summary
	2020	162	Regents Scholarship Program and New Century Scholarship	Amends qualifications for the Regents' Scholarship Program and New Century scholarships.
	2020	166	Student Data Privacy	Amends provisions related to student data privacy.
	2020	198	Substitute Teacher Training Requirements	Requires substitute teachers to complete certain training before employment.
	2020	256	Higher Education Student Financial Aid Eligibility	Requires the completion of the Free Application for Federal Student Aid to be eligible for certain state financial aid
	2020	338	Military Instructor Professional Educator Licensure	Requires the State Board of Education to make rules to establish an expedited process to obtain a professional edu
	2020	45	Veteran Educational Benefits	Makes changes to statutes regarding servicemember and veteran educational benefits.
	2021	226	Online Education Programs	Makes revisions related to online education.
	2021	232	Statewide Credentials and Certification Program	Creates the Statewide Credentials and Certification Program.
	2021	328	Adult Learners Grant Program	Creates the Adult Learners Grant Program; provides financial assistance to adult students pursuing online education
	2021	381	Grow Your Own Teacher and School Counselor Pipeline	Creates the Grow Your Own Teacher and School Counselor Pipeline Program to provide scholarships to certain scho
	2022	101	Nurse Apprentice Licensing Act	1.19.22: Could create a license for nursing students to practice before passing the NCLEX. Possible concern over "in
	2022	127	Early Literacy Outcomes Improvement	Amends, enhances, and aligns strategies to improve early literacy outcomes in kindergarten through grade 3; defin to improve early literacy outcomes in kindergarten through grade 3, including providing statewide and regional supervise in the science of reading and the science of reading instruction.
	2022	151	Advanced Practice Registered Nurse Compact	Enacts provisions related to the nursing profession; enacts the Advanced Practice Registered Nurse Compact; required by the compact; allows an individual licensed as an advanced practice registered nurse to obtain licensure related to advanced practice registered nurses and associated provisions.
	2022	176	Utah Health Workforce Act	Creates Utah Health Workforce Advisory Council; possibly creates an opportunity for WGU to get representation or
	2022	226	Student Data Privacy Revisions	Enacts provisions related to higher education student data protection.
	2022	355	Higher Education Financial Aid	Modifies provisions related to higher education financial aid
	2022	389	Nursing Education Program Amendments	Amends the provisions related to unaccredited nursing education programs.
	2022	470	Higher Education Residency Amendments	Amends higher education residency provisions
	2023	167	Statewide Online Education Program Modifications	Amends provisions of the Statewide Online Education Program; requires the State Board of Education to provide lo prohibits the State Board from unenrolling a student under certain circumstances; establishes a deadline for making projected legislative appropriation for enrollment of students in the SOEP
	2023	180	Private Postsecondary Education Modifications	Repeals the Utah Postsecondary School State Authorization Act and repeals, reenacts, and modifies provisions of th Authorization Act.
	2023	203	Inmate Education Amendments	Enacts provisions relating to Postsecondary Education for inmates enrolled in Institutions of Higher Education.
	2023	257	State Board of Education Amendments	Amends and enacts provisions related to the general control and supervision of the State Board of Education over
	2022	205	Educator Liconco Amondmonto	Addresses the licensing of advectors by the State Deard of Education

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UT

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Identifying Trends





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Can show cumulative data Trends/totals over the past or current year



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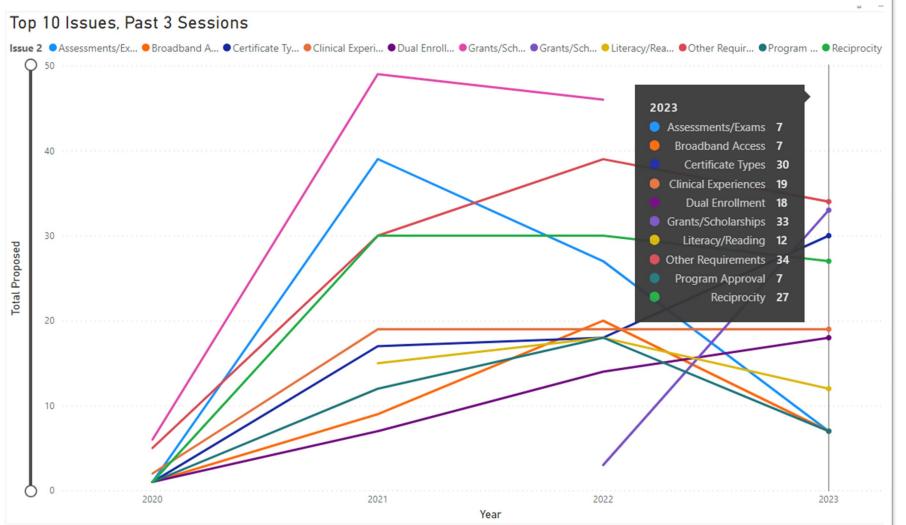
- Historical, single-issue trends
- Answers, "How have priorities shifted?"

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3-Year Trends

- Track historical and current trends over multiple years
- Interactive:

 Slide over
 points for
 additional
 details

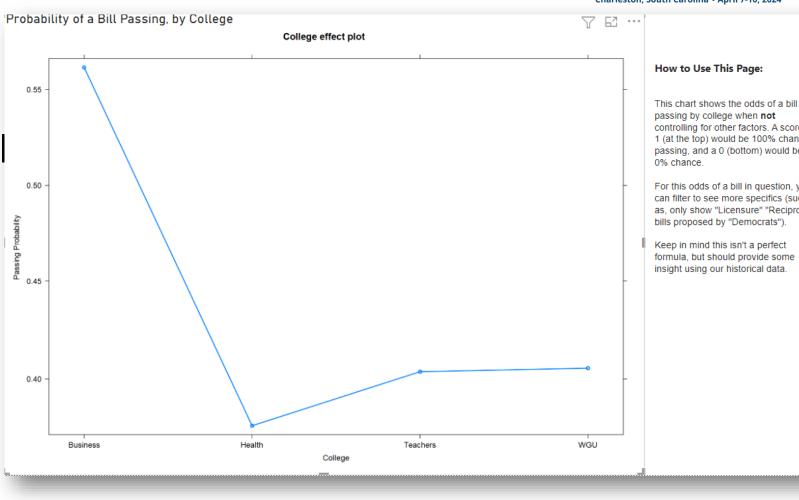






Predictive Analysis

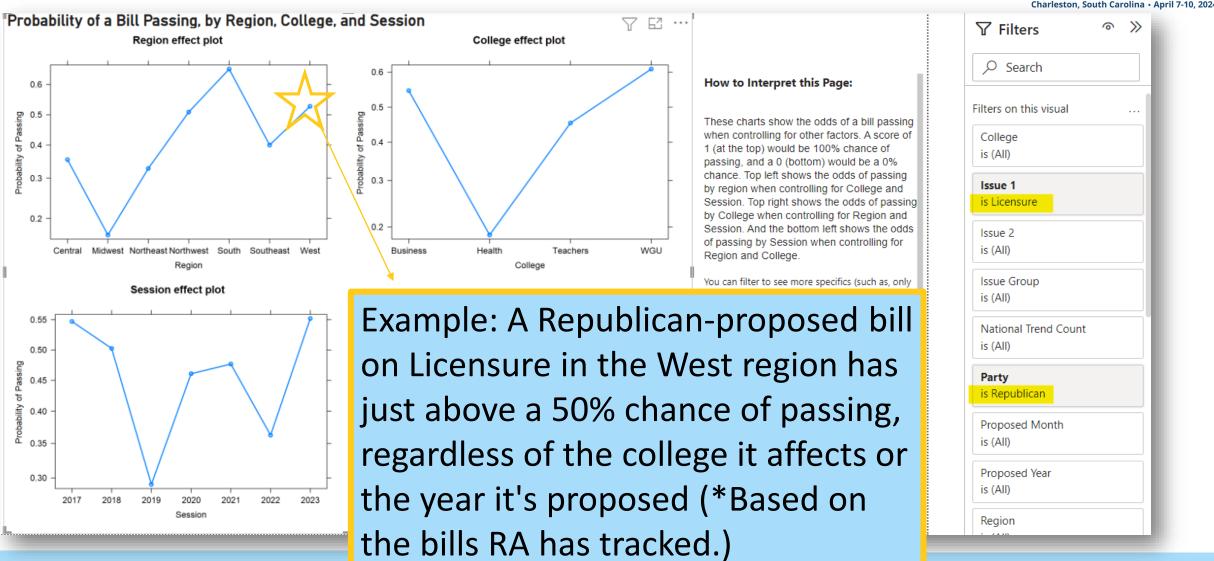
- Historical data can inform models to predict the odds of a bill passing
- Filters can help narrow down subject matter, regions, party, etc.
- "R", a free program, can integrate statistical analysis into Power BI visuals



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Predictive Analysis





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Questions?

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Thank you!

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