_(/)_   Utah System of Technical Colleges

MENU

BOARD OF TRUSTEES

JUNE 8, 2016 BOARD OF TRUSTEES MEETING AGENDA

UTAH COLLEGE OF APPLIED TECHNOLOGY

BOARD OF TRUSTEES MEETING AGENDA

June 8, 2016 – 9:00 a.m. to 2:00 p.m.

Mountainland Applied Technology College

2301 W. Ashton Blvd.

Lehi, Utah 84043

I. Introduction

A. Call To Order – Chair Evans

B. Pledge of Allegiance – Chair Evans

C. MATC Host Campus Welcome – President Christensen

D. Approval of 06 April 2016 Board Meeting Minutes – Chair Evans   ITEM D (assets/docs/4.6.16-DRAFT-BOT-Meeting-Minutes.pdf)

E. Executive Committee Report and Approval of 22 April 2016 Minutes – Chair Evans ITEM E (assets/docs/4.22.16-Executive-Committee-Meeting-Minutes.pdf)

F. Introductions of New UCAT Employees

G. Board Member Appointments (Florang, Theurer, & Ulery); Oath of Office

II. Action Items

H. Capital Development Presentations and Scoring – Assoc. Cmsr. Brinkerhoff   ITEM H (assets/docs/FINAL-ITEM-H-2.pdf)

I. TATC Tuition Approval – Assoc. Cmsr. Brinkerhoff   ITEM I (assets/docs/FINAL-ITEM-I.pdf)

J. SB-131 Policy Updates – Assoc. Cmsr. Barrus   ITEM J (assets/docs/FINAL-ITEM-J.pdf)   SB-131 Updates (http://ucat.edu/sb-131-necessitated-policy-revisions/)

K. Policy 206 (Placement Reporting – Assoc. Cmsr. Barrus   ITEM K (assets/docs/FINAL-ITEM-K.pdf)

L. Data Dictionary FY 2017 – Director Clark   ITEM L (assets/docs/FINAL-ITEM-L.pdf)   Data Dictionary Draft (assets/docs/Draft-FY-2017-Data-Dictionary.pdf)

M. Equipment Funding Allocation – Assoc. Cmsr. Brinkerhoff   ITEM M (assets/docs/FINAL-ITEM-M.pdf)

N. FY 2017 Presidents/Commissioner Compensation – Chair Evans   ITEM N (assets/docs/FINAL-ITEM-N.pdf)

O. Commissioner's Office FY 2017 Budget – Assoc. Cmsr. Brinkerhoff   ITEM O (assets/docs/FINAL-ITEM-O.pdf)

P. Commissioner Search – Cmsr. Haines   ITEM P (assets/docs/FINAL-ITEM-P.pdf)

Q. FY 2017 Board Meeting Schedule – Cmsr. Haines   ITEM Q (assets/docs/FINAL-ITEM-Q.pdf)

R. Strategic Workforce Initiatives – Assoc. Cmsr. Mackin   ITEM R (assets/docs/FINAL-ITEM-R-1.pdf)

S. Capital Development Prioritization – Assoc. Cmsr. Brinkerhoff   (Refer to Item H)

III. Information Items

T. Program Approvals – Assoc. Cmsr. Mackin   ITEM T (assets/docs/FINAL-ITEM-T.pdf)

U. UBATC and Duchesne County School District Parking Agreement – Assoc. Cmsr. Brinkerhoff   ITEM U (assets/docs/FINAL-ITEM-U.pdf)

V. Public Relations Report – Director Zweifel   ITEM V (assets/docs/Agenda-Item-Public-Relations-Report.pdf)

W. Office of the UCAT Commissioner Budget Report for FY 2016 – Assoc. Cmsr. Brinkerhoff   [ITEM W](assets/docs/FINAL-ITEM-W.pdf)

IV. Closed Session

Board may elect to go into closed session, which will not be open to the public, pursuant to Utah Code Section 52-4-204-206.

V. Adjourn

Public Notice of Electronic Meeting Access (UCA 52-4-207(3)): This meeting will be provided with electronic meeting access via conference/speaker telephone for Board of Trustee members only by prior arrangement with the board secretary. The Utah College of Applied Technology shall be the anchor location for public attendance.

The Utah College of Applied Technology (UCAT)
Board of Trustees Meeting
DATE: 06 April 2016
TIME: 10:00 AM – 2:00 PM
LOCATION: Utah College of Applied Technology
2801 Ashton Blvd
Lehi, UT 84043
(Anchor location for electronic access)

MINUTES
(DRAFT – Pending Board Approval)

Board of Trustees Present
Tom Bingham, Chair – TATC
Michael Madsen, 1st Vice Chair – BATC
Jim Evans, 2nd Vice Chair – MATC
Michael Jensen – DATC*
Stephen Wade – DXATC
Steve Moore – OWATC
Jerry Taylor – SWATC*
Mike Angus – UBATC
W. Tim Miller – Salt Lake Community College*
Brad Tanner – Non-Union Apprenticeship
Dale Cox – Union Apprenticeship
Jim Olsen – Governor's Appointee Business/Industry
Jesselie Anderson – State Board of Regents

Board of Trustees Absent
Brian Florang – Snow College
Barbara Corry – State Board of Education
Val Hale – Governor's Office of Economic Development

*participated via electronic access

UCAT Administration
Jared Haines – Acting UCAT President
Tyler Brinkerhoff – VP, Finance & Administrative Services
Zachary Barrus – VP, Student Services & Institutional Data
Elsa Zweifel – Director, Public Relations & Marketing
Jonathan Clark – Director, Institutional Data & Research
Kristin Smith – Executive Assistant/Board Secretary

Others Present
Chad Campbell – BATC, College President
Mike Bouwhuis – DATC, College President
Kelle Stephens – DXATC, College President
Clay Christensen – MATC, College President
Collette Mercier – OWATC, College President
Dennis Heaton – SWATC, Vice President
Scott Snelson – TATC, College President
Aaron Weight – UBATC, College President
Shawn Owens – UCAT Student of the Year
Jill Curry – Legislative Auditor's Office
David Jones – Attorney General's Office
Eric Peterson – Attorney General's Office

MINUTES OF MEETING

UTAH COLLEGE OF APPLIED TECHNOLOGY
Board of Trustees
06 April 2016

I.INTRODUCTION ITEMS

A. Call to Order
Meeting was called to order at 10:06 a.m.

B. Pledge of Allegiance

C-D. Approval of UCAT Board of Trustees Meeting Minutes
Motion to approve the Meeting Minutes from 14 January 2016 (regular) and 23 March 2016 (special).
Motion: Steve Moore; Second: Michael Madsen
Voting: Unanimous

E. Recognition of Departing Board Members Richard Tranter, Tom Bingham, & Michael Madsen

F. Oath of Office for UCAT Trustee W. Tim Miller
Trustee W. Tim Miller was not able to attend the meeting in person, but participated via conference call. The Oath of Office for him will be administered at the next board meeting he attends.

G. Introduction of 2016 UCAT Student of the Year Shawn Owens
Director Zweifel introduced UCAT Student of the Year Shawn Owens to the Board. Shawn thanked the Board for their dedication to UCAT and to students. He gave the Board an overview of his educational career and his dedication to help others pursue their goals of education.

II. ACTION ITEMS

H. Policy 101.9 (Bylaws – Board Officers) Revisions
Vice President Barrus gave the Board an overview of SB-131, and how it requires changes in the policies for election of Board Officers in Policy 101 (Bylaws).

Motion to approve the revisions to UCAT Policy 101 (Bylaws).
Motion: Jim Olsen, Second: Dale Cox
Voting: Unanimous

I. Elections for Board of Trustees Chair and Vice Chair
Trustee Tanner reported on the Nominating Committee's process as they called and spoke with the trustees about their observations and nominations for Board Chair and Vice Chair. The overall feedback was that members wanted a more active board than a head nodding board. Based on member recommendations, the committee placed their nominations.

Trustee Tanner nominated that Trustee Jim Evans be appointed as Chair of the UCAT Board of Trustees.
Motion: Brad Tanner, Second: Dale Cox

Chair Bingham called for additional nominations from the board membership. No others were placed.

A roll-call vote was performed on the motion to appoint Trustee Evans as Chair:

Tom Bingham – yes
Michael Madsen – yes
Jim Evans – yes
Mike Jensen – yes
Steve Moore – yes
Stephen Wade – yes
Mike Angus – yes
Jerry Taylor – yes
W. Tim Miller – yes
Brad Tanner – yes
Dale Cox – yes
Jim Olsen – yes

Voting: Unanimous

Trustee Evans was appointed as the new Chair of the UCAT Board of Trustees.

Trustee Tanner nominated Trustee Steve Moore to be appointed as Vice Chair of the UCAT Board of Trustees.
Motion: Brad Tanner, Second: Jim Olsen

Chair Bingham called for additional nominations from the board membership.

Trustee Wade nominated Trustee Mike Jensen. Trustee Taylor seconded the nomination.

Motion to Cease Nominations.
Motion: Dale Cox, Second: Mike Angus
Voting: Unanimous

Board members spoke on behalf of Steve Moore and Mike Jensen being Vice-Chair.

A roll-call vote was performed:

Tom Bingham – Steve Moore
Michael Madsen – Steve Moore
Jim Evans – Steve Moore
Mike Jensen – Mike Jensen
Steve Moore – Steve Moore
Stephen Wade – Mike Jensen
Mike Angus – Steve Moore
Jerry Taylor – Mike Jensen
W. Tim Miller – Mike Jensen
Brad Tanner – Steve Moore
Dale Cox – Steve Moore
Jim Olsen – Steve Moore

Voting:
Steve Moore – 8
Mike Jensen – 4

Trustee Moore was appointed as the Vice Chair of the UCAT Board of Trustees.

J. BATC & TATC Nominations for UCAT Board Members

Acting President Haines had BATC President Campbell and TATC President Snelson provide a brief overview of the nominations their Campus Boards of Directors have made to the Governor.

Motion that the Board consider the nominations by the BATC and TATC Boards of Directors, and that the UCAT Board send a separate letter in support of the college nominations.
Motion: Tom Bingham, Second: Michael Madsen
Voting: Unanimous, with Trustee Jensen absent for the vote

K. Custom Fit FY 2017 Allocations

Vice President Brinkerhoff gave a brief overview of House Bill 2 from the 2016 General Legislative Session which appropriated an additional $800,0000 to the Custom Fit program administered by UCAT. The Board had previously approved an allocation proposal in 2014 after the program received an additional $500,000 during the 2014 Legislative Session. The recommended FY 2017 allocations to each of the service regions are similar to those that were approved in 2014, but the President's Cabinet recommended an adjustment to align Tooele Applied Technology College more closely with its peer ATCs. Outlined in the agenda item is a spreadsheet with the distribution that has been approved by the Custom Fit Counsel as well as the President's Cabinet, and awaits Board approval.

Motion to approve the proposed allocations for FY 2017 and subsequent years until such time as the Board determines modifications are appropriate.
Motion: Brad Tanner, Second: Steve Moore
Voting: Unanimous, with Trustee Jensen absent for the vote

L-M. FY 2017 Proposed Tier 1 & Tier 2 Tuition Adjustment

Vice President Brinkerhoff gave a summary of the proposed Tier 1 and Tier 2 Tuition Adjustments for each of the campuses. However, DXATC, SWATC, and TATC, have not held tuition hearings yet. MATC and BATC will have no net tuition increase.

Trustee Wade made a motion for the Executive Committee to handle the approval of the SWATC, TATC, and the DXATC tuition rates after the three colleges hold the required tuition hearings with a conference call on Friday, April 22, 2016 at 7:30a.m.
Motion: Stephen Wade, Second: Tom Bingham
Voting: Unanimous, with Trustee Jensen absent for the vote.

Discussion: A few trustees raised concern regarding DXATC's proposed $0.25 tuition increase. Trustee Wade and DXATC President Stephens provided reasons as to the significant increase.

Motion to approve tuition as proposed for BATC, DATC, MATC, OWATC, and UBATC.
Motion: Jim Olsen, Second: Mike Angus
Voting: Unanimous, with Trustee Jensen absent for the vote.

N. FY 2017 Proposed Differential Tuition Rates

Vice President Brinkerhoff presented the proposed FY 2017 Differential Tuition Rates for the applicable campuses for approval. There was no increase to any rates. These rates are only valid for one year, and require approval by the Board each year.

Motion to approve the differential tuition rates for BATC, DATC, OWATC, TATC, and UBATC, as attached to the agenda.
Motion: Michael Madsen, Second: Tom Bingham
Voting: Unanimous, with Trustee Jensen absent for the vote.

O. UBATC FY 2015 Enrollment, Completion, & Cost Report Correction
Vice President Barrus presented the Board with a correction to the student data that was approved by the Board on 14 January 2016. UBATC's calculation of direct instructional cost had included federal grant money and other fees. The correction affects only the cost data. Therefore, to bring them in line with the policy, the reports have been corrected and require re-approval.

Motion to approve the revised FY 2015 UBATC and UCAT Enrollment, Completion, and Cost Reports as final for all future reporting purposes.
Motion: Mike Angus, Second: Steve Moore
Voting: Unanimous, with Mike Jensen absent for the vote.

P. BATC Land Exchange
Vice President Brinkerhoff gave an overview of the BATC Land Exchange with the City of Logan to improve the safety and aesthetics of the Logan campus as the city puts in a sidewalk.

Motion to approve the land exchange.
Motion: Mike Madsen, Second: Steve Moore
Voting: Unanimous, with Trustee Jensen absent for the vote.

Q. Appointment of UCAT Commissioner Position Development Committee
Chair Evans appointed Trustees Mike Jensen, Steve Moore, Jim Evans, and Jim Olsen, as well as Campus Presidents Collette Mercier, Michael Bouwhuis, Clay Christensen, and Scott Snelson to the UCAT Commissioner Position Development Committee. This committee will begin developing a draft position description and policy for appointing a Commissioner to be considered by the full Board.

Recess for lunch: Motion: Tom Bingham, Second: Jim Evans
Back in session: 12:23pm

III. INFORMATION ITEMS

R. 2016 Legislative Session Review
Vice President Brinkerhoff gave an overview of the funding that UCAT and its campuses received from the Legislature. Acting President Haines gave a summary of the Legislative Intent Language, Senate Bill 131, and also explained that a handout of selected bills that have some relevance to UCAT and its campuses is provided in the agenda.

S. Events: SWATC Ribbon Cutting, CTE Awards Banquet, UCAT Conference
Director Zweifel gave a brief overview of upcoming events that the Board may be interested in attending. She invited Dennis Heaton to give some brief details of the SWATC Ribbon Cutting for their new building that had occurred the previous week.

T. Program Approvals
Acting President Haines reported to the Board that President Brems had approved six programs listed in the agenda since the last time the board had met.

U. Office of the UCAT President Budget Report
Vice President Brinkerhoff presented the board with a report detailing appropriated revenues and expenditures by category for the Office of the UCAT President for the current fiscal year through March 31, 2016, as well as check and credit card registers for January-March 2016.

VI. ADJOURN

Motion to Adjourn: Jim Olsen, Second: Michael Madsen
Voting: Unanimous, with Trustees Jensen and Taylor absent for the vote.

Meeting adjourned at 12:51pm.

<div align="center">

The Utah College of Applied Technology (UCAT)
Board of Trustees Executive Committee Meeting
DATE: 22 April 2016
VIA CONFERENCE CALL
TIME: 8:00 AM – 8:30 AM
LOCATION: Utah College of Applied Technology
2801 Ashton Boulevard
Lehi, UT 84043

(Anchor location for electronic access)

MINUTES

</div>

Executive Committee Present
Jim Evans, Chair – MATC
Steve Moore, Vice-Chair – OWATC*
Mike Jensen – DATC*
Stephen Wade – DXATC*
Tom Bingham – TATC*
Mike Angus – UBATC*

Executive Committee Absent
Mike Madsen – BATC
Jerry Taylor – SWATC
Jim Olsen – Governor's Business/Industry Appointee

*participated via conference call

UCAT Administration
Jared Haines – Acting President
Tyler Brinkerhoff – Vice President
Zachary Barrus – Vice President
Kristin Smith – Executive Assistant

Others Present
Chad Campbell – BATC President*
Michael Bouwhuis – DATC President*
Kelle Stephens – DXATC President*
Clay Christensen – MATC President*
Collette Mercier – OWATC President*
Brennan Wood – SWATC President*
Aaron Weight – UBATC President*
George Ray – DATC
Terri Stephens – DATC
Jordan Rushton – DXATC*
Vic Hockett – DXATC*

Call to Order
Meeting was called to order at 8:03 a.m.

I. Action Items

A. Approval of 17 September 2015 Executive Committee Meeting Minutes
Motion to approve the Executive Committee Meeting Minutes for 17 September 2016.
Motion: Tom Bingham, Second: Mike Angus
Voting: Unanimous

B. FY 2017 Tuition Rate Approvals for DXATC, SWATC, and TATC
Acting President Haines gave a brief background on UCAT's process for tuition rates and structures. Vice President Brinkerhoff updated the Executive Committee with the action taken up to this point. On April 6, 2016, the Board of Trustees approved Tier 1 and Tier 2 adult tuition rates for five of the Applied Technology Colleges. Dixie Applied Technology College (DXATC), Southwest Applied Technology College (SWATC), and Tooele Applied Technology College (TATC) had not yet held public hearings as required by UCA 53B-7-101.5. All campuses have now conducted the hearings. DXATC and SWATC have requested final approval. The TATC Board will formally consider its final recommendation in its June meeting, and defer final approval until the June 8th Board of Trustees meeting. Trustee Bingham raised concerns over DXATC's 12.5% increase because statutorily UCAT is supposed to keep tuition affordable and low. Trustee Wade indicated that the market in the area would still keep DXATC very low cost. The DXATC Board of Directors had discussed this at length. The hearing was posted all over campus and nobody came to the tuition hearing or raised concerns.

Trustee Jensen asked DXATC President Stephens how much money the increase would generate and how that money would be utilized. President Stephens stated that it would be about $65,000. They hoped to utilize it to their student services staff by hiring an advisor. Currently DXATC has a receptionist who doubles as an advisor, and one registrar.

Motion to approve the recommended tuition rates for DXATC and SWATC.
Motion: Mike Jensen

Trustee Bingham asked that the motion be divided.
Trustee Jensen agreed to divide the motion.

Motion to approve the requested tuition rates for Southwest Applied Technology College.
Motion: Tom Bingham, Second: Steve Moore

A roll call vote was conducted:

Jim Evans – yes
Steve Moore – yes
Mike Jensen – yes
Stephen Wade – yes
Mike Angus – yes
Tom Bingham – yes

Voting: Unanimous

Motion to approve the requested tuition rates for Dixie Applied Technology College.
Motion: Mike Jensen

A roll call vote was conducted:

Jim Evans – yes
Steve Moore – yes
Mike Jensen – yes
Stephen Wade – yes
Mike Angus – yes
Tom Bingham – no

Voting: passing, with one in opposition

The approval of the requested tuition rates for Tooele Applied Technology College will be tabled until the June 8, 2016 UCAT Board of Trustees Meeting.

Adjourn
Motion to Adjourn: Jim Evans, Second: Stephen Wade
Meeting Adjourned at 8:25 a.m.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
08 June 2016

ITEM: III.V

TOPIC: Public Relations Report

BACKGROUND

The Marketing Representatives from the ATCs met in February and again in June at the UCAT Conference to discuss goals for FY 2017. They recommend that UCAT's strategy be to focus primarily on public relations rather than a UCAT marketing campaign. Beginning this next fiscal year, a new Public Relations Director will be hired to develop relationships with local media and promote technical education using success stories, events, and other note-worthy news from each of the colleges. Marketing will be done by individual colleges where they can reach their local communities.

Recently, UCAT was featured on Utah Matters, a KJZZ production with Acting Commissioner Jared Haines, Representative Stephen Handy, and SLCC Rep. We are scheduled for a spotlight with Utah Business Magazine, where the editor will be interviewing UCAT Board Chair Jim Evans and UCAT Student of the Year Shawn Owens in a 5-7 minute segment which will be promoted throughout Utah. We expect more of these types of engagements as we transition to a full public relations model.

Attachment:
none

UCAT DATA DICTIONARY
July 1, 20165 through June 30, 20176

File Descriptions:

The UCAT Data Submission contains course records for all students enrolled during a temporal "snapshot." The UCAT Completers File likewise lists all certificates issued during a temporal snapshot. Both files are submitted quarterly and adhere to the following capture dates:

Report	Capture Dates	Due Date
Quarter 1 submissions	July 1 – September 30	October 15
Quarter 2 submissions	July 1 – December 31	January 15
Quarter 3 submissions	July 1 – March 31	April 15
Quarter 4 submissions	July 1 – June 30	July 31

In addition, a follow-up UCAT Data Submission is due after the COE reporting deadline in December (see Policy 205.11.12). The UCAT Data Submission and Completers File will be used for reporting student headcounts, membership hours accrued, and certificates issued. This data will be loaded into the Utah Data Alliance data warehouse upon its validation by the campuses and acceptance by the UCAT Board of Trustees.

The Perkins Student Submission lists all students identified as "participants" during the reporting year. "Participants" are students who have completed at least 30 classmembership hours in a Perkins-approved program. This data is submitted to the Office of the PresidentCommissioner of Technical Education by October 1, then forwarded to the Utah State Office of Education by October 15 for evaluation of Perkins indicators (e.g., 3P1 – Retention).

Lastly, Custom Fit reports #1 and #2 contain information on the companies contracting with the campusvarious applied technology colleges for employee training and the individuals receiving said training. These reports follow the same capture and due dates listed in the table above, though fields contained in these reports are not defined in this dictionary.

Submission Requirements:

All data submissions described above contain sensitive student data and, as such, must be submitted to the Office of the PresidentCommissioner of Technical Education using a secure FTP site. Please contact the Office of the PresidentCommissioner of Technical Education for questions as to how this is done.

Data Elements:

The following data elements are defined herein and are required within the specified submission files. Data definitions are consistent with reporting requirements issued by outside agencies including the Integrated Post-secondary Education Data System (IPEDS), the Council on Occupational Education, and Perkins Grant administrators. Some of these elements are also used to facilitate matching with Department of Workforce Services and the Utah System of Higher Education.

Element Name	Element Number	Field Name	Data Submission	Completers File	Perkins Student Submission
CampusATC Code	U-1	U_INST	Yes	Yes	Yes
Report Year	U-2	U_YEAR	Yes	Yes	Yes
Report Number	U-3	U_RPT_NUM	Yes	Yes	
Student ID	U-4	U_ID	Yes	Yes	Yes
Student SSN	U-5	U_SSN	Yes	Yes	Yes
Statewide Student Identification Number	U-6	U_SSID	Yes		Yes
Last Name	U-7	U_LAST_NAME	Yes	Yes	Yes
First Name	U-8	U_FIRST_NAME	Yes	Yes	Yes
Middle Initial	U-9	U_MIDDLE	Yes		Yes
Suffix	U-10	U_SUFFIX	Yes		
Maiden Name	U-11	U_MAIDEN	Yes		
Birthdate	U-12	U_BIRTH_DT	Yes		
Gender	U-13	U_GENDER	Yes	Yes	Yes
Residence Status, Ethnicity, Race	U-14	U_RESIDENCE_N, U_ETHNIC_H, U_RACE_MULTI, U_RACE, U_ETH_RACE_U	Yes	Yes	Yes
Student's Age	U-15	U_AGE	Yes		
ZipIP Code	U-16	U_CURR_ZIP	Yes		
County Codeof Origin	U-17	U_COUNTY_ORIGIN	Yes		
State of Origin	U-18	U_STATE_ORIGIN	Yes		
Grade Level	U-19	U_GRADE_LEVEL	Yes		Yes
Secondary School Code	U-20	U_HS	Yes		
Enrollment Objective	U-21	U_ENRL_OBJ	Yes	Yes	
COE AccountableReportable	U-22	U_COE_ACCOUNTABLE	Yes		
Full/Three-quarter/Part/Less than Part-time Status	U-23	U_PT_FT	Yes		Yes
EntryFirst Time Date	U-24	U_FIRST_DATE	Yes		
Entry ActionFirst Time Type	U-25	U_FIRST_TYPE	Yes		
Scheduled Start Date	U-26	U_START_DATE	Yes		
Scheduled Stop Date	U-27	U_STOP_DATE	Yes		
Exit Code	U-28	U_EXIT_CODE	Yes		
Exit Date	U-29	U_EXIT_DATE	Yes		
Licensure Status	U-30	U_LIC_EXAM	Yes		
Verified Outcome status	U-31	U_OUTCOME	Yes		
Verification Date	U-32	U_OUT_DT	Yes		
CIP CodeList	U-33	U_PRG_CIP	Yes	Yes	Yes
		U_DEL_CIP	Yes		
		U_COMP_CIP		Yes	
Area of Study	U-34	U_SUBJ	Yes	Yes	
Class Number	U-35	U_NUM	Yes		
Class Title	U-36	U_TITLE	Yes		
Delivery Method	U-37	U_DEL_METH	Yes		

Element Name	Element Number	Field Name	Data Submission	Completers File	Perkins Student Submission
Budget Code	U-38	U_BUDGET_CODE	Yes		
Instruction Type	U-39	U_INSTRUCT_TYPE	Yes		
Site Type	U-40	U_SITE_TYPE	Yes		
Scheduled Hours	U-41	U_SCHEDULED_HRS	Yes		
Expected Hours	U-42	U_EXPECTED_HRS	Yes		
Program Category Type	U-43	U_CAT_TYPE	Yes	Yes	
Award Type	U-44	U_DEG_TYPE		Yes	Yes
Hours Required for Certificate	U-45	U_REQ_HRS		Yes	
Hours Enrolled in Certificate	U-46	U_ENRLD_HRS		Yes	
Certificate Completion Date	U-47	U_COMP_DATE		Yes	
Certificate Conferral Date	U-48	U_ISSUE_DATE		Yes	Yes
CIP Name	U-49	U_CIP_NAME		Yes	
Training Start Date	U-50	U_TRAINING_START		Yes	
Training Duration	U-51	U_WEEKS_APART		Yes	
Age Uupon Certificate Conferral	U-52	U_COMP_AGE		Yes	
Economically Disadvantaged Status	U-53	U_DISADV			Yes
Student LEPimited English Proficiency Status	U-54	U_LEP			Yes
Student Disabilityled Status	U-55	U_DISABLED			Yes
Displaced Homemaker	U-56	U_DIS_HOME			Yes
Single Parent	U-57	U_SINGLE_PARENT			Yes
Pell Grant Recipient	U-58	U_PELL			Yes
BIAW Recipient	U-59	U_BIA			Yes
WIOA/DWS Sponsored StudentRecipient	U-60	U_WIOADWS			Yes

Additional Explanations:
Full-time equivalent (FTE) will be determined by dividing an campusapplied technology college's' membership hours as defined in UCAT Policy 201, Membership Hour Reporting, by 900. FTE calculations will be different based on the reporting standards of each agency requiring them (e.g., IPEDS), as each agency may identify students/groups that are eligible for reporting exclusion.

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~6~~

Element: **U-01**

ELEMENT NAME: ~~Campus~~ATC Code

FIELD NAME: U_INST

~~**FIELD DATA TYPE:** INT~~

FIELD FORMAT: 2 digits

DEFINITION: The code used to identify the UCAT ~~campus~~applied technology college.

Field Value	Field Attributes and Examples	Effective Date
45	Bridgerland – Logan	July 1, 2006
48	Davis – Kaysville	July 1, 2006
65	Dixie – St. George	July 1, 2006
61	Mountainland – Lehi	July 1, 2011
44	Ogden-Weber – Ogden	July 1, 2006
62	Southwest – Cedar City	July 1, 2006
64	Tooele – Tooele	July 1, 2010
47	Uintah Basin – Roosevelt	July 1, 2006

COMMENTS: Last modified ~~April~~June 8, 201~~1~~6.

REFERENCE: State code numbers were generated by the Utah State Board of Education.

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015̶6

ELEMENT NAME: Report Year

FIELD NAME: U_YEAR

~~**FIELD DATA TYPE:**~~ ~~INT~~

FIELD FORMAT: 4 digits

DEFINITION: The academic year for which the data is being reported.

Field Value (example)	Field Attributes and Examples	Effective Date
2007	The academic year of the extract data (the academic year begins July 1 and ends June 30; academic year 2007 begins July 1, 2006 and ends June 30, 2007).	July 1, 2006

COMMENTS: Last modified September 2005.

REFERENCE:

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~6~~

Element: **U-03**

ELEMENT NAME: Report Number

FIELD NAME: U_RPT_NUM

~~**FIELD DATA TYPE:** INT~~

FIELD FORMAT: 1 digit

DEFINITION: The report number for the data submission, as listed in the submission schedule.

Field Value	Field Attributes and Examples	Effective Date
1	July 1 to Sept 30 of the reporting year	July 1, 2006
2	July 1 to Dec 31 of the reporting year	July 1, 2006
3	July 1 to March 31 of the reporting year	July 1, 2006
4	July 1 to June 30 of the reporting year	July 1, 2006

COMMENTS: Last modified September 2005.

REFERENCE:

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~5~~6

Element: **U-04**

ELEMENT NAME: Student ID

FIELD NAME: U_ID

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 10 digits

DEFINITION: Unique identifier which is generated by the UCAT ~~campus~~applied technology college for each enrolled student. An institutionally defined number is 10 digits in length. This "student ID" will print on reports and is never the student's Social Security ~~n~~Number.

Field Value	Field Attribute and Example	Effective Date
<Student Specific>	Institutionally given number	July 1, 2006

COMMENTS: Last modified ~~March~~June 9~~8~~, 20~~0~~16.

REFERENCE: Northstar Student Demographic Form

7

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015̶6̶

Element: **U-05**

ELEMENT NAME: Student SSN

FIELD NAME: U_SSN

FIELD DATA TYPE: ~~Number~~

FIELD FORMAT: 9 digits

DEFINITION: Unique Social Security ~~n~~Number (SSN) of an enrolled student. Social Security ~~n~~Numbers shall be used to facilitate student tracking except in the rare case that a student does not have an SSN (i.e., international student), in which the institutionally defined identification number (U-04) will be used.

Field Value	Field Attributes	Effective Date
\<Student Specific\>	Social Security ~~n~~Number (without hyphens)	July 1, 2006
\<blank\>	The student did not provide an SSN upon enrollment.	July 1, 2006

COMMENTS: The student's SSN is used for data matching between the ~~campus~~applied technology college and the Utah State Office of Education (for Perkins Grant purposes), the Department of Workforce Services (for placement calculations), and the Utah System of Higher Education (for COE purposes). SSNs shall also be used for reporting to the Internal Revenue Service for student financial aid (1098-T) purposes. Without a Social Security ~~n~~Number, Northstar will not list the student for 1098-T reporting in order to avoid incurring an IRS fine for inaccurate data reporting.

SSNs shall be valid and adhere to the following standards adopted by the Social Security Administration:
- SSNs shall not begin with "000", "666", or "900" through "999~~.~~".
- SSNs' fourth and fifth digits shall not be "00~~.~~".
- SSNs shall not end with "0000~~.~~".

Last Modified June ~~11~~8, 2015̶6̶.

REFERENCE: Northstar Student Demographic Form

www.socialsecurity.gov

8

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-20~~5~~6

Element: **U-06**

ELEMENT NAME: Statewide Student Identification Number

FIELD NAME: U_SSID

~~FIELD DATA TYPE:~~ ~~Number~~

FIELD FORMAT: 7-11 digits

DEFINITION: Utah State Office of Education (USOE) Statewide Student Identification Number (SSID), which is issued to each USOE public education student upon entry into Utah's public education system. This number was first issued in 2006, so students with birthdates beginning in approximately 1987 would be the first "seniors" issued an SSID. This number is available from each high school and/or district.

Field Value	Field Attributes and Examples	Effective Date
<Student Specific>	1094317 (example)	July 1, 2006
<blank>	If student was not a Utah student or SSID was unknown	July 1, 2006

COMMENTS: The original length of this identifier was seven (7) digits long, though it will eventually grow to eleven (11) digits. Last modified ~~May~~June ~~13~~8, 201~~0~~6.

REFERENCE: Northstar Student Demographic Form

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~5~~6

Element: **U-07**

ELEMENT NAME: Last Name

FIELD NAME: U_LAST_NAME

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: ~~60~~N characters

DEFINITION: The legal surname of the student.

Field Value	Field Attributes and Examples	Effective Date
<student specific>	Last name of student	July 1, 2006

COMMENTS: Last modified May 13, 2010.

REFERENCE: Northstar Student Demographics Form

Element: **U-08**

ELEMENT NAME: First Name

FIELD NAME: U_FIRST_NAME

FIELD DATA TYPE: NVarchar

FIELD FORMAT: 50N characters

DEFINITION: The legal first name of the student.

Field Value	Field Attributes and Examples	Effective Date
<student specific>	First name of student	July 1, 2006

COMMENTS: Last modified May 13, 2010.

REFERENCE: Northstar Student Demographics Form

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~5~~6

Element: **U-9**

ELEMENT NAME: Middle Initial

FIELD NAME: U_MIDDLE

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 1 character

DEFINITION: The middle initial of the student.

Field Value	Field Attributes and Examples	Effective Date
<student specific>	Middle initial of the student	July 1, 2006
<blank>	The student does not have a known middle name or initial.	July 1, 2006

COMMENTS: Middle initials shall not be accompanied by periods. Last modified ~~March~~June ~~29~~8, 201~~2~~6.

REFERECE: Northstar Student Demographics Form

12

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-20156

Element: **U-10**

ELEMENT NAME: Suffix

FIELD NAME: U_SUFFIX

FIELD DATA TYPE: NVarchar

FIELD FORMAT: 6N characters

DEFINITION: The suffix accompanying the student's legal nameof the student.

Field Value	Field Attributes and Examples	Effective Date
<student specific>	The suffix of the student	July 1, 2006
<blank>	The student's name does not have an applicable suffix.	July 1, 2006

COMMENTS: Suffixes shall not utilize periods (i.e., "JR" instead of "JR."). Last modified MarchJune 298, 20126.

REFERECE: Northstar Student Demographics Form

Element: **U-11**

ELEMENT NAME: Maiden Name

FIELD NAME: U_MAIDEN

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 6̶0̶N characters

DEFINITION: The maiden name of the student (if applicable).

Field Value	Field Attributes and Examples	Effective Date
<student specific>	The maiden name of the student	July 1, 2006
<blank>	The student does not have an applicable maiden name.	July 1, 2006

COMMENTS: Last modified March 29, 2012.

REFERECE: Northstar Student Demographics Form

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-20156

Element: **U-12**

ELEMENT NAME: Birth Date

FIELD NAME: U_BIRTH_DT

FIELD DATA TYPE: Date

FIELD FORMAT: 8 digits (YYYYMMDD)

DEFINITION: The student's calendar date of birth.

Field Value	Field Attribute and Examples	Effective Date
YYYY	Year of birth (i.e., a student born in 1978 will have 1978 listed)	July 1, 2006
MM	Calendar month of birth (i.e., 01 – January; 02 – February; etc.)	July 1, 2006
DD	Day of the month of student's birth (i.e., valid between 01 and 31)	July 1, 2006

COMMENTS: The student's age is part of the IPEDS Fall Enrollment and Completions surveys; age cannot be determined without a birthdate. Last modified May 13, 2010.

REFERENCE: Northstar Student Demographics Form

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~5~~6

Element: **U-13**

ELEMENT NAME: Gender

FIELD NAME: U_GENDER

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 1 character

DEFINITION: A code indicating the gender of the student.

Field Value	Field Attribute and Examples	Effective Date
M	Male	July 1, 2006
F	Female	July 1, 2006
N	Unspecified	July 1, 2006

COMMENTS: Student gender is used for reporting to IPEDS and Perkins, as well as c~~ampus~~college and UCAT reporting. Last modified ~~May~~June ~~13~~8, 201~~0~~6.

REFERENCE: Northstar Student Demographics Form

16

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~5~~6

Element: **U-14**

ELEMENT NAME: Residence Status, Ethnicity, and Race

FIELD NAME: U_RESIDENCE_N, U_ETHNIC_H, U_RACE_MULTI, ~~and~~ U_RACE, and U_ETH_RACE_U

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 1 character per ~~residence, ethnic, and racial~~ category

DEFINITION: The residence, ethnic, and racial categories used to classify students.

U_RESIDENCE_N

Field Value	Field Attribute or Examples	Effective Date
N	*Non Resident Alien*: A person who is not a citizen or national of the United States and who is in this country on a visa or a temporary basis and does not have the right to remain indefinitely. No further ethnic or racial information is required.	June 15, 1998
<blank>	The student is not a non-resident alien as defined above.	June 15, 1998

U_ETHNIC_H

Field Value	Field Attribute or Examples	Effective Date
H	*Hispanic or Latino*: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. No further racial information is reported.	February 24, 1999
<blank>	The student does not identify as Hispanic or Latino as defined above.	February 24, 1999

U_RACE_MULTI

Field Value	Field Attribute or Examples	Effective Date
1M	The student identifies as multiracial (i.e., belonging to more than one of the following racial groups [definitions are provided below]: Asian, Black or African American, American Indian or Alaskan Native, Native Hawaiian or Pacific Islander, and White).	February 24, 1999
0<blank>	The student does not identify as multiracial as defined above.	February 24, 1999

U_RACE

Field Value	Field Attribute or Examples	Effective Date
A	*Asian*: A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian subcontinent including for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	February 24, 1999
B	*Black or African American*: A person having origins in any of the Black racial groups of Africa.	February 24, 1999
I	*American Indian or Alaskan Native*: A person having origins in any of the original peoples of North America and South America (including Central America) and who maintains cultural identification through tribal affiliation or community attachment.	February 24, 1999
P	*Native Hawaiian or Pacific Islander*: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	February 24, 1999
W	*White*: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	February 24, 1999

| U | *Unspecified*: The student does not identify as one of the five racial groups above. | June 15, 1998 |

U_ETH_RACE_U

Field Value	Field Attribute or Examples	Effective Date
U	*Unknown*: The student's racial and ethnic identity is unknown.	June 15, 1998
<blank>	The student's racial and ethnic identity is known.	

COMMENTS: Student residency, ethnicity, and racial information is required for IPEDS and Perkins reporting, as well as campusollege and UCAT reporting. Definitions are drawn from IPEDS, as are procedures for categorizing students. If a student identifies as a non-resident alien, no ethnic or racial information is reportedquired. If a student is a legal resident of the United States and identifies as Hispanic, no further racial information is reportedquired. Hence, U_RACE_MULTI will always have a value of zero for both non-resident and Hispanic students. While certain data reporting requirements (i.e. IPEDS, Perkins, etc.) require a multiracial indicator alone, all reports generated within Northstar shall include the specific races selected. Note that at least one of the U_RACE fields must have a value contained therein. For this reason, a blank value is not included in the table of acceptable values. Last modified June 118, 20156.

REFERENCE: IPEDS Glossary – 200815 to 2016 – Race/Ethnicity
Northstar Student Demographics Form

Element: **U-15**

ELEMENT NAME: Student's Age

FIELD NAME: U_A~~GE~~ge

~~**FIELD DATA TYPE:** INT~~

FIELD FORMAT: ~~2~~1-3 digits

DEFINITION: The age of the student as of September 1 of the reporting year.

Field Value (Example)	Field Attributes and Example	Effective Date
29	Student is 29 years old as of September 1 of the reporting year.	July 1, 2015

COMMENTS: Last modified June ~~11~~8, 2015~~6~~.

REFERENCE: Age is calculated based on birthdate provided in U_12.

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-20156

Element: **U-16**

ELEMENT NAME: Zip Code

FIELD NAME: U_CURR_ZIP

~~**FIELD DATA TYPE:** Number~~

FIELD FORMAT: 5 or 9 digits

DEFINITION: The postal code of the student's current address while attending classes. This field is left blank when the address does not exist.

Field Value	Field Attributes and Example	Effective Date
<valid US postal code>	ZIP code associated with student's current address (does not include hyphens between ZIP code and extension where extension is known).	July 1, 2006
<blank>	Zip code is not provided or unavailable.	July 1, 2006

COMMENTS: Used to monitor commuter movement at UCAT College~~sampuses~~. Last modified ~~May~~June ~~13~~8, 201~~0~~6.

REFERENCE: ~~US postal code.~~ Northstar Student Demographics Form

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~6~~

ELEMENT NAME: County Code

FIELD NAME: U_COUNTY_ORIGIN

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 5 characters

DEFINITION: The Utah county code indicating the student's county of origin as described at the time of first application to the UCAT college~~ampus~~ and if the state of origin (U-18) is "UT~~.~~".

Field Value	Field Attributes and Example	Effective Date
UT001	Beaver	July 1, 2005
UT003	Box Elder	July 1, 2005
UT005	Cache	July 1, 2005
UT007	Carbon	July 1, 2005
UT009	Daggett	July 1, 2005
UT011	Davis	July 1, 2005
UT013	Duchesne	July 1, 2005
UT015	Emery	July 1, 2005
UT017	Garfield	July 1, 2005
UT019	Grand	July 1, 2005
UT021	Iron	July 1, 2005
UT023	Juab	July 1, 2005
UT025	Kane	July 1, 2005
UT027	Millard	July 1, 2005
UT029	Morgan	July 1, 2005

Field Value	Field Attributes and Example	Effective Date
UT031	Piute	July 1, 2005
UT033	Rich	July 1, 2005
UT035	Salt Lake	July 1, 2005
UT037	San Juan	July 1, 2005
UT039	Sanpete	July 1, 2005
UT041	Sevier	July 1, 2005
UT043	Summit	July 1, 2005
UT045	Tooele	July 1, 2005
UT047	Uintah	July 1, 2005
UT049	Utah	July 1, 2005
UT051	Wasatch	July 1, 2005
UT053	Washington	July 1, 2005
UT055	Wayne	July 1, 2005
UT057	Weber	July 1, 2005
UT097	*Out* of state, *out* of U.S.	June 15, 1998
UT099	*Out* of state, *in* the U.S.	June 15, 1998
<blank>	Student's county of origin is unknown.	June 11, 2015

COMMENTS: Last Modified June ~~11~~8, 201~~5~~6.

REFERENCE: Northstar Student Demographics Form

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~6~~

Element: **U-18**

ELEMENT NAME: State

FIELD NAME: U_STATE_ORIGIN

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 2 characters

DEFINITION: The state code indicating the student's state of origin as described at the time of first application to the UCAT College~~ampus~~, if one is available. "XX" is entered if the student is from outside the United States.

Field Value	Field Attributes and Example	Effective Date
AA	Armed Forces Americas	July 1, 2006
AE	Armed Forces, Africa, Canada, Europe, Middle East	July 1, 2006
AK	-Alaska	July 1, 2006
AL	-Alabama	July 1, 2006
AP	Armed Forces Pacific	July 1, 2006
AR	-Arkansas	July 1, 2006
AS	American Samoa	July 1, 2006
AZ	-Arizona	July 1, 2006
CA	-California	July 1, 2006
CO	-Colorado	July 1, 2006
CT	-Connecticut	July 1, 2006
DC	-District of Columbia	July 1, 2006
DE	-Delaware	July 1, 2006
FL	-Florida	July 1, 2006
FM	Federated States of Micronesia	July 1, 2006
GA	-Georgia	July 1, 2006

Field Value	Field Attributes and Example	Effective Date
GU	Guam	July 1, 2006
HI	-Hawaii	July 1, 2006
IA	-Iowa	July 1, 2006
ID	-Idaho	July 1, 2006
IL	Illinois	July 1, 2006
IN	-Indiana	July 1, 2006
KS	-Kansas	July 1, 2006
KY	-Kentucky	July 1, 2006
LA	-Louisiana	July 1, 2006
MA	-Massachusetts	July 1, 2006
MD	-Maryland	July 1, 2006
ME	-Maine	July 1, 2006
MH	Marshall Islands	July 1, 2006
MI	-Michigan	July 1, 2006
MN	-Minnesota	July 1, 2006
MO	-Missouri	July 1, 2006
MS	-Mississippi	July 1, 2006
MT	-Montana	July 1, 2006
MP	Northern Mariana Islands	July 1, 2006
NC	-North Carolina	July 1, 2006
ND	-North Dakota	July 1, 2006
NE	-Nebraska	July 1, 2006
NH	-New Hampshire	July 1, 2006
NJ	-New Jersey	July 1, 2006
NM	-New Mexico	July 1, 2006
NV	-Nevada	July 1, 2006

Field Value	Field Attributes and Example	Effective Date
NY	-New York	July 1, 2006
OH	-Ohio	July 1, 2006
OK	-Oklahoma	July 1, 2006
OR	-Oregon	July 1, 2006
PA	-Pennsylvania	July 1, 2006
PR	Puerto Rico	July 1, 2006
PW	Palau	July 1, 2006
RI	-Rhode Island	July 1, 2006
SC	-South Carolina	July 1, 2006
SD	-South Dakota	July 1, 2006
TN	-Tennessee	July 1, 2006
TX	-Texas	July 1, 2006
UT	-Utah	July 1, 2006
VA	-Virginia	July 1, 2006
VI	Virgin Islands, U.S.	July 1, 2006
VT	-Vermont	July 1, 2006
WA	-Washington	July 1, 2006
WI	-Wisconsin	July 1, 2006
WV	-West Virginia	July 1, 2006
WY	-Wyoming	July 1, 2006
XX	Outside the 50 states, and the District of Columbia, and territories here specified.	July 1, 2006
<blank>	Student's state of origin is unknown.	June 11, 2015

COMMENTS: Last modified June 118, 20156.

REFERENCE: http://www.usps.com/ncsc/lookups/abbrev.html
————————————Northstar Student Demographics Form

27

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~5~~6

ELEMENT NAME: Grade level

FIELD NAME: U_GRADE_LEVEL

~~**FIELD DATA TYPE:** Number~~

FIELD FORMAT: 2 digits

DEFINITION: Student's grade level while enrolled.

Field Value	Field Attributes and Examples	Effective Date
07	Student is currently in the seventh grade.	July 1, 2011
08	Student is currently in the eighth grade.	July 1, 2011
09	Student is currently in the ninth grade.	July 1, 2006
10	Student is currently in the tenth grade.	July 1, 2006
11	Student is currently in the eleventh grade.	July 1, 2006
12	Student is currently in the twelfth grade.	July 1, 2006
13	Student is an adult (post-secondary).	July 1, 2006

COMMENTS: Last modified May 13, 2010.

REFERENCE: Northstar Enrollment Period Form

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-20156

Element: **U-20**

ELEMENT NAME: Secondary School ~~List~~

FIELD NAME: U_HS

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 6 characters

DEFINITION: The High School and Special Secondary School codes which uniquely identify each secondary institution. Where district codes are unknown, the school's ACT code is substituted. Where neither code is known, the Office of the Commissioner of Technical Education~~President~~ will assign a unique code to be used until a legitimate code is discovered, as in the case of Connections Academy in the table below.

District Code	ACT Code	High School Names	School District	School Type	Effective Date
07-725		3-6 Program (Bountiful High School) – Bountiful		Alternative	7/1/2006
07-720		3-6 Program (Clearfield High School) – Clearfield		Alternative	7/1/2006
	450416	A City for Children and Teens – Springville		Private	7/1/2006
	459250	Ability to Benefit		State	7/1/2008
	450146	Abundant Life Academy – Kanab		Private	7/1/2007
	450429	Academy at Canyon Creek – Springville		Private	7/1/2008
83-700	450360	Academy for Math, English & Science (AMES) – Salt Lake City	Granite	Charter	7/1/2004
91-906		Accelerated Learning Center – Murray		Private	7/1/2007
	450186	Achievement Academy – Manti		Private	7/1/2007
12-760		Adult & Community Education – Salt Lake City		Alternative	7/1/2006
05-750		Adult Education – Price		Alternative	7/1/2005
12-750		Adult High School – Salt Lake City		Alternative	7/1/2007
	459050	Adult HS Diploma (Utah)		State	7/1/2003
		AFTEC Palisades Pals – Manti (See Utah Preparatory Academy [YIC])		Alternative	7/1/2006
39-780		Airport View Detention Center – Logan		Alternative	7/1/2006
	450071	Alpine Academy – Erda		Private	7/1/2007

District Code	ACT Code	High School Names	School District	School Type	Effective Date
01-735		Alpine Summit – Orem		Alternative	7/1/2007
01-730	450006	Alpine Summit Programs – Orem		Alternative	7/1/2008
01-650	458000	Alpine Transition & Education Center – Lindon	Alpine	Alternative	7/1/2005
42-702	450402	Alta High School – Sandy	Canyons	Regular	7/1/2003
08-704	450000	Altamont High School – Altamont	Duchesne	Regular	7/1/2003
12-781		Alter Safe School-HS – Salt Lake City		Alternative	7/1/2006
08-755		Alternative Packet Program – Duchesne		Alternative	7/1/2006
	450480	American Academy – Salt Lake City		Private	7/1/2008
8K-700		American Academy of Innovation		Charter	7/1/2016
01-704	450005	American Fork High School – American Fork	Alpine	Regular	7/1/2003
	450003	American Heritage School – American Fork		Private	7/1/2003
8B-100	450413	American Leadership Academy – Spanish Fork	Nebo	Charter	7/1/2007
74-700		American Preparatory Academy – Draper	Granite	Charter	7/1/2007
74-110		American Preparatory Academy Accelerated School – West Valley City	Granite	Charter	7/1/2015
	450361	Anchor Christian Academy – Salt Lake City		Private	7/1/2003
JB-904		Aneth Community School – Montezuma Creek		Private	7/1/2008
11-760		Arches Education Center – Moab	Grand	Alternative	7/1/2005
37-805		Archway Youth Service Center (YIC) – Ogden		Alternative	7/1/2008
		Arrow Academy (YIC; see Youth Health Associates) – Clearfield		Alternative	7/1/2006
		Arrow Reflections (YIC; see Paramount Reflections) – Layton		Alternative	7/1/2006
12-770		Artec (non-custodial; see Youth Education Support Service) – Salt Lake City		Alternative	7/1/2006
12-556		Artec Campus – Kearns		Alternative	7/1/2005
14-552		Artec South – Midvale		Alternative	7/1/2005

District Code	ACT Code	High School Names	School District	School Type	Effective Date
19-735		Ascent, Inc. Mona Country Residential (YIC) – Mona		Alternative	7/1/2008
20-500		Ascent, Inc. Pine Creek Ranch (YIC) – Mt Pleasant		Alternative	7/1/2008
31-750	991746	Ashley Valley Education Center – Vernal	Uintah	Alternative	7/1/2007
	450167	Aspen Ranch School – Loa		Private	7/1/2003
222223*		Athenian E-Academy – Roosevelt		Charter	11/1/2015
222224*		Athenian E-Academy – Tremonton		Charter	11/1/2015
03-704	450430	Bear River High School – Garland	Box Elder	Regular	7/1/2003
02-704	450010	Beaver High School – Beaver	Beaver	Regular	7/1/2003
3B-700	450401	Beehive Science & Tech Academy (BSTA) – Salt Lake City	Canyons	Charter	7/1/2006
37-703	450245	Ben Lomond High School – Ogden	Ogden	Regular	7/1/2003
	450460	Benchmark School – Woods Cross		Private	7/1/2003
	450044	Benjamin Franklin Academy – Midway		Private	7/1/2003
	450246	Berean Baptist Christian Academy – Ogden		Private	7/1/2003
16-712	450018	Big Water School – Big Water	Kane	Regular	7/1/2003
14-704	450020	Bingham High School – South Jordan	Jordan	Regular	7/1/2003
19-740		Birdseye Group Home – Spanish Fork		Alternative	7/1/2006
FC-912		Blessed Sacrament School – Sandy		Private	7/1/2007
30-740	991060	Blue Peak High School – Tooele	Tooele	Alternative	7/1/2010
35-701	450247	Bonneville High School – Ogden	Weber	Regular	7/1/2003
07-704	450030	Bountiful High School – Bountiful	Davis	Regular	7/1/2003
03-708	450035	Box Elder High School – Brigham City	Box Elder	Regular	7/1/2003
	450312	Brigham Young University Independent Study – Provo		Private	7/1/2003
42-705	450362	Brighton High School – Salt Lake City	Canyons	Regular	7/1/2003
	450166	Browning Academy / Cross Creek Camp – La Verkin		Private	7/1/2003
10-704	450435	Bryce Valley High School – Tropic	Garfield	Regular	7/1/2003
	450023	Bureau of Indian Affairs		Private	7/1/2003
04-710		Cache Alternative High – Logan	Cache	Alternative	7/1/2015
04-710	450168	Cache High School – Logan		Alternative	7/1/2003
	450407	Cache Instructional Workshop – Logan		Private	7/1/2003
MR-901		Cache Valley Learning Center – Logan		Private	7/1/2008
	450358	Calvary Chapel Christian School – St. George		Private	7/1/2008

District Code	ACT Code	High School Names	School District	School Type	Effective Date
07-735	450157	Canyon Heights – Kaysville		Alternative	7/1/2003
9D-100		Canyon Rim Academy – Salt Lake City	Granite	Charter	7/1/2008
13-712	450046	Canyon View High School – Cedar City	Iron	Regular	7/1/2003
35-810	991747	Canyon View School – Ogden	Weber	Alternative	3/15/2005
25-775		Canyonlands Youth Home – Blanding		Alternative	7/1/2006
42-740		Canyons Technical Education Center – Sandy	Canyons	Regular	7/1/2015
05-704	450310	Carbon High School – Price	Carbon	Regular	7/1/2003
	450313	Carden-Lee School, The – Salt Lake City		Private	7/1/2003
05-550		Castle County Youth Center – Price		Alternative	7/1/2005
05-801		Castle Valley Center – Price	Carbon	Alternative	7/1/2005
	450059	CBA Center – Delta		Charter	7/1/2003
13-704	450045	Cedar City High School – Cedar City	Iron	Regular	7/1/2003
	450343	Cedar Ridge Academy – Roosevelt		Regular	11/4/2005
26-716	450333	Cedar Ridge High – Richfield	Sevier	Alternative	7/1/2015
87-700		Center City Charter School – Salt Lake City		Alternative	7/1/2004
38-610		Central Utah Enterprises – Provo		Alternative	7/1/2006
26-730		Central Utah Youth Home – Richfield		Alternative	7/1/2005
2D-100		Channing Hall – Draper	Canyons	Charter	7/1/2008
36-826		Children Behavior Therapy – Salt Lake City	Salt Lake	Alternative	7/1/2008
FL-904		Christ Lutheran – Murray		Private	7/1/2008
	450340	Christian Heritage School – Riverdale		Private	7/1/2003
12-581		Christmas Box House – Salt Lake City		Alternative	7/1/2008
	450357	Cinnamon Hills School – St. George		Private	11/4/2005
87-700	450364	City Academy – Salt Lake City	Salt Lake	Charter	11/4/2005
07-706	450053	Clearfield High School – Clearfield	Davis	Regular	7/1/2003
NJ-770		Clearfield Job Corps Center – Clearfield	Other	Alternative	7/1/2015
MV-901		Colby School – Park City		Private	7/1/2008
36-821		Columbus Community Center – Salt Lake City	Salt Lake	Alternative	7/1/2007
08-802		Con Amore Training Center – Myton	Duchesne	Alternative	7/1/2005
	450392	Concordia Preparatory School – Riverton		Private	7/1/2003
KE-672		Copper Hills Youth Center – West Jordan		Private	7/1/2008
14-703	450450	Copper Hills High School – West Jordan	Jordan	Regular	7/1/2003
42-711	450073	Corner Canyon High School – Draper	Canyons	Regular	7/1/2015
19-730		Cornerstone Evening – Spanish Fork		Alternative	7/1/2006
12-702	450363	Cottonwood High School – Salt Lake City	Granite	Regular	7/1/2003

District Code	ACT Code	High School Names	School District	School Type	Effective Date
KH-955		Cottonwood Treatment Center – Salt Lake City		Private	7/1/2008
	450232	Creekside High School – Murray		Regular	7/1/2003
	450166	Cross Creek Academy – La Verkin		Private	7/1/2008
222222*		Crossroads Academy – Ogden		Alternative	7/1/2015
3E-100		CS Lewis Academy – Payson	Nebo	Charter	7/1/2008
12-704	450175	Cyprus High School – Magna	Granite	Regular	7/1/2003
03-778	450034	Dale Young Community HS – Brigham City	Box Elder	Alternative	7/1/2003
01-840		Dan W. Peterson – American Fork	Alpine	Alternative	7/1/2007
DM-951		Dancing Moose Montessori School – West Valley City		Private	7/1/2008
A3-700	450249	Davinci Academy of Science & the Arts – Ogden	Ogden	Charter	7/1/2004
07-032		Davis Adult Education – Kaysville		Alternative	7/1/2009
DA-951		Davis Arrow Academy (YIC) – Clearfield	Davis	Alternative	7/1/2009
07-708	450155	Davis High School – Kaysville	Davis	Regular	7/1/2003
		Day Treatment (See OWATC Day Treatment) – Ogden		Alternative	7/1/2006
	450201	Daystar Adventist Academy – Castle Valley		Private	7/1/2003
91-914		Deamude Adventist Christian School – Ogden		Private	7/1/2008
12-580		Decker Lake Youth Center – West Valley City		Alternative	7/1/2005
17-704	450060	Delta High School – Delta	Millard	Regular	7/1/2003
17-715		Delta Technical Center – Delta	Millard	Alternative	7/1/2006
	450233	Deseret Academy – Murray		Private	7/1/2003
33-703	450359	Desert Hills High School – St. George	Washington	Regular	7/1/2008
	450132	Diamond Ranch Academy – Hurricane		Private	7/1/2007
81-300	450314	Discovery Academy – Provo		Private	7/1/2003
33-760		Dixie Area Detention Center – Hurricane		Alternative	7/1/2006
33-704	450350	Dixie High School – St. George	Washington	Regular	7/1/2003
	450427	Dominquez Hills Academy – Spanish Fork		Private	7/1/2007
	450189	Dorius Academy – Layton		Private	7/1/2008
14-021		Draper Group Home (See Youth Health Associates-Draper) – Draper		Alternative	7/1/2006
12-812		Dream Charter School – Salt Lake City		Charter	7/1/2004

District Code	ACT Code	High School Names	School District	School Type	Effective Date
1X-100		Dual Immersion Academy – Salt Lake City	Salt Lake	Charter	7/1/2008
08-750		Duchesne Adult High School – Roosevelt		Alternative	7/1/2005
08-708	450065	Duchesne High School – Duchesne	Duchesne	Regular	7/1/2003
30-704	450070	Dugway High School – Dugway	Tooele	Regular	7/1/2003
MA-968		Eagle Ranch Academy – Gunlock		Private	7/1/2008
38-610		East Bay Post High School – Provo	Provo	Alternative	7/1/2015
	450417	East Carbon High School – Sunnyside		Regular	7/1/2003
36-704	450365	East High School – Salt Lake City	Salt Lake	Regular	7/1/2003
A8-700	450475	East Hollywood High School – West Valley City	Granite	Charter	7/1/2006
01-790		East Shore Electronic High – Orem	Alpine	Alternative	7/1/2015
1Y-100		Edith Bowen Laboratory School – Logan	Logan	Charter	7/1/2008
99-700		Electronic High School – Salt Lake City		State	7/1/2008
	450419	Elevations School (RTC) – Syracuse		Alternative	7/1/2015
1Z-100		Emerson Alcott Academy – Roosevelt		Charter	7/1/2008
09-706	450043	Emery High School – Castle Dale	Emery	Regular	7/1/2003
33-712	450075	Enterprise High School – Enterprise	Washington	Regular	7/1/2003
3C-100		Entheos Academy – Kearns	Granite	Charter	7/1/2008
42-950	991054	Entrada – Sandy	Canyons	Alternative	7/1/2015
10-708	450090	Escalante High School – Escalante	Garfield	Regular	7/1/2003
38-510		Eschool at Provo District – Provo	Provo	Regular	7/1/2016
17-712	450092	Eskdale High School – Eskdale	Millard	Regular	7/1/2003
33-750		Excel Directed Studies YIC – St. George		Alternative	7/1/2006
	450174	Faith Baptist Academy – Layton		Private	7/1/2010
	450412	Faith Christian School – Spanish Fork		Private	7/1/2003
MA-951		Falcon Ridge Academy – Virgin		Private	7/1/2008
07-802		Family Enrichment Center – Kaysville	Davis	Alternative	7/1/2005
07-566	450100	Farmington Bay Youth Center – Farmington		Alternative	7/1/2003
98-700	450173	Fast Forward Charter High School – Logan	Logan	Charter	11/4/2005
33-740		Focus Center – St. George		Alternative	7/1/2006
13-550		Foothill High – Cedar City		Alternative	7/1/2005
82-100	450339	Freedom Preparatory Academy – Provo	Provo	Charter	7/1/2007
35-706	450248	Fremont High School – Plain City	Weber	Regular	7/1/2003
	450366	Garfield School – Salt Lake City		Alternative	7/1/2003
	450238	Gateway Academy – Draper		Alternative	7/1/2015
MB-951		Gateway Academy – Salt Lake City		Private	7/1/2008
7E-100		Gateway Preparatory Academy – Enoch	Iron	Charter	7/1/2008

District Code	ACT Code	High School Names	School District	School Type	Effective Date
	459400	GED (outside of Utah)		State	7/1/2003
	459300	GED (inside Utah)		State	7/1/2003
14-091	991602	Genesis YIC – Draper		Alternative	7/1/2006
5D-100		George Washington Academy – St. George	Washington	Charter	7/1/2008
37-729	450268	George Washington High School (see Project Surpass-Washington High School [YIC]) – Ogden	Ogden	Alternative	7/1/2003
	450013	Grace Christian Academy – West Valley City		Private	7/1/2003
11-704	450200	Grand County High School – Moab	Grand	Regular	7/1/2003
12-708	450368	Granger High School – West Valley City	Granite	Regular	7/1/2003
12-687	450371	Granite Alternative High School – Salt Lake City		Alternative	1/1/2007
12-712	450370	Granite High School – Salt Lake City		Regular	7/1/2003
12-760		Granite Peaks Adult High – Salt Lake City		Alternative	7/1/2008
12-740	450371	Granite Connection – Salt Lake City	Granite	Alternative	7/1/2008
12-775		Granite Technical Institute (GTI) – Salt Lake City		Alternative	7/1/2006
12-640		Granite Transitional Services (Hilda B. Jones Center) – Salt Lake City	Granite	Alternative	7/1/2003
30-708	450110	Grantsville High School – Grantsville	Tooele	Regular	7/1/2003
30-750		Grantsville Home Study – Grantsville		Alternative	7/1/2006
	450054	Great Basin High School – Clearfield		Alternative	7/1/2003
09-704	450115	Green River High School – Green River	Emery	Regular	7/1/2003
03-710		Grouse Creek School – Grouse Creek	Box Elder	Alternative	7/1/2006
1E-100		Guadalupe School – Salt Lake City	Salt Lake	Charter	7/1/2008
27-704	450120	Gunnison Valley High School – Gunnison	South Sanpete	Regular	7/1/2003
12-810		Hartvigsen School – Salt Lake City	Granite	Alternative	7/1/2005
8F-100	450372	Hawthorne Academy – West Jordan	Jordan	Private	7/1/2003
	450123	Heber Valley Christian School – Heber City		Private	7/1/2003
	450323	Heritage Schools, Inc. – Provo		Private	7/1/2003
14-707	450126	Herriman High School – Herriman	Jordan	Regular	7/1/2011
	450344	High Point Academy – Roosevelt			11/4/2005
HT-951		High Top Ranch School – Koosharem		Private	7/1/2008
36-708	450373	Highland High School – Salt Lake City	Salt Lake	Regular	7/1/2003
42-706	450193	Hillcrest High School – Midvale	Canyons	Regular	7/1/2003

District Code	ACT Code	High School Names	School District	School Type	Effective Date
07-631		Home Instruction – Farmington		Alternative	7/1/2006
	459500	Home Schooling		State	7/1/2003
	459600	Home Schooling (outside of Utah)		State	7/1/2007
12-608		Homebound & Hospitalized – Salt Lake City	Granite	Alternative	7/1/2006
33-810		Homeless – St. George		Alternative	7/1/2007
91-908		Horizon Educational System – Ogden		Private	7/1/2008
01-808		Horizon School – Saratoga Springs	Alpine	Alternative	7/1/2015
36-750	450389	Horizonte Instruction & Training Center – Salt Lake City	Salt Lake	Alternative	7/1/2003
36-613		Hospital – Salt Lake City		Alternative	7/1/2006
12-710	450449	Hunter High School – West Valley City	Granite	Regular	7/1/2003
33-716	450135	Hurricane High School – Hurricane	Washington	Regular	7/1/2003
12-801		ID Group – Self-Contained – Salt Lake City		Alternative	7/1/2007
38-730	450316	Independence High School – Provo	Provo	Alternative	7/1/2003
36-748	450393	Innovations High School – Salt Lake City	Salt Lake	Regular	7/1/2015
2C-600	450288	Intech Collegiate High School – Logan	Cache	Charter	7/1/2006
	450049	Integrity School – Cedar City		Private	11/4/2005
	450162	Intermountain Christian Academy – Salt Lake City		Private	7/1/2003
	450374	Intermountain Christian School – Salt Lake City		Private	7/1/2003
	450040	Intermountain Intertribal School – Brigham City		Alternative	7/1/2003
MC-901		Iqra Academy of Utah – West Valley City		Private	7/1/2008
13-751		Iron County Adult – Cedar City		Alternative	1/1/2007
A5-700	450452	Itineris Early College High – West Jordan	Jordan	Charter	7/1/2004
IV-951		Ivy Hall Academy – Provo		Private	7/1/2008
FC-907		JE Cosgriff Memorial – Salt Lake City		Private	7/1/2007
85-100	450394	Jean Massieu Academy – Salt Lake City		Private	7/1/2004
93-105		John Hancock Charter School – Pleasant Grove	Alpine	Charter	7/1/2004
42-708	450405	Jordan High School – Sandy	Canyons	Regular	7/1/2003
14-620		Jordan Resource Center – Midvale		Alternative	7/1/2003
14-740		Jordan Technical Center Sandy – Sandy		Regular	7/1/2006
14-741		Jordan Applied Technology Center – West Jordan	Jordan	Regular	7/1/2006

District Code	ACT Code	High School Names	School District	School Type	Effective Date
42-810	450448	Jordan Valley School – Midvale	Canyons	Alternative	7/1/2003
15-704	450240	Juab High School – Nephi	Juab	Regular	7/1/2003
	450064	Juan Diego Catholic High School – Draper		Private	7/1/2003
	450375	Judge Memorial High School – Salt Lake City		Private	7/1/2003
		Juvenile Receiving Center (see Salt Lake Valley Detention Center) – Salt Lake City		Alternative	7/1/2006
4J-700	991782	Kairos Academy – West Valley City		Charter	7/1/2015
16-704	450150	Kanab High School – Kanab	Kane	Regular	7/1/2003
2E-700	450278	Karl G. Maeser Preparatory Academy – Lindon	Alpine	Charter	7/1/2008
14-830		Kauri Sue Hamilton School – Riverton	Jordan	Alternative	7/1/2015
12-714	450158	Kearns High School – Kearns	Granite	Regular	7/1/2003
FC-908		Kearns St. Ann – Kearns		Private	7/1/2007
	450306	Kimber Academy – Pleasant View		Private	2/14/2006
	450317	Kirkbridge Academy – Provo		Private	7/1/2003
	450244	Kolob Canyon School – New Harmony		Private	7/1/2007
	450222	La Europa Academy – Salt Lake City		Private	7/1/2007
16-714	450422	Lake Powell High School – Lake Powell	Kane	Regular	7/1/2003
4C-100	450396	Lakeview Academy – Saratoga Springs	Alpine	Charter	7/1/2008
19-720	450409	Landmark High School – Spanish Fork	Nebo	Alternative	7/1/2003
	450169	Layton Christian Academy – Layton		Private	7/1/2003
07-710	450163	Layton High School – Layton	Davis	Regular	7/1/2003
5C-100	450369	Legacy Preparatory Academy – North Salt Lake	Davis	Charter	7/1/2008
19-750		Legacy High School – Springville	Nebo	Alternative	7/1/2008
01-708	450165	Lehi High School – Lehi	Alpine	Regular	7/1/2003
	450156	Liahona Academy – Kaysville		Alternative	7/1/2003
	450307	Liahona Academy – Pleasant Grove		Private	7/1/2007
	450172	Liahona Academy – Virgin		Private	7/1/2003
6C-100		Liberty Academy – Salem	Granite	Charter	7/1/2008
	450386	Life Christian Academy – West Valley City		Private	7/1/2003
07-745		Lifeline – North Salt Lake		Private	7/1/2006
	450177	Lighthouse Christian Academy – Magna		Private	11/4/2005
05-760	450294	Lighthouse High School – Price	Carbon	Alternative	7/1/2005
2B-100		Lincoln Academy – Pleasant Grove	Alpine	Charter	7/1/2008
03-630		Lincoln Center – Brigham City		Alternative	7/1/2006

District Code	ACT Code	High School Names	School District	School Type	Effective Date
39-704	450170	Logan High School – Logan	Logan	Regular	7/1/2003
39-708		Logan North Campus – Logan		Alternative	7/1/2006
	450171	Logan River Academy – Logan		Private	7/1/2003
39-710		Logan South Campus – Logan		Alternative	7/1/2006
01-709	450129	Lone Peak High School – Highland	Alpine	Regular	7/1/2003
MD-951		Lott's Legacy Boarding School – Escalante		Private	7/1/2008
	450434	Lumen Scholar Institute – Orem		Charter	1/12/2016
FC-922		Madeleine Choir School – Salt Lake City		Private	7/1/2008
4I-700	991880	Mana Academy Charter School – West Valley City	Granite	Charter	7/1/2015
	450179	Manila High Adult Program – Manila		Alternative	7/1/2003
06-704	450180	Manila High School – Manila	Daggett	Regular	7/1/2003
27-708	450185	Manti High School – Manti	South Sanpete	Regular	7/1/2003
	450428	Maple Lake Academy – Spanish Fork		Private	7/1/2008
19-702	450423	Maple Mountain High School – Spanish Fork	Nebo	Regular	7/1/2015
	450377	Master Academy – Salt Lake City		Private	7/1/2003
	450321	Master Academy of Arts & Science – Provo		Private	3/15/2005
MC-951		McGillis School – Salt Lake City		Private	7/1/2008
KM-OKM		McKay-Dee Psych Resources – Ogden		Private	7/1/2007
	450319	Meridian School – Orem		Private	7/1/2003
8E-700	450426	Merit College Preparatory Academy – Springville	Nebo	Charter	7/1/2008
02-708	450195	Milford High School – Milford	Beaver	Regular	7/1/2003
	450260	Mill Creek Youth Center – Ogden		Alternative	7/1/2003
17-708	450105	Millard High School – Fillmore	Millard	Regular	7/1/2003
33-718	450444	Millcreek High School – St. George	Washington	Regular	7/1/2003
	450048	Millennial Quest Cntr Family Learning – Layton		Private	7/1/2003
91-927		Moab Christian Academy – Moab		Private	7/1/2007
A7-100		Moab Charter School – Moab	Grand	Charter	7/1/2008
		Mona Group Home (see Ascent, Inc.) – Mona		Alternative	7/1/2006
	450061	Montana National Guard Youth – Dillon		Private	11/4/2005
7C-100		Monticello Academy – West Valley City	Granite	Charter	7/1/2008

District Code	ACT Code	High School Names	School District	School Type	Effective Date
25-704	450210	Monticello High School – Monticello	San Juan	Regular	7/1/2003
25-706	450213	Monument Valley High School – Monument Valley	San Juan	Regular	7/1/2003
	450069	Moonridge Academy – Cedar City		Private	7/1/2007
18-704	450215	Morgan High School – Morgan	Morgan	Regular	7/1/2003
07-732		Mount High Shoupp (10-12) – Kaysville		Alternative	7/1/2008
15-806		Mount Nebo Training Center – Nephi		Alternative	7/1/2007
	450378	Mount Vernon Academy – Murray		Private	7/1/2003
12-500		Mount View Learning Center – Salt Lake City		Alternative	7/1/2005
04-702	450138	Mountain Crest High School – Hyrum	Cache	Regular	7/1/2003
9F-600	450391	Mountain Heights Academy – West Jordan	Statewide	Charter	7/1/2015
	450411	Mountain Heritage Academy – South Jordan		Private	11/4/2005
07-730	450154	Mountain High School – Kaysville	Davis	Alternative	7/1/2003
LQ-903	450047	Mountain Springs Preparatory Academy – Cedar City		Private	7/1/2008
MV-951		Mountain Valley School – Bluffdale		Alternative	7/1/2009
01-711	450280	Mountain View High School – Orem	Alpine	Regular	7/1/2003
12-500		Mountain View Learning Center – Salt Lake City		Alternative	7/1/2008
8C-100		Mountainville Academy – Alpine	Alpine	Charter	7/1/2008
40-650		Murray Adult Transition – Murray		Alternative	7/1/2006
40-704	450235	Murray High School – Murray	Murray	Regular	7/1/2003
	450024	Navajo Mountain High School – Tonalea	San Juan	Regular	7/1/2003
9B-100		Navigator Point Academy – West Jordan	Jordan	Charter	7/1/2008
19-747		Nebo Advanced Learning Center – Springville	Nebo	Alternative	7/1/2015
19-755		Nebo Technology Center – Spanish Fork		Alternative	7/1/2006
	450315	New Haven School – Spanish Fork		Private	7/1/2003
	450379	Newtyme School – Midvale		Private	7/1/2003
6D-100		Noah Webster Academy – Orem	Alpine	Charter	7/1/2008
03-774		North Community High – Garland		Alternative	7/1/2007
A6-100		North Davis Prepatory Academy – Layton	Davis	Charter	7/1/2008
	450160	North Rich High School – Laketown		Private	7/1/2003
20-704	450225	North Sanpete High School – Mt. Pleasant	North Sanpete	Regular	7/1/2003
26-704	450355	North Sevier High School – Salina	Sevier	Regular	7/1/2003
5B-100		North Star Academy – Bluffdale	Jordan	Charter	7/1/2008

District Code	ACT Code	High School Names	School District	School Type	Effective Date
21-704	450055	North Summit High School – Coalville	North Summit	Regular	7/1/2003
A1-700	450346	Northern Utah Academy for Math, Engineering, & Science (NUAMES) – Layton	Davis	Charter	7/1/2004
07-711	450164	Northridge High School – Layton	Davis	Regular	7/1/2003
NR-951		Northridge Learning Center – Brigham City		Private	7/1/2008
LA-OLA		Northridge Learning Center – Layton		Private	7/1/2007
38-560	991665	Oak Springs School – Provo	Provo	Alternative	7/1/2008
KU-659	450243	Oakgrove/Waterfall Canyon – Ogden		Private	7/1/2010
	450242	Oakley School – Oakley		Private	7/1/2003
19-640		Oakridge School – Springville	Nebo	Alternative	7/1/2005
39-770		Observation/Assess - YIC – Logan		Alternative	7/1/2006
37-760		Observation/Assess - YIC – Ogden		Alternative	7/1/2005
12-595		Observation/Assess Correctional (Region II) – Salt Lake City		Alternative	7/1/2005
19-585		Observation/Assess Youth Corrections – Springville		Alternative	7/1/2006
1C-100		Odyssey Charter School – American Fork	Alpine	Charter	7/1/2008
1C-100		Odyssey House School – Salt Lake City		Alternative	7/1/2007
37-707	450255	Ogden High School – Ogden	Ogden	Regular	7/1/2003
68-100	450261	Ogden Preparatory Academy – Ogden	Ogden	Charter	7/1/2007
12-716	450380	Olympus High School – Salt Lake City	Granite	Regular	7/1/2003
8D-240		Open Classroom – Salt Lake City	Salt Lake	Charter	7/1/2008
9F-600		Open High School of Utah (see Mountain Heights Academy) – West Jordan		Alternative	4/28/2011
01-712	450281	Orem High School – Orem	Alpine	Regular	7/1/2003
	459000	Other In-State High School		State	7/1/2003
FC-921		Our Lady of Lourdes – Salt Lake City		Private	7/1/2007
OB-951		Outback Therapeutic Expeditions – Lehi		Private	7/1/2008
	459150	Out-of-Country High School		State	7/1/2003
	459100	Out-of-State High School		State	7/1/2003
35-620		OWATC Day Treatment Program – Ogden		Alternative	7/1/2007
FO-951	450072	Oxford Academy – Draper		Private	7/1/2008
FO-0FO		Oxford Learning Source – Draper		Private	7/1/2007

District Code	ACT Code	High School Names	School District	School Type	Effective Date
10-712	450285	Panguitch High School – Panguitch	Garfield	Regular	7/1/2003
		Paradigm High School – South Jordan		Alternative	1/1/1900
9C-700	450404	Paradigm High School – South Jordan	Jordan	Charter	7/1/2006
07-573		Paramount Reflections (YIC) – Layton		Alternative	7/1/2008
JC-971	450292	Park City Day School – Park City		Private	7/1/2008
22-704	450290	Park City High School – Park City	Park City	Regular	7/1/2003
22-750		Park City Learning Center – Park City		Alternative	7/1/2004
03-712		Park Valley School – Park Valley		Alternative	7/1/2006
	450293	Parowan Christian School – Parowan		Private	7/1/2003
13-708	450295	Parowan High School – Parowan	Iron	Regular	7/1/2003
19-704	450300	Payson High School – Payson	Nebo	Regular	7/1/2003
		Pine Creek Ranch-Ascent (YIC; see Ascent, Inc.) – Mt. Pleasant		Alternative	7/1/2006
33-720	450354	Pine View High School – St. George	Washington	Regular	7/1/2003
	450062	Pine Ridge Academy – Draper		Private	7/1/2003
86-100	450309	Pinnacle Canyon Academy – Price	Carbon	Charter	7/1/2004
07-801		Pioneer Adult Rehab Center – Clearfield	Davis	Alternative	7/1/2008
9H-700	450176	Pioneer High School for the Performing Arts – American Fork	Alpine	Charter	7/1/2012
	450220	Pioneer Trail Academy – Clearfield		Private	7/1/2003
23-708	450050	Piute High School – Junction	Piute	Regular	7/1/2003
20-801	450226	Pleasant Creek High School – Mount Pleasant	North Sanpete	Alternative	7/1/2015
01-716	450305	Pleasant Grove High School – Pleasant Grove	Alpine	Regular	7/1/2003
01-782	450276	Polaris High School – Orem	Alpine	Alternative	7/1/2006
33-240		Post High School Self-Cont – St. George		Alternative	7/1/2006
12-612		Post-secondary Transition – Salt Lake City		Alternative	7/1/2006
	450318	Powerspeak Languages, Inc. (AKA Middlebury Interactive Languages) – Provo		Private	7/1/2007
91-619		Primary Children's Hospital – Salt Lake City		Private	7/1/2007
91-620		Primary Children's School at Wasatch Canyons – Salt Lake City		Private	7/1/2007
36-630		Private School - Salt Lake City		Private	7/1/2006
		Project Surpass-Archway (see Archway Youth Service Center) – Ogden		Alternative	7/1/2006
37-736		Project Surpass-Ben Lomond – Ogden		Alternative	7/1/2006
37-806		Project Surpass-Day Treatment – Ogden		Alternative	7/1/2006

District Code	ACT Code	High School Names	School District	School Type	Effective Date
37-737		Project Surpass-Ogden – Ogden		Alternative	7/1/2006
37-804		Project Surpass-Paramount – Ogden		Alternative	7/1/2006
37-729	450268	Project Surpass-Washington High School (YIC) – Ogden		Alternative	7/1/2006
9E-100	450124	Providence Hall – Herriman	Jordan	Charter	7/1/2008
38-740	450303	Provo Adult Education – Provo	Provo	Alternative	7/1/2015
	450320	Provo Canyon School – Provo		Private	7/1/2003
38-704	450325	Provo High School – Provo	Provo	Regular	7/1/2003
1F-100		Quest Academy – West Haven	Weber	Charter	7/1/2008
A2-100		Ranches Academy – Eagle Mountain	Alpine	Charter	7/1/2008
7B-100		Reagan Academy – Springville	Nebo	Charter	7/1/2008
	450383	Realms of Inquiry Private School – Salt Lake City		Private	7/1/2003
	450356	Red Rock Canyon School – St. George		Regular	7/1/2003
FL-910		Redeemer Lutheran – Salt Lake City		Private	7/1/2003
91-918		Reid School – Salt Lake City		Private	7/1/2008
07-733		Renaissance Academy – Kaysville	Davis	Alternate	7/1/2015
1D-100		Renaissance Academy – Lehi	Alpine	Charter	7/1/2008
24-708	450330	Rich High School – Randolph	Rich	Regular	7/1/2003
26-708	450335	Richfield High School – Richfield	Sevier	Regular	7/1/2003
04-705		Ridgeline High School – Millville	Cache	Regular	7/1/2016
14-820		River's Edge School – South Jordan	Jordan	Alternative	7/1/2015
14-710	450461	Riverton High School – Riverton	Jordan	Regular	7/1/2003
2F-700	450088	Rockwell Charter High School – Eagle Mountain	Alpine	Charter	7/1/2008
	450352	Ron Hatch Academy – Washington		Private	7/1/2003
	450385	Rowland Hall-Saint Marks School – Salt Lake City		Private	7/1/2003
35-708	450348	Roy High School – Roy	Weber	Regular	7/1/2003
FC-908		Saint Ann School – Salt Lake City		Private	7/1/2008
	450250	Saint Joseph Catholic High School – Ogden		Private	7/1/2003
19-706	450399	Salem Hills High School – Salem	Nebo	Regular	7/1/2008
36-827		Salt Lake Arts Academy – Salt Lake City	Salt Lake	Charter	7/1/2007
	450388	Salt Lake Baptist Academy – Salt Lake City		Private	7/1/2003
4F-300	450384	Salt Lake Center for Science Education – Salt Lake City	Salt Lake	Charter	7/1/2008

District Code	ACT Code	High School Names	School District	School Type	Effective Date
	450194	Salt Lake Christian Academy – Sandy		Private	7/1/2003
12-554		Salt Lake County Detention Center – Salt Lake City		Alternative	7/1/2005
12-559		Salt Lake County Division of Youth Services YIC – Salt Lake City		Alternative	7/1/2008
7D-700	450381	Salt Lake School of Performing Arts – Salt Lake City	Salt Lake	Charter	7/1/2006
36-749		Salt Lake Technology Center – Salt Lake City		Alternative	7/1/2006
12-585		Salt Lake Valley Detention Center (YIC) – Salt Lake City		Alternative	7/1/2008
25-708	450025	San Juan High School – Blanding	San Juan	Regular	7/1/2003
KY-OKY		Sandcastle Academy Private School – Woods Cross		Private	7/1/2008
27-702		Sanpete Academy – Ephraim		Alternative	7/1/2006
	450284	School College University Partnership – Orem		Private	7/1/2003
	450127	Sentry Christian Academy – Price		Private	7/1/2003
91-975		SEPS Learning Center – Salt Lake City		Private	7/1/2008
91-923		Seventh Day Adventist – Provo		Private	7/1/2007
14-071		Shelter School – Midvale		Alternative	7/1/2006
12-802		SID Self-contained – Salt Lake City		Alternative	7/1/2007
	450289	Silverrado Boys Ranch – Panguitch		Private	7/1/2008
04-706	450408	Sky View High School – Smithfield	Cache	Regular	7/1/2003
12-718	450397	Skyline High School – Salt Lake City	Granite	Regular	7/1/2003
01-785		Skyridge High School – Lehi	Alpine	Regular	7/1/2016
38-555		Slate Canyon Detention Home – Provo		Alternative	7/1/2005
33-725	450353	Snow Canyon High School – St. George	Washington	Regular	7/1/2003
91-929		Soaring Wings Montessori School – Jeremy Ranch		Private	7/1/2008
91-928		Soaring Wings Montessori School – Park City		Private	7/1/2008
89-100		Soldier Hollow Charter School – Midway	Wasatch	Charter	7/1/2007
	450159	Sorenson's Ranch School – Koosharem		Private	7/1/2003
	450395	South Community High – Brigham City		Alternative	7/1/2003

District Code	ACT Code	High School Names	School District	School Type	Effective Date
42-712	450063	South Park Academy – Draper	Canyons	Alternative	7/1/2003
26-712	450205	South Sevier High School – Monroe	Sevier	Regular	7/1/2003
28-704	450145	South Summit High School – Kamas	South Summit	Regular	7/1/2003
14-802		South Valley School – West Jordan	Jordan	Alternative	7/1/2003
	450311	Southeastern Christian Academy – Price		Private	7/1/2003
A9-700	450052	Southern Utah Center for Computer, Engineering, and Science Students Academy (Success Academy) – Cedar City	Iron	Charter	7/1/2006
	450403	Southpointe High School – Sandy		Private	7/1/2003
33-730	450351	Southwest Behavioral Health Center – St. George		Alternative	7/1/2008
13-750	450068	Southwest Education Academy – Cedar City	Iron	Alternative	7/1/2003
13-570		Southwest Utah Youth Center – Cedar City		Alternative	7/1/2008
19-708	450410	Spanish Fork High School – Spanish Fork	Nebo	Regular	7/1/2003
37-620		Special Education ATC – Ogden		Alternative	7/1/2006
04-610		Special Services – Logan		Alternative	7/1/2006
3D-100	450241	Spectrum Academy – North Salt Lake	Davis	Charter	7/1/2008
12-748		Speech Only – Salt Lake City		Alternative	7/1/2006
NC-951		Spirit Dance Youth Academy – Richfield		Private	7/1/2008
31-775		Split Mountain Youth Center – Vernal		Alternative	7/1/2005
19-712	450415	Springville High School – Springville	Nebo	Regular	7/1/2003
FC-902		St. Francis Xavier Regional School – Kearns		Private	7/1/2007
9K-700		St. George Academy		Charter	7/1/2016
	450250	St. Joseph Catholic High School – Ogden		Private	7/1/2008
	450178	Stansbury Academy – Magna		Private	7/1/2003
30-720	450431	Stansbury High School – Stansbury Park	Tooele	Regular	7/1/2009
07-660		Star Transition – Kaysville		Alternative	7/1/2006
07-650		Steps – Farmington		Alternative	7/1/2006
	450414	Stillwater Academy – South Jordan		Private	11/4/2005
	450209	Storm Ridge Ranch – Monroe		Private	7/1/2005
23-710		Storm Ridge South – Marysvale		Private	7/1/2005
07-670		Stride - Special Education – Farmington		Alternative	7/1/2006
	450433	Success Academy at DSU – St. George		Charter	10/1/2015
88-700		Success Charter School – Taylorsville		Charter	7/1/2004
7G-700	450066	Summit Academy High School – Bluffdale	Canyons		7/15/2015
01-730		Summit High – Orem	Alpine	Alternative	7/1/2015

District Code	ACT Code	High School Names	School District	School Type	Effective Date
40-408		Summit Program – Murray		Alternative	7/1/2008
01-792		Summit YIC / At Risk – American Fork		Alternative	7/1/2005
		Summit Youth in Custody (see Alpine Summit Programs) – Orem		Alternative	7/1/2006
	450349	Sun Hawk Academy – St. George		Private	7/1/2003
MI-951	450137	Sunrise Academy – Hurricane		Private	7/1/2008
37-730	450268	Surpass High School (YIC) – Ogden		Alternative	7/1/2008
FS-0FS		Sylvan Learning Centers – Salt Lake City		Private	7/1/2007
4D-100		Syracuse Arts Academy – Syracuse		Charter	7/1/2008
07-716	450418	Syracuse High School – Syracuse	Davis	Regular	7/1/2008
08-712	450420	Tabiona High School – Tabiona	Duchesne	Regular	7/1/2003
12-722	450398	Taylorsville High School – Salt Lake City	Granite	Regular	7/1/2003
	450287	Telos Academy – Orem		Private	7/1/2007
	450600	Terra Academy – Vernal		Charter	7/1/2016
19-745		The Journey Youth in Custody – Provo		Alternative	7/1/2006
94-100		Thomas Edison Charter School North – North Logan	Cache	Charter	7/1/2007
94-110		Thomas Edison Charter School South – Logan	Cache	Charter	7/1/2008
08-804	450347	Thompsen School – Ioka		Alternative	7/1/2003
95-110		Timpanogos Academy – Lindon	Alpine	Charter	7/1/2007
01-718	450283	Timpanogos High School – Orem	Alpine	Regular	7/1/2003
38-712	450326	Timpview High School – Provo	Provo	Regular	7/1/2003
29-704	450095	Tintic High School – Eureka	Tintic	Regular	7/1/2003
	450424	Tooele Baptist Academy – Tooele		Private	7/1/2003
30-712	450425	Tooele High School – Tooele	Tooele	Regular	7/1/2003
	450229	Top Flight Academy – Mt. Pleasant		Private	7/1/2008
07-811		Trident School – Layton		Layton	7/1/2006
	450161	Trinity Christian Academy – Kaysville		Private	7/1/2003
03-570		Triumph Academy – Brigham City		Private	7/1/2006
90-700	450140	Tuacahn High School for the Performing Arts – Ivins	Washington	Charter	7/1/2003
FT-TFT	450104	Turn-About Ranch – Escalante		Private	7/1/2008
13-580		Turning Point Family Care – Cedar City		Alternative	7/1/2008
35-730	450251	Two Rivers High School – Ogden	Weber	Alternative	11/4/2005
LN-918		U Can Learn Learning Center – Murray		Private	7/1/2008
LN-917		U Can Learn Learning Center – Orem		Private	7/1/2008

District Code	ACT Code	High School Names	School District	School Type	Effective Date
LN-916		U Can Learn Learning Center – Salt Lake City		Private	7/1/2008
	450441	Uinta Academy – Wellsville		Private	7/1/2007
31-704	450440	Uintah High School – Vernal	Uintah	Regular	7/1/2003
92-700	450106	Uintah River High School – Ft. Duchesne	Uintah	Charter	7/1/2004
08-714	450345	Union High School – Roosevelt	Duchesne	Regular	7/1/2003
91-618		University Academt at University Neuropsychiatric Institute – Salt Lake City		Private	7/1/2007
	459200	Unknown		State	7/1/2003
91-623		Utah Boys Ranch – West Jordan		Private	7/1/2008
9I-600	450149	Utah Career Path High – Kaysville	Davis	Charter	7/1/2015
2H-101	450640	Utah Connections Academy – Woods Cross	Statewide	Charter	7/1/2015
1B-700	450286	Utah County Academy of Sciences – Orem	Alpine	Charter	11/4/2005
1I-700		Utah International Charter School – Salt Lake City	Granite	Charter	7/1/2015
	450338	Utah Military Academy - Riverdale		Other	7/1/2015
27-701		Utah Preparatory Academy – Manti		Alternative	7/1/2008
41-111	450265	Utah School For The Deaf And Blind – Ogden		Alternative	7/1/2003
01-874		Utah State Development – American Fork		Alternative	7/1/2007
5F-700	450481	Utah Virtual Academy – Murray	Statewide	Charter	7/1/2007
8H-100		Valley Academy – Hurricane	Washington	Charter	7/1/2015
	450386	Valley Christian Schools – Kearns		Private	7/1/2003
16-708	450275	Valley High School – Orderville	Kane	Regular	7/1/2003
14-716	450192	Valley High School – Sandy	Jordan	Regular	7/1/2003
04-790		Valley View (YIC) – River Heights		Alternative	7/1/2005
3F-100	450190	Venture Academy – Ogden	Weber	Charter	7/1/2008
	450443	Vernal Christian School – Vernal		Private	7/1/2003
07-712	450032	Viewmont High School – Bountiful	Davis	Regular	7/1/2003
81-300	450322	Walden School of Liberal Arts – Provo	Provo	Charter	7/1/2007
	450230	Wasatch Academy – Mt. Pleasant		Private	7/1/2003
32-708		Wasatch Alternative High – Heber City		Alternative	7/1/2006
32-704	450125	Wasatch High School – Heber City	Wasatch	Regular	7/1/2003
MJ-951		Wasatch Intermountain Academy – Orem		Private	7/1/2009
4B-100		Wasatch Peak Academy – North Salt Lake	Davis	Charter	7/1/2008
12-583		Wasatch Youth Center – Salt Lake City		Alternative	7/1/2005
		Washington County Adult High School (see Southwest Behavioral Health Center) – St. George		Alternative	7/1/2007

District Code	ACT Code	High School Names	School District	School Type	Effective Date
33-200		Utah Online School – St. George	Washington	Regular	7/1/2008
33-318		Water Canyon School – Hilldale	Washington	Alternative	7/1/2015
	450328	Waterford School – Sandy		Private	7/1/2003
34-704	450015	Wayne High School – Bicknell	Wayne	Regular	7/1/2003
	450271	Weber Basin High School – Ogden		Alternative	7/1/2003
35-760		Weber Basin Job Corps Center – Ogden	Weber	Alternative	7/1/2015
35-704	450270	Weber High School – Ogden	Weber	Regular	7/1/2003
	450272	Weber Innovation – Ogden	Weber	Alternative	7/1/2016
35-550		Weber Valley Detention Center – Roy		Alternative	7/1/2005
30-714	450445	Wendover High School – Wendover	Tooele	Regular	7/1/2003
29-708	450437	West Desert High School – Trout Creek	Tintic	Regular	7/1/2003
36-716	450400	West High School – Salt Lake City	Salt Lake	Regular	7/1/2003
14-718	450446	West Jordan High School – West Jordan	Jordan	Regular	7/1/2003
	450458	West Ridge Academy – West Jordan		Private	7/1/2003
01-789	450004	Westlake High School – Saratoga Springs	Alpine	Regular	7/1/2008
25-710	450207	Whitehorse High School – Montezuma Creek	San Juan	Regular	7/1/2003
MK-951		White River Academy – Delta		Private	7/1/2008
	450067	Williamsburg Academy Online High School – Cedar City		Private	7/1/2008
	450324	Willow Creek School – Provo		Private	7/1/2007
0JR-JR		Wind River Academy – Provo		Private	7/1/2009
	450291	Winter Sports School in Park City – Park City		Private	7/1/2003
07-714	450447	Woods Cross High School – Woods Cross	Davis	Regular	7/1/2003
04-760		Young Mothers Program – Logan		Alternative	7/1/2005
12-616		Young Parent Program – West Valley City	Granite	Alternative	6/6/2006
19-750		Young Parents School – Spanish Fork		Alternative	7/1/2003
YP-901		Young Parents School – Kaysville		Alternative	7/1/2008
27-703		Young Women's Empowerment Center YWEC-L (YIC) – Ephraim		Alternative	7/1/2006
27-710		Young Women's Empowerment Center YWEC-S (YIC) – Ephraim		Alternative	7/1/2006
91-988		Youth Care, Inc. – Draper		Private	7/1/2007
	450327	Youth Center School – West Jordan		Private	7/1/2003

District Code	ACT Code	High School Names	School District	School Type	Effective Date
33-790		Youth Crisis Intervention Center – St. George		Alternative	7/1/2005
12-501	974522	Youth Education Support School – Salt Lake City	Granite	Alternative	7/1/2008
13-590		Youth Health Associates–Cedar Ranch – Cedar City		Private	7/1/2008
07-593		Youth Health Associates–Clearfield – Clearfield		Alternative	7/1/2008
14-021		Youth Health Associates–Draper Home – Draper		Alternative	7/1/2008
12-569		Youth Services (see Salt Lake County Division of Youth Services) – Salt Lake City		Alternative	7/1/2007
03-550		Youth Track - Youth in Custody – Brigham City		Alternative	7/1/2006
04-550		Youth Track Youth in Custody – Logan		Alternative	7/1/2006
<blank>	<blank>	The student is not a secondary student as defined in Policy 205.5.1.			7/1/2015

* Indicates that the district code was assigned by UCAT for the sole purpose of tracking students from the specified schools in college~~ampus~~ information systems. If/when these schools' district or ACT codes are known, the UCAT-specific codes will be replaced.~~High school code "222222" belonging to Connections Academy was assigned by UCAT as there is no known district nor ACT code for this institution.~~

MIDDLE & JR. HIGH SCHOOLS

District Code	Middle & Jr. High School Names	School District	Effective Date
91-906	Accelerated Learning Center – Murray		7/1/2003
01-299	Alpine Online School – American Fork	Alpine	7/1/2015
01-404	American Fork Jr. High – American Fork	Alpine	7/1/2003
74-100	American Preparatory Academy – Draper	Granite	7/1/2004
91-910	Anchor Christian Academy – Salt Lake City		7/1/2003
03-404	Bear River Middle School – Garland	Box Elder	7/1/2015
12-400	Bennion Jr. High – Taylorsville	Granite	7/1/2003
91-907	Berean Baptist Christian Academy – Ogden		7/1/2003
12-402	Bonneville Jr. High – Salt Lake City	Granite	7/1/2003
07-404	Bountiful Jr. High – Bountiful	Davis	7/1/2003
03-408	Box Elder Middle School – Brigham City	Box Elder	7/1/2015
12-404	Brockbank Jr. High – Magna	Granite	7/1/2003
5G-100	Canyon Grove Academy – Pleasant Grove	Alpine	7/1/2015
01-405	Canyon View Jr. High – Orem	Alpine	7/1/2003
09-404	Canyon View Jr. High – Huntington	Emery	7/1/2003
13-308	Canyon View Middle School – Cedar City	Iron	7/1/2016

District Code	Middle & Jr. High School Names	School District	Effective Date
JC-971	Carden Christian Academy – Park City		7/1/2003
07-426	Centennial Jr. High – Kaysville	Davis	7/1/2015
07-406	Centerville Jr. High – Centerville	Davis	7/1/2003
07-408	Central Davis Jr. High – Layton	Davis	7/1/2003
JD-0JD	Christian Heritage – Riverdale		7/1/2003
12-410	Churchill Jr. High – Salt Lake City	Granite	7/1/2003
14-419	Copper Mountain Middle School – Herriman	Jordan	7/1/2015
JP-977	Deseret Academy – Murray		7/1/2003
33-403	Desert Hills Middle School – St. George	Washington	7/1/2014
19-402	Diamond Fork Jr. High – Spanish Fork	Nebo	7/1/2015
81-300	Discovery Charter School – Provo		7/1/2004
33-404	Dixie Middle School – St. George	Washington	7/1/2015
12-411	Eisenhower Jr. High – Salt Lake City	Granite	7/1/2003
14-413	Elk Ridge Middle School – South Jordan	Jordan	7/1/2015
3C-100	Entheos Academy-Kearns – Kearns	Granite	7/1/2015
3C-110	Entheos Academy-Kearns – Magna	Granite	7/1/2015
12-412	Evergreen Jr. High – Salt Lake City	Granite	7/1/2003
07-402	Fairfield Jr. High – Kaysville	Davis	7/1/2003
07-409	Farmington Jr. High – Farmington	Davis	7/1/2003
14-417	Fort Herriman Middle School – Herriman	Jordan	7/1/2015
01-417	Frontier Middle School – Eagle Mountain	Alpine	7/1/2015
91-958	Grace Baptist Church Academy – West Valley City		7/1/2003
12-416	Granite Park Jr. High – Salt Lake City	Granite	7/1/2003
8F-100	Hawthorn Academy – West Jordan	Jordan	7/1/2015
05-408	Helper Middle School – Helper	Carbon	7/1/2003
37-409	Highland Jr. High – Ogden	Ogden	7/1/2015
5H-100	Highmark Charter School – South Weber	Davis	7/1/2015
40-404	Hillcrest Jr. High – Murray	Murray	7/1/2003
12-608	Home Schooling Home/Hospital – Salt Lake City	Granite	7/1/2015
36-750	Horizonte Instruction & Training Center – Salt Lake City	Salt Lake	7/1/2003
36-613	Hospital Elem & Secondary – Salt Lake City		7/1/2003
12-418	Hunter Jr. High – West Valley City	Granite	7/1/2003
33-408	Hurricane Middle School – Hurricane	Washington	7/1/2015
JE-916	Intermountain Christian Academy – Salt Lake City		7/1/2003
12-422	J. F. Kennedy Jr. High – West Valley City	Granite	7/1/2003
1G-100	Jefferson Academy – Kaysville	Davis	7/1/2015
14-406	Joel P. Jensen Middle School – West Jordan	Jordan	7/1/2015
42-810	Jordan Valley School – Midvale	Canyons	7/1/2003
07-410	Kaysville Jr. High – Kaysville	Davis	7/1/2003
12-420	Kearns Jr. High – Kearns	Granite	7/1/2003
01-406	Lakeridge Jr. High – Orem	Alpine	7/1/2003
4C-100	Lakeview Academy – Saratoga Springs	Alpine	7/1/2015
33-325	Lava Ridge Intermediate School – St. George	Washington	7/1/2014
JO-976	Layton Christian Academy – Layton		7/1/2003
07-424	Legacy Jr. High – Layton	Davis	7/1/2015

District Code	Middle & Jr. High School Names	School District	Effective Date
01-408	Lehi Jr. High – Lehi	Alpine	7/1/2003
6C-100	Liberty Academy – Salem	Granite	7/1/2015
2B-100	Lincoln Academy – Pleasant Grove	Alpine	7/1/2015
KJ-0KJ	Logan River Academy – Logan		7/1/2003
19-404	Mapleton Jr. High – Mapleton	Nebo	7/1/2015
KM-0KM	McKay-Dee Psych Resources – Ogden		7/1/2003
91-916	Meridian School – Provo		7/1/2003
07-411	Millcreek Jr. High – Bountiful	Davis	7/1/2003
MI-001	Millennial Quest Center – Layton		7/1/2003
02-112	Minersville School – Minersville	Beaver	7/1/2015
05-412	Mont Harmon Middle School – Price	Carbon	7/1/2003
7C-100	Monticello Academy – West Valley City	Granite	7/1/2015
37-411	Mount Ford Jr. High School – Ogden	Ogden	7/1/2015
37-415	Mount Ogden Jr. High – Ogden	Ogden	7/1/2015
JG-915	Mount Vernon Academy – Murray	Alpine	7/1/2003
01-410	Mountain Ridge Jr. High – Highland	Alpine	7/1/2003
8C-100	Mountainville Academy – Alpine	Alpine	7/1/2015
19-406	Mt. Nebo Jr. High – Payson	Nebo	7/1/2015
07-413	Mueller Park Jr. High – Bountiful	Davis	7/1/2003
9B-100	Navigator Pointe Academy – West Jordan	Jordan	7/1/2015
JI-917	New Tyme School – Midvale		7/1/2003
04-406	North Cache Center – Richmond	Cache	7/1/2015
07-412	North Davis Jr. High – Clearfield	Davis	7/1/2003
A6-100	North Davis Preparatory Academy – Layton	Davis	7/1/2015
07-414	North Layton Jr. High – Layton	Davis	7/1/2003
35-402	North Ogden Jr. High – Ogden	Weber	7/1/2003
5B-100	North Star Academy – Bluffdale	Jordan	7/1/2015
LA-0LA	Northridge Instruction – Layton		7/1/2003
01-412	Oak Canyon Jr. High – Lindon	Alpine	7/1/2003
68-100	Ogden Preparatory Academy – Ogden	Ogden	7/1/2015
12-424	Olympus Jr. High – Salt Lake City	Granite	7/1/2003
14-409	Oquirrh Hills Middle School – Riverton	Jordan	7/1/2015
01-414	Orem Jr. High – Orem	Alpine	7/1/2003
35-405	Orion Jr. High – Harrisville	Weber	7/1/2015
FO-0FO	Oxford Learning Source – Draper		7/1/2003
03-168	Park Valley School – Park Valley	Box Elder	7/1/2015
91-970	Parowan Christian – Parowan		7/1/2003
19-408	Payson Jr. High – Payson	Nebo	7/1/2003
33-420	Pine View Middle School – St. George	Washington	7/1/2015
86-100	Pinnacle Canyon Academy – Price	Carbon	7/1/2004
01-416	Pleasant Grove Jr. High – Pleasant Grove	Alpine	7/1/2003
91-619	Primary Children's Hospital – Salt Lake City		7/1/2003
91-620	Primary Children's School at Wasatch Canyons – Salt Lake City		7/1/2003
JK-0JK	Realms of Inquiry – Salt Lake City		7/1/2003

District Code	Middle & Jr. High School Names	School District	Effective Date
40-412	Riverview Jr. High – Murray	Murray	7/1/2003
35-403	Rocky Mountain Jr. High – West Haven	Weber	7/1/2003
08-404	Roosevelt Jr. High – Roosevelt	Duchesne	7/1/2003
FR-0FR	Rowland Hall-St Marks Schools – Salt Lake City		7/1/2003
35-404	Roy Jr. High – Roy	Weber	7/1/2003
19-416	Salem Jr. High – Salem	Nebo	7/1/2015
97-300	Salt Lake Arts Academy – Salt Lake City	Salt Lake	7/1/2004
91-925	Salt Lake Christian Academy – Sandy		7/1/2003
09-408	San Rafael Jr. High – Ferron	Emery	7/1/2003
35-406	Sand Ridge Jr. High – Roy	Weber	7/1/2003
12-423	Scott M. Matheson Jr. High – Magna	Granite	7/1/2015
91-922	Shiloah Valley Christian School – Eskdale		7/1/2003
33-425	Snow Canyon Middle School – St. George	Washington	7/1/2015
35-412	Snowcrest Jr. High – Eden	Weber	7/1/2003
89-100	Soldier Hollow Charter School – Midway	Wasatch	7/1/2004
04-410	South Cache Center – Hyrum	Cache	7/1/2015
07-416	South Davis Jr. High – Bountiful	Davis	7/1/2003
14-415	South Hills Middle School – Riverton	Jordan	7/1/2015
14-411	South Jordan Middle School – South Jordan	Jordan	7/1/2015
35-408	South Ogden Jr. High – Ogden	Weber	7/1/2003
14-712	South Park Academy – Draper	Canyons	7/1/2003
19-420	Spanish Fork Jr. High – Spanish Fork	Nebo	7/1/2003
19-424	Springville Jr. High – Springville	Nebo	7/1/2003
A4-100	Summit Academy – Draper	Canyons	7/1/2015
33-303	Sunrise Ridge Intermediate School – St. George	Washington	2/1/2016
07-418	Sunset Jr. High – Sunset	Davis	7/1/2003
14-416	Sunset Ridge Middle School – West Jordan	Jordan	7/1/2015
07-420	Syracuse Jr. High – Syracuse	Davis	7/1/2003
35-410	T. H. Bell Jr. High – Ogden	Weber	7/1/2003
6F-300	The Early Light Academy at Daybreak – South Jordan	Jordan	7/1/2015
12-419	Thomas Jefferson Jr. High – Kearns	Granite	7/1/2003
01-420	Timberline Middle School – Alpine	Alpine	7/1/2015
33-304	Tonaquint Intermediate School – St. George	Washington	7/1/2014
30-404	Tooele Jr. High – Tooele	Tooele	7/1/2003
22-304	Treasure Mountain Jr. High – Park City	Park City	7/1/2015
JA-0JA	University for Children – Springville		7/1/2003
91-618	University Academy at University Neuropsychiatric Institute – Salt Lake City		7/1/2003
FC-0FC	Utah Catholic Schools – Salt Lake City		7/1/2003
FL-0FL	Utah Lutheran Schools – Murray		7/1/2003
12-428	Valley Jr. High – West Valley City	Granite	7/1/2003
31-408	Vernal Jr. High – Vernal	Uintah	7/1/2003
01-490	Vista Heights Middle School – Saratoga Springs	Alpine	7/1/2015
35-416	Wahlquist Jr. High – Ogden	Weber	7/1/2003
12-432	Wasatch Jr. High – Salt Lake City	Granite	7/1/2003

District Code	Middle & Jr. High School Names	School District	Effective Date
32-412	Wasatch Mountain Jr. High – Heber City		7/1/2003
JM-970	Waterford School – Sandy		7/1/2003
14-414	West Hills Middle School – West Jordan	Jordan	7/1/2015
14-412	West Jordan Middle School – West Jordan	Jordan	7/1/2015
12-434	West Lake Jr. High – West Valley City	Granite	7/1/2003
12-490	West Lake Jr. High Extended Day – West Valley City	Granite	7/1/2003
31-312	West Middle School – Roosevelt		7/1/2003
07-422	West Point Jr. High – West Point	Davis	7/1/2015
01-425	Willowcreek Middle School – Lehi	Alpine	7/1/2015

COMMENTS: Last modified June ~~11~~8, 201~~5~~6.

REFERENCE: School ACT codes can be found at the following website: https://www.act.org/content/act/en/products-and-services/the-act/taking-the-test/high-school-codes-lookup.html~~http://www.actstudent.org/regist/lookuphs/~~. District codes used by the Utah State Office of Education can be found here: http://schools.utah.gov/main/INFORMATION/Educational-Directory/DOCS/2015EducationalDirectory.aspx~~http://schools.utah.gov/main/INFORMATION/Educational-Directory/DOCS/2014EducationalDirectory.aspx~~.

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-20156

ELEMENT NAME: Enrollment Objective

FIELD NAME: U_ENRL_OBJ

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 1 character

DEFINITION: The Utah College of Applied Technology has been charged with providing applied technical education to individuals within specific training objectives. The training provided to each student is of equal value to that given any other student served by UCAT, regardless of the training objective. ~~The Outcome Based Reporting System is a uniform process for identifying the number of students exiting UCAT programs each year, with their associated completion and outcome status.~~ Upon enrolling, each student is identified with one of the training objectives outlined below. Upon exiting, the student's performance is evaluated to determine the level of program completion. The applied technology college~~ampus~~ will then follow up with the student to determine the outcome of his/her training after leaving the ~~C~~college.

Field Value	Field Attribute and Examples		Effective Date
1	**Certificate Seeker**~~:~~	UCAT Policy 205.5.2	July 1, 2013
2	**Occupational Upgrade**~~:~~	UCAT Policy 205.5.3	July 1, 2013
3	**Senior Citizen (audit waiver)**~~:~~ Policy 205.5.4.4	——— UCAT	July 1, 2013
4	**Campus Credential Seeker**~~:~~	UCAT Policy 205.5.4.2	July 1, 2013
~~5~~	~~**No longer used**~~		~~July 1, 2012~~
6	**Basic Skills**~~:~~	UCAT Policy 205.5.4.3	July 1, 2013
7	**Personal Interest Student**~~:~~	UCAT Policy 205.5.4.5	July 1, 2012
8	**Assessment:** An individual enrolled solely for assessment services.		July 1, 2006
~~9~~	~~**No longer used**~~		~~July 1, 2012~~
I	**Incarcerated**~~:~~	UCAT Policy 205.5.4.6	July 1, 2014
J	**Job Re-entry**~~:~~	UCAT Policy 205.5.4.1	July 1, 2013
S	**Secondary**~~:~~	UCAT Policy 205.5.1	July 1, 2013

COMMENTS: Last modified ~~May~~June ~~23~~8, 201~~4~~6.

REFERENCE: Northstar Enrollment Period Form

Element: **U-22**

ELEMENT NAME: COE AccountableReportable

FIELD NAME: U_COE_ACCOUNTABLEREPORT

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 1 character

DEFINITION: A student who has met the necessary collegeampus requirements to be included in completion, placement, or licensure rates as tracked and reported to the Council on Occupational Education (COE) for accreditation purposes. This status is determined at each collegeampus based upon institutional definitions of "matriculated,", "accountably enrolled,", etc. For those collegesampuses that do not have institutional policies allowing for COE reporting exclusions, or for students whose COE reportable statuses have not yet been determined, this field is allowed to be blank.

Field Value (Example)	Field Attributes and Example	Effective Date
Y	Yes, the student has met the requirements for COE completion, placement, and licensure accountability.~~tracking and reporting.~~	July 1, 2015
N	No, the student has not met the requirements for COE completion, placement, and licensure accountability.~~tracking and reporting.~~	July 1, 2015
<blank>	The collegeampus does not have institutional policies allowing for COE reporting exclusions, or the student's COE reportable status has not yet been determined.	July 1, 2015

COMMENTS: Last modified June 118, 20156.

REFERENCE: Northstar Training Plan Form

UTAH COLLEGE OF APPLIED ECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-20156

Element: **U-23**

ELEMENT NAME: Full/Three Quarter/Part/Less than Part-Ttime Status

FIELD NAME: U_PT_FT

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 1 character

DEFINITION: The full/three-quarter/part/less than part-time status of the student.

Field Value (Example)	Field Attributes and Example	Effective Date
F	Full time	July 1, 2006
Q	Three-quarter time	July 1, 2015
P	Part time	July 1, 2006
L	Less than part time	July 1, 2006

COMMENTS: Last modified June 118, 20156.

REFERENCE: Full time – a student enrolled for ~~12 or more~~ ~~semester or quarter credits or~~ 24 or more contact hours per week (≥ 24).
Three-quarter time – a student enrolled for ~~between 9 and 11.9 semester or quarter credits, or~~ ~~between~~greater than or equal to 18 and fewer than ~~23.9~~24 contact hours per week (≥ 18 and < 24).
Part time – a student enrolled for ~~between 6 and 8.9 semester or quarter credits, or between~~greater than or equal to 12 and fewer than ~~17.9~~18 contact hours per week (≥ 12 and < 18).
Less than part time – a student enrolled for ~~less than 6 semester or quarter credits or~~ fewer~~less~~ than 12 contact hours per week (< 12).

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-20~~5~~6

Element: **U-24**

ELEMENT NAME: ~~Entry Action~~First Time Date

FIELD NAME: U_FIRST~~ENTRY~~_DATE

FIELD DATA TYPE: ~~Date~~

FIELD FORMAT: 8 digits (YYYYMMDD)

DEFINITION: The date on which the student's entry action is determined by the college~~ampus~~.

Field Value (Example)	Field Attributes and Examples	Effective Date
20010415	The date the student's first time type~~entry action~~ was determined (e.g., April 15, 2010)	July 1, 2006
<blank>	The student's entry date is not known.	July 1, 2015

COMMENTS: Last modified June ~~11~~8, 20~~5~~6.

REFERENCE: Northstar Demographics Form

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~6~~

<div align="right">

Element: **U-25**

</div>

ELEMENT NAME: ~~Entry Action~~First Time Type

FIELD NAME: U_FIRST_TYPE~~ENTRY_ACTION~~

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 2 characters

DEFINITION: The student's entry status upon enrollment at a UCAT college~~ampus~~.

Field Value	Field Attributes and Examples	Effective Date
FH	***First time student – undergraduate (within 12 months of high school)***: A student who is entering postsecondary education for the first time within 12 months after graduation from high school. Note that if an adult student never graduated from high school, he/she is assigned a value of "FH" if he/she is less than 12 months removed from when the student *should have* graduated.	July 1, 2012
FF	***First time student – undergraduate (not within 12 months of high school):*** A student who is entering postsecondary education for the first time, not within 12 months after graduation from high school. Note that if an adult student never graduated from high school, he/she is assigned a value of "FF" if he/she is 12 or more months removed from when the student *should have* graduated.	July 1, 2012
CS	***Continuing Student:*** A student who is enrolling at a UCAT campus who has been previously enrolled in postsecondary education.	July 1, 2012
HS	***High School Student:*** A student who is enrolling at a UCAT campus and currently meets the UCAT definition of a secondary student (UCAT policy 205.5.1).	July 1, 2012
<blank>	The student's entry action is unknown.	July 1, 2015

COMMENTS: IPEDS definition of "First-time student (undergraduate)": A student who has no prior postsecondary experience (except as noted below) attending any institution for the first

time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).

Last updated July 118, 20156.

REFERENCE:

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~5~~6

Element: **U-26**

ELEMENT NAME: Schedule Start Date

FIELD NAME: U_START_DATE

~~**FIELD DATA TYPE:** Date~~

FIELD FORMAT: 8 digits (YYYYMMDD)

DEFINITION: The date the student started a specific class schedule.

Field Value	Field Attributes and Examples	Effective Date
20010415	The date the student began the specified class (e.g., April 15, 2001)	July 1, 2006

COMMENTS: Last modified May 16, 2013.

REFERENCE: Northstar Schedule Detail Start Date

Element: **U-27**

ELEMENT NAME: Schedule Stop Date

FIELD NAME: U_STOP_DATE

FIELD DATA TYPE: Date

FIELD FORMAT: 8 digits (YYYYMMDD)

DEFINITION: The date the student ended a specific class schedule.

Field Value	Field Attributes and Examples	Effective Date
20010415	The date the student ended the specified class (e.g., April 15, 2001)	July 1, 2006

COMMENTS: Last modified May 13, 2013.

REFERENCE: Northstar Schedule Detail Stop Date

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-20~~5~~6

ELEMENT NAME: Exit Code

FIELD NAME: U_EXIT_CODE

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 1 character

DEFINITION: A student's status upon exiting a program or the college~~ampus~~.

Field Value	Field Attribute and Examples	Effective Date
P	**Program Completer:** A student with any Enrollment Objective (U-21) who has qualified for and been awarded a Program Certificate or an Occupational Skills Certificate by the college~~ampus~~ registrar.	July 1, 2013
N	**Non Finisher:** A student who has exited prior to completion of a Program.	July 1, 2013
W	**Withdrawal:** A student who has exited without completing any course work.	July 1, 2013
C	**Completer:** For Secondary Students UCAT Policy 205.6.1.1; for Upgrades Students UCAT Policy 205.6.1.3; for Other Post-Secondary Students 205.6.1.4.	July 1, 2013
H	**Schedule Change:** A Student who has requested a change in their schedule.	July 1, 2009
\<blank\>	The student's exit code is unknown (i.e., not yet determined).	July 1, 2015

COMMENTS: Last updated June ~~11~~8, 20~~5~~6.

REFERENCE: Northstar Enrollment Period Form
          UCAT Policy 201.4.3

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-20~~5~~6

Element: **U-29**

ELEMENT NAME: Exit Date

FIELD NAME: U_EXIT_DATE

~~**FIELD DATA TYPE:** Date~~

FIELD FORMAT: 8 digits (YYYYMMDD)

DEFINITION: Date student exited from a program or the c~~ampus~~ollege.

Field Value (Example)	Field Attributes and Examples	Effective Date
20010415	Student withdrawal/completion date is April 15, 2001.	July 1, 2006
<blank>	The student's exit date is unknown (i.e., not yet determined).	July 1, 2015

COMMENTS: Last modified ~~May~~June ~~16~~8, 201~~3~~6.

REFERENCE: Northstar Enrollment Period Stop Date

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~6~~

ELEMENT NAME: Licensure Status

FIELD NAME: U_LIC_EXAM

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 1-2 characters

DEFINITION: The status of a student who is in a program which requires a state or national licensing (i.e. Plumbing, Electrician, CDL, Cosmetology, Practical Nursing, CNA, etc.).

Field Value	Field Attributes	Effective Date
W	The student is waiting to take a licensure exam.	July 1, 2006
TP	Took exam – passed	July 1, 2006
TF	Took exam – did not pass	July 1, 2006
<blank>	The student has not taken or is not required to take a licensure exam.	July 1, 2015

COMMENTS: Last modified May 16, 2013.

REFERENCE: Northstar Training Plan Form

Element: **U-31**

ELEMENT NAME: Verified Outcome Status

FIELD NAME: U_OUTCOME

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 1 character

DEFINITION: The outcome verification code for students. Verified outcome status is evaluated for each instructional program.

Certificate Seeker outcomes may be identified by any means available to the individual c~~ampus~~ollege. This may include:
>   (1) Instructor reporting the information via a training outcome forms,
>   (2) Student Services surveys or phone conversations with the former student or the student sponsoring organization,
>   (3) DWS employment records verification,
>   (4) Continued Education can be tracked through a USHE data match completed at the end of the year.

Occupational Upgrade student outcomes are tracked when they complete their training. This is determined by the program instructor and reported to Student Services by institutional reporting procedures.

Institutions must retain documentation for audit sampling purposes.

Reporting guidelines for completers and leavers.
>   (1) C~~ampuses~~olleges will define the period necessary for verification of student outcome.
>   (2) Student outcomes should be recognized in the fiscal year in which it was identified.

This system recognizes that students attending for different enrollment objectives may have multiple outcomes within the same fiscal year depending upon their enrollment pattern.

PLACEMENT = Certificate Seeker with related employment.

Field Value	Field Attributes and Examples	Effective Date
R	**Related Employment:** Employment in a field related to instruction.	July 1, 2013
M	**Related Military:** Military service in a field related to instruction.	July 1, 2013
U	**Unrelated Employment:** Employment in a field not related to instruction.	July 1, 2013
D	**Unrelated Military:** Military service in a field not related to instruction.	July 1, 2013
E	**Continued Education (External):** Enrollment at another educational institution upon leaving a UCAT campus.	July 1, 2013
I	**Continued Education (Internal):** Enrollment in another COE-approved program at the UCAT campus.	July 1, 2013
S	**Seeking Employment:** Seeking employment in any field.	July 1, 2013
V	**Unavailable:** Documented as being unavailable for employment because of situations such as pregnancy, other serious health-related issues, caring for ill family members, death, incarceration, etc.	July 1, 2013
K	**Unknown Employment Status:** Unable to collect outcome information.	July 1, 2013
F	**Refused Employment:** Failure to keep interview appointments, enrollment in a program of instruction strictly for personal use, or refusal of an employment offer in the field of instruction.	July 1, 2013
W	**Needs Verification:** Follow-up of outcome data needed.	July 1, 2013
C	**Completed Objective:** Can be used for enrollment objectives of S, 2, 3,4,5,6 and 7. (If secondary, did they earn Carnegie credit toward high school graduation?)	July 1, 2013
A	**Not Applicable:** No verification needed due to student failing the class or withdrew.	July 1, 2006
B	**Re-enrolled:** Student has re-enrolled in the same program.	July 1, 2013
X	**Refused Follow Up:** Unwillingness to provide outcome information.	July 1, 2013
Z	**Verification Complete:** No outcome.	July 1, 2011
<blank>	The student's outcome has not yet been determined.	July 1, 2015

Enrollment Objective	Exit Code	R	M	U	D	E	I	S	V	K	F	W	C	A	B	X	Z
1 - Certificate Seeker	P												n/a	n/a	n/a		
	N												n/a	n/a	n/a		
	W												n/a		n/a		
	H	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a
2 - Occupational Upgrade	P		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a
	C		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a
	W		n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a		n/a	n/a	n/a
	H	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a
3 - Senior Citizen	C	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a
	W	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a
	H	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a
4 - Campus Credential Seeker	CP												n/a	n/a	n/a		
	N												n/a	n/a	n/a		
	W	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a
	H	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a
5 - No longer used																	
6 - Basic Skills	C	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a
	W	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a
	H	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a
7 - Personal Interest	P	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	C	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a
	W	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a
	H	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a
8 - Assessment																	
9 - No longer used																	
I - Incarcerated																	
J - Job Re-entry	P												n/a	n/a	n/a		
	C	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a
	W	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a
	H	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a
S - Secondary	P	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a
	C	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a
	W	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a
	H	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a

COMMENTS: Last modified June 118, 20156.   **REFERENCE:** Northstar Enrollment Period Form

Element: **U-32**

ELEMENT NAME: Verification Date

FIELD NAME: U_OUT_DT

FIELD DATA TYPE: ~~Date~~

FIELD FORMAT: 8 digits (YYYYMMDD)

DEFINITION: The date the documentation was signed by the employer, institution, Workforce Services Office, or the date the college~~ampus~~, acting as agents of the institution, verifies the outcome of the student. If an employer or institution does not include a date with the signature, a "received date" stamped by the institution will be used.

Field Value (Example)	Field Attributes and Example	Effective Date
20010510	The student's employment was verified on May 10, 2001.	July 1, 2006
<blank>	The student's outcome has not yet been determined.	July 1, 2015

COMMENTS: Last modified ~~May~~June ~~13~~8, 201~~0~~6.

REFERENCE: Northstar Completion Form

Element: **U-33**

ELEMENT NAME: Program CIP Code, Area of Delivery CIP, and Graduation CIP ~~Major~~

FIELD NAME: U_PRG_CIP, U_DEL_CIP, U_COMP_CIP

~~**FIELD DATA TYPE:** Number~~

FIELD FORMAT: 6 digits per category

DEFINITION: Program CIP – the unique classification for a specific **Area** of study as listed in the UCAT CIP Matrix.
Area of Delivery CIP – the unique classification for the **department** that delivers the course as listed in the UCAT CIP Matrix
Graduation CIP ~~Major~~ – the unique classification for the specific certificate awarded~~a specific major~~ ~~field of study~~.

CIP	CIP Description	Effective Date
010104	Farm/Farm and Ranch Management	July 1, 2006
010306	Dairy Husbandry and Production	July 1, 2006
010605	Landscaping and Groundskeeping	July 1, 2006
010906	Livestock Management	July 1, 2006
030199	Natural Resources Conservation and Research, Other	July 1, 2009
100202	Radio and Television Broadcasting Technology/Technician	July 1, 2006
100399	Graphic Communications, Other	July 1, 2010
110101	Computer and Information Sciences, General	July 1, 2006
110201	Computer Programming/Programmer, General	July 1, 2006
110801	Web Page, Digital/Multimedia & Information Resources Design	July 1, 2006
110901	Computer Systems Networking and Telecommunications	July 1, 2006
120401	Cosmetology/Cosmetologist, General	July 1, 2006
120402	Barbering/Barber	July 1, 2008
120409	Aesthetician/Esthetician and Skin Care Specialist	July 1, 2008
120410	Nail Technician/Specialist and Manicurist	July 1, 2008
120413	Cosmetology, Barber/Styling, and Nail Instructor	July 1, 2006
120501	Baking and Pastry Arts/Bakery/Pastry Chef	July 1, 2015
120503	Culinary Art/Chef Training	July 1, 2013
120504	Restaurant, Culinary, and Catering Management/Manager	July 1, 2008
120505	Food Preparation/Professional Cooking/Kitchen Assistant	July 1, 2006
120506	Meat Cutting/Meat Cutter	July 1, 2006
131319	Technical Teacher Education	July 1, 2006
131501	Teacher Assistant/Aide	July 1, 2006

CIP	CIP Description	Effective Date
141801	Materials Engineering	July 1, 2006
150305	Telecommunications Technology/Technician	July 1, 2006
150401	Biomedical Technology/Technician	July 1, 2010
150406	Automation Engineer Technology/Technician	July 1, 2015
150503	Energy Management and Systems Technology/Technician	July 1, 2011
150505	Solar Energy Technology/Technician	February 1, 2011
150507	Environmental Engineering Tech/Environmental Technology	July 1, 2006
150508	Hazardous Materials Management & Waste Tech/Technician	July 1, 2006
150607	Plastics Engineering Technology	July 1, 2015
150613	Manufacturing Technology/Technician	July 1, 2009
150701	Occupational Safety and Health Technology/Technician	July 1, 2015
150702	Quality Control Technology/Technician	July 1, 2012
150703	Industrial Safety Technology/Technician	July 1, 2007
150901	Mining Technology/Technician	July 1, 2006
150903	Petroleum Technology/Technician	July 1, 2006
151302	CAD/CADD Drafting and/or Design Technology/Technician	July 1, 2006
161601	American Sign Language (ASL)*****	July 1, 2006
190709	Child Care Provider/Assistant	July 1, 2006
220301	Legal Administrative Assistant/Secretary	July 1, 2006
220302	Legal Assistant/Paralegal	July 1, 2006
320101	Basic Skills and Development/Remedial Education, General	July 1, 2010
320109	Second Language Learning	July 1, 2006
320199	Basic Skills and Development/Remedial Education, Other	July 1, 2014
430107	Criminal Justice/Police Science	July 1, 2006
430203	Fire Science/Fire-fighting	July 1, 2006
430302	Crisis/Emergency/Disaster Management	July 1, 2015
460101	Mason/Masonry	July 1, 2006
460201	Carpentry/Carpenter	July 1, 2006
460301	Electrical and Power Transmission Installation/Installer, General	July 1, 2008
460302	Electrician	July 1, 2006
460403	Building/Home/Construction Inspection/Inspector	July 1, 2006
460406	Glazier	July 1, 2006
460408	Painting/Painter and Wall Coverer	July 1, 2006
460502	Pipefitting/Pipefitter and Sprinkler Fitter	July 1, 2016
460503	Plumbing Technology/Plumber	July 1, 2006
470104	Computer Installation and Repair Technology/Technician	July 1, 2006
470105	Industrial Electronics Technology/Technician	July 1, 2006
470201	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	July 1, 2006
470303	Industrial Mechanics and Maintenance Technology	July 1, 2006
470603	Autobody/Collision and Repair Technology/Technician	July 1, 2006

CIP	CIP Description	Effective Date
470604	Automobile/Automotive Mechanics Technology/Technician	July 1, 2006
470605	Diesel Mechanics Technology/Technician	July 1, 2006
470606	Small Engine Mechanics and Repair Technology/Technician	July 1, 2009
470608	Aircraft Power Plant Technology/Technician	July 1, 2006
470611	Motorcycle Maintenance and Repair Technology/Technician	July 1, 2009
470612	Vehicle Emissions Inspection & Maintenance Tech/Technician	July 1, 2009
470699	Vehicle Maintenance and Repair Technologies, Other	July 1, 2006
480501	Machine Tool Technology/Machinist	July 1, 2006
480506	Sheet Metal Technology/Sheetworking	July 1, 2006
480508	Welding Technology/Welder	July 1, 2006
480511	Metal Fabricator	July 1, 2016
480703	Cabinetmaking and Millwork	July 1, 2006
490101	Aeronautics/Aviation/Aerospace Science & Technology General	July 1, 2007
490102	Airline/Commercial/Professional Pilot and Flight Crew	July 1, 2007
490202	Construction/Heavy Equipment/Earthmoving Equipment Operation	July 1, 2010
490205	Truck & Bus Driver/Commercial Vehicle Operator and Instructor	July 1, 2010
490207	Flagging and Traffic Control	July 1, 2009
499999	Transportation and Materials Moving, Other	July 1, 2006
500402	Commercial and Advertising Art	July 1, 2006
500408	Interior Design	July 1, 2006
500713	Metal and Jewelry Arts*****	July 1, 2007
510000	Health Services/Allied Health/Health Sciences, General	July 1, 2006
510601	Dental Assisting/Assistant	July 1, 2006
510699	Dental Services and Allied Professions, Other	July 1, 2007
510703	Health Unit Coordinator/Ward Clerk	July 1, 2007
510707	Health Information/Medical Records Technology/Technician	October 1, 2013
510708	Medical Transcription/Transcriptionist	July 1, 2006
510709	Medical Office Computer Specialist/Assistant	April 16, 2013
510713	Medical Insurance Coding Specialist/Coder	July 1, 2006
510716	Medial Administrative/Executive Assistant and Medical Secretary	July 1, 2006
510801	Medical/Clinical Assistant	July 1, 2006
510802	Clinical/Medical Laboratory Assistant	July 1, 2006
510805	Pharmacy Technician/Assistant	July 1, 2006
510806	Physical Therapy Aide	July 1, 2007
510808	Veterinary/Animal Health Tech/Technician & Veterinary Asst.	July 1, 2006
510810	Emergency Care Attendant (EMT Ambulance)	July 1, 2006
510899	CPR/First Aid/other short term medical	July 1, 2010
510902	Electrocardiograph Technology/Technician	July 1, 2007
510904	Emergency Medical Technology/Technician (EMT Paramedic)	July 1, 2006
510907	Medical Radiologic Technology/Science - Radiation Therapist	July 1, 2006
510909	Surgical Technology/Technologist	July 1, 2006

CIP	CIP Description	Effective Date
510913	Athletic Training/Trainer	July 1, 2006
510999	Allied Health Diagnostic/Intervention/Treatment Professional/Other	July 1, 2008
511009	Phlebotomy Technician/Phlebotomist	July 1, 2006
511099	Clinical/Medical Laboratory Science & Allied Professions, Other	July 1, 2006
512602	Home Health Aide/Home Attendant	July 1, 2006
513801	Registered Nursing/Registered Nurse	July 1, 2009
513901	Licensed Practical/Vocational Nurse Training	July 1, 2009
513902	Nursing Assistant/Aide and Patient Care Assistant/Aide	July 1, 2009
520203	Logistics, Materials and Supply Chain Management	July 1, 2010
520205	Operations Management and Supervision	July 1, 2015
520207	Customer Service Management	July 1, 2007
520208	E-Commerce/Electronic Commerce	July 1, 2006
520302	Accounting Technology/Technician and Bookkeeping	July 1, 2006
520401	Administrative Assistant and Secretarial Science, General	July 1, 2006
520408	General Office Occupations and Clerical Services	October 1, 2013
520409	Parts, Warehousing, and Inventory Management Operations	July 1, 2008
520411	Customer Service Support/Call Center/Teleservice Operation	July 1, 2010
520701	Entrepreneurship/Entrepreneurial Studies	February 1, 2012
520703	Small Business Administration/Management	July 1, 2009
520809	Credit Management	July 1, 2007
520899	Finance and Financial Management Services, Other	December 1, 2010
520901	Hospitality Administration/Management, General	July 1, 2007
521001	Human Resources Management/Personnel Administration, General	July 1, 2006
521401	Marketing/Marketing Management, General	July 1, 2006
521501	Real Estate	July 1, 2006
521601	Taxation	July 1, 2009
521801	Sales, Distribution and Marketing Operations, General	July 1, 2007
521902	Fashion Merchandising	July 1, 2006
521908	Business and Personal/Financial Services Marketing Operations, Other	July 1, 2008

CIP	Non mission CIP Codes	Effective Date
000000	Distance Learning	July 1, 2006
004000	Driver's Education	July 1, 2006
005000	Class Offered Course not counted	July 1, 2006
090901	Spanish	July 1, 2006
131105	Assessment	July 1, 2015
139931	Custom Fit - State	July 1, 2006
139932	Custom Fit - Private	July 1, 2006
139933	STIT (Short Term Intensive Training)	July 1, 2006
270399	Math	July 1, 2006
320147	Career Development Guidance Placement	July 1, 2006

CIP	CIP Description	Effective Date
330103	Community Awareness	July 1, 2015

COMMENTS: This matrix can be found on the UCAT website and is a listing of the current programs which are offered by the UCAT campuses. Last updated June ~~11~~8, 201~~56~~.

REFERENCE: CIP codes are taken from the Classifications of Instructional Program (CIP) codes as published by the National Center for Education Statistics (NCES) 2010.
Northstar Data Dictionary Management CIP Form

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~5~~6

Element: **U-34**

ELEMENT NAME: Area of Study

FIELD NAME: U_SUBJ

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: ~~300~~N characters

DEFINITION: The specific area of study or program in which the student is enrolled.

Field Value	Field Attributes and Examples	Effective Date
\<Department Specific\>	The specific name for the area of study the student is enrolled in.	July 1, 2012

COMMENTS: Last modified April 20, 2012.

REFERENCE: Northstar Training Plan Form (using Program Name)

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-20156

Element: **U-35**

ELEMENT NAME: Class Number

FIELD NAME: U_NUM

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: ~~10~~N characters

DEFINITION: The official class number or other identifier that serves to uniquely identify a course within the offering unit.

Field Value (Example)	Field Attributes and Example	Effective Date
<Department Specific>	The course "Welding TIG2114" has the class number of "TIG2114".	July 1, 2006
<blank>	The course does not have an applicable number (this may be the case when the student is enrolled at the program level rather than in individual classes).	July 1, 2015

COMMENTS: Last modified May 13, 2010.

REFERENCE: Northstar Curriculum Management Course Form

Element: **U-36**

ELEMENT NAME: Class Title

FIELD NAME: U_TITLE

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: ~~300~~N characters

DEFINITION: An institutionally defined name of the course.

Field Value	Field Attributes and Examples	Effective Date
<Department Specific>	The name of the class in which the student is scheduled.	July 1, 2006

COMMENTS: Last modified April 20, 2012.

REFERENCE: Northstar Curriculum Management Course Form

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~5~~6

ELEMENT NAME: Delivery Method

FIELD NAME: U_DEL_METH

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 1 character

DEFINITION: The method of delivery by which the preponderance of instruction is transmitted.

Field Value	Field Attribute or Example	Effective Date
P	**Face-to-Face:** Course is taught primarily in person - classroom based. This includes workbook courses with instruction, and courses with technology-delivered components such as online syllabi, online lecture notes, slide presentations, or videotapes of live lectures. Technology may be providing administrative or logistical support to the class, but does not significantly impact students' learning experience.	July 1, 2006
~~R~~	~~**Interactive Audio/Video:** Course is taught via remote interactive video and audio (i.e., EdNET, Satellite) from an origination site to one or more receive sites or via streaming media technologies. Lectures and assignments are delivered in real time, one-way from the instructor to students (satellite), with two-way exchange capabilities between instructor and student (EdNET), or accessed online on demand via streaming audio/video.~~	~~July 1, 2006~~
I	**Online:** Students access a website for course instructions, lectures, assignments and materials, and to communicate with the instructor and with other students. Internet courses may have face-to-face orientation sessions or exam reviews; however, the time and place-specific requirements are minimal. Internet classes promote web-based interactivity between students and instructors, students and internet-based communities, and among students.	July 1, 2006

Field Value	Field Attribute or Example	Effective Date
C	**Correspondence:** Course is delivered in print form, either as hard or electronic copy. No instructor is present, though students may use mail, phone, fax, or email to contact the instructor and/or submit assignments. Students work at their own pace without significant interaction with the instructor or other students in the class. Courses are generally enrolled open entry/open exit.	July 1, 2006
B	**Blended:** 49% or less of the required instructional hours is via distance education. The technology-delivered components in these courses, such as online chat sessions or online video lectures, significantly impact the learning experience and reduce the amount of classroom time.	July 1, 2009
L	**Lockstep:** A course where there is a defined entry and defined exit date. No open entry/open exit.	July 1, 2009
J	**OJT/Extern:** Student is receiving non-compensated on-the-job training at the location of the employer.	July1, 2016

COMMENTS: Last modified AprilJune 208, 20126.

REFERENCE: In Northstar if the campus refund policy is percentages deliver defined entry/exit as face to face otherwise deliver these session types as lockstep.

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
Student Data -- Version: 07-01-20156

ELEMENT NAME: Budget Code

FIELD NAME: U_BUDGET_CODE

FIELD DATA TYPE: NVarchar

FIELD FORMAT: 2 characters

DEFINITION: Categorizes courses according to funding source/mechanism associated with the course as defined in UCAT Policy 201.5, Membership Hour Reporting – Budget-Related Membership Hours. The first character indicates whether a course is budget-related or self-supporting. The second character is for collegeampus use in developing internal budget categories.

Field Value	Field Attributes and Example	Effective Date
B%	Budget-Related	July 1, 2011
S%	Self-Supporting	July 1, 2011

COMMENTS: Last Modified Junely 18, 20116.

REFERENCE: Used in Northstar Class Management Add Batch Course Session

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~5~~6

Element: **U-39**

ELEMENT NAME: Instructional Type

FIELD NAME: U_INSTRUCT_TYPE

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 3 characters

DEFINITION: Course Instruction Type

Field Value	Field Attributes	Effective Date
LEC	Regular classes without lab – standard fixed classes where instruction occurs in a traditional classroom setting.	July 1, 2006
LEL	Regular classes with incorporated lab – standard fix classes where instruction occurs in a traditional classroom setting as well as in a laboratory setting.	July 1, 2006
~~LAB~~	~~Laboratory – separate section laboratory setting course.~~	~~July 1, 2006~~
SUP	Supervision at remote sites – faculty supervision at remote sites that generate hours (e.g., internships, clinical, student teaching, cooperative education).	July 1, 2006
INV	Individualized instruction – classes with no defined hours (e.g., directed readings, independent study/projects).	July 1, 2006
CON	Conference and workshops – classes that are not part of the regular curriculum.	July 1, 2006
~~CTC~~	~~Custom training class – classes that are offered Custom Fit.~~	~~July 1, 2006~~
OTH	Other – all other instructional activity that generates hours.	July 1, 2006

COMMENTS: Last modified ~~May~~June ~~13~~8, 201~~0~~6.

REFERENCE: Northstar Data Dictionary Management Instruct Type

Element: **U-40**

ELEMENT NAME: Site Type

FIELD NAME: U_SITE_TYPE

FIELD DATA TYPE: NVarchar

FIELD FORMAT: 1-3 characters

DEFINITION: Code used to specify a site type where instruction originates.

Field Value	Field Attributes and Example	Effective Date
A01	Course taught from the main campus	July 1, 2006
BXX	Course taught from other COE-approved sites B01 BATC Bridgerland West B02 BATC Brigham City Campus (BC) B03 BATC Rich County Campus (RC) B04 MATC American Fork B06 MATC Orem Campus B07 MATC Spanish Fork Campus B08 OWATC Roy Campus B09 OWATC BDO Campus B10 UBATC Buckskin Hills B11 MATC Orem South Campus B21 UBATC Vernal Campus B25 DATC Freeport East Bldg (Y16) B26 DATC Freeport West Bldg (D5) B29 SWATC Business and Technology Bldg B30 SWATC Extension Campus (Auto) B31 SWATC Kanab Campus B32 SWATC Circle Four Farms Campus B33 DXATC Diesel Shop B34 DXATC Emergency Response Training Center B35 DXATC Dixie Commons Campus	July 1, 2015
C / CXX	Course taught from a public education Site (i.e., high school) C50 SWATC Beaver HS Inst. Svc. Ctr.	July 1, 2006 July 1, 2015

Field Value	Field Attributes and Example	Effective Date
	C51 SWATC Bryce Valley HS Inst. Svc. Ctr.	July 1, 2015
	C52 SWATC Escalante HS Inst. Svc. Ctr.	July 1, 2015
	C53 SWATC Milford HS Inst. Svc. Ctr.	July 1, 2015
	C54 SWATC Panguitch HS Inst. Svc. Ctr.	July 1, 2015
	C55 SWATC Parowan HS Inst. Svc. Ctr.	July 1, 2015
	C56 SWATC Valley HS Inst. Svc. Ctr.	July 1, 2015
	C70 Uintah HS	October 1, 2015
	C71 Manila HS	October 1, 2015
	C72 Uintah River HS	October 1, 2015
	C73 Union HS	October 1, 2015
DXX	Course taught from a USHE campus	July 1, 2006
	D05 CEU	
	D06 Snow College	
	D07 Dixie State College	
	D08 SLCC	
	D09 UVU	
	D10 UofU	
	D11 USU	
	D12 WSU	
	D13 SUU	
EXX	Course taught from correctional facility	
	E01 Draper	July 1, 2006
	E02 Gunnison	July 1, 2006
	E03 Cedar City	July 1, 2006
	E04 Washington County Purgatory	July 1, 2006
	E05 Panguitch	July 1, 2006
	E06 Duchesne County Justice Center	July 1, 2006
	E07 Beaver	July 1, 2006
	E08 Daggett County Justice Center	July 1, 2006
	E09 Davis County Jail	July 1, 2015
	E10 Mill Creek Youth Center (YIC)	October 1, 2015
FXX	Course taught from another UCAT campus	
	F02 Davis	July 1, 2006
	F03 Uintah Basin	July 1, 2006
	F04 Ogden-Weber	July 1, 2006
	F05 Bridgerland	July 1, 2006
	F06 Mountainland	July 1, 2006
	F07 Southwest	July 1, 2006
	F08 Southeast	July 1, 2006
	F09 Tooele	July 1, 2010
	F10 Dixie	July 1, 2006

Field Value	Field Attributes and Example	Effective Date
G	Course taught from other owned site	July 1, 2006
H	Course taught from other leased site	July 1, 2006
Z	Course taught from an out of state site	July 1, 2006
O	Course is taught at other site (i.e., independent study)	July 1, 2006

COMMENTS: Last modified June 118, 20165.

REFERENCE: Northstar Campus Management Site Type

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~5~~6

Element: **U-41**

ELEMENT NAME: Scheduled Hours

FIELD NAME: U_SCHEDULED_HRS

~~**FIELD DATA TYPE:** Number~~

FIELD FORMAT: ~~8 digits~~Number

DEFINITION: The total number of membership hours accrued during the reporting period for a student enrolled in a course with a predetermined, verifiable schedule meeting the definitions and reporting requirements specified in UCAT Policy 201.6.1 (open-exit schedule).

Field Value (Example)	Field Attributes and Examples	Effective Date
150.00	***Scheduled hours of participation***: Student was enrolled in an open-entry open-exit class, or in a lock-step class with a verifiable schedule, and was scheduled to attend 150 hours of instruction during the reporting period.	July 1, 2011
0.00	Students who accrue membership hours for defined-length courses that were not provided in a verifiable schedule and are not reported as verifiable schedules in U-41, but as non-verifiable schedules in U-42. Zero hours are also reported for classes for which membership hours were counted up-front in a previous reporting period.	July 1, 2011

COMMENTS: Last modified May 29, 2014.

REFERENCE: Northstar reporting determines the scheduled hours from the session type and the delivery type. Scheduled hours are tied to open entry/exit, and coop sessions but can also be given when either lock-step or extern sessions are delivered face-to-face.

UCAT Policy 201 (Membership Hour Reporting)

Element: **U-42**

ELEMENT NAME: Expected Hours

FIELD NAME: U_EXPECTED_HRS

~~**FIELD DATA TYPE:** Number~~

FIELD FORMAT: ~~8 digits~~Number

DEFINITION: The total number of membership hours for a student enrolled in a course that does not have a predetermined, verifiable schedule (such as online or blended courses), or for a course where tuition is paid in full up-front, meeting the definitions and reporting requirements specified in UCAT Policy 201.6.2 (Defined-Length Schedule with Non-Verifiable Access).

Field Value (Example)	Field Attributes and Examples	Effective Date
150.00	***Expected hours of participation:*** Student began an online, blended, or other class with a non-verifiable schedule during the reporting period that had an approved course length of 150 hours.	July 1, 2011
0.00	Students who accrue membership hours for courses that were provided on a verifiable schedule are not reported as non-verifiable schedules in U-42, but as verifiable schedules in U-41. Zero hours are also reported for classes for which membership hours were counted up-front in a previous reporting period.	July 1, 2011

COMMENTS: Last modified ~~May~~June ~~29~~8, 201~~4~~6.

REFERENCE: Northstar reporting determines expected hours for lock-step and extern session types when the delivery method is B-Blended, ~~OI~~-Online, ~~IC~~-Correspondence.

UCAT Policy 201 (Membership Hour Reporting)

Element: **U-43**

ELEMENT NAME: Program Category Type

FIELD NAME: U_CAT_TYPE

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: ~~5~~2-6 Characters

DEFINITION: The type of program or set of courses in which a student is enrolled.

Field Value (Example)	Field Attributes and Examples	Effective Date
COE	***COE Approved Program***: The student is enrolled in a program (as defined in UCAT Policy 200.4.1) leading to a certificate (200.4.3) accredited by the Council on Occupational Education.	July 1, 2015
OS	***Occupational Skills Certificate Program***: The student is enrolled in a pre-defined set of courses leading to an Occupational Skills certificate (as defined in UCAT Policy 200.4.4).	July 1, 2015
CAMPUS	***Campus Approved Program***: The student is enrolled in a program approved by the college~~campus~~ board of directors and O~~o~~ffice of the ~~UCAT~~ Commissioner of Technical Education~~president~~, which does not lead to a program or Occupational Skills certificate.	July 1, 2015
~~NON~~	~~***Stand Alone Courses***: The student is enrolled in a stand-alone course or other course that is not part of a COE, Occupational Skills Certificate, or other Campus-approved program (e.g., community education, SCEP, etc.).~~	~~July 1, 2015~~

COMMENTS: Last modified June ~~11~~8, 201~~5~~6.

REFERENCE:

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~6~~

Element: **U-44**

ELEMENT NAME: Award Type

FIELD NAME: U_DEG_TYPE

~~FIELD DATA TYPE: NVarchar~~

FIELD FORMAT: 3 Characters

DEFINITION: The type of award issued to a student for the completion of a program as defined in UCAT Policy 200.4.1. A program certificate is defined in UCAT policy 200.4.3 and an Occupational Skills certificate is defined in UCAT policy 200.4.4.

Field Value	Field Attributes and Examples	Effective Date
CER	**Certificate:** program length of fewer ~~less~~ than 900 hours (< 900)	1-Jul-11
C1Y	**Certificate 1 year:** program length of ~~from~~more than or equal to 900 ~~to~~and fewer than 1800~~799~~ hours (≥ 900 and < 1800)	1-Jul-11
C2Y	**Certificate 2 year:** program length of 1800 hours or greater (≥ 1800)	1-Jul-11

COMMENTS:
 Last modified June ~~11~~8, 2015~~6~~.

REFERENCE: Northstar Data Dictionary Management Outcome type. This record is tied to the program under Curriculum Management View Program Outcome and the two together create the student's Training Plan.

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-201~~5~~6

Element: **U-45**

ELEMENT NAME: Required Hours for Certificate

FIELD NAME: U_REQ_HRS

~~**FIELD DATA TYPE:** Number~~

FIELD FORMAT: ~~8 digits~~Number

DEFINITION: The total number of hours required for a certificate. A certificate is defined in UCAT policy 200.4.3.

Field Value (Example)	Field Attributes and Examples	Effective Date
1530.00~~0~~	The Dental Assisting Program requires 1,530 hours of class time.	July 1, 2003

COMMENTS: Last modified May 13, 2010.

REFERENCE: Northstar Curriculum Management View Program Outcome

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~5~~6

Element: **U-46**

ELEMENT NAME: Hours Enrolled for Certificate

FIELD NAME: U_ENRLD_HRS

~~**FIELD DATA TYPE:** Number~~

FIELD FORMAT: ~~8 digits~~Number

DEFINITION: The number of hours enrolled in pursuit of a program or Occupational Skills certificate. These certificates are defined in UCAT policies 200.4.3-4.

Field Value (Example)	Field Attributes and Examples	Effective Date
1530.00~~0~~	The student was enrolled for 1,530 hours in pursuit of the specified certificate.	July 1, 2003

COMMENTS: Last modified June 11, 2015.

REFERENCE:

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~5~~6

Element: **U-47**

ELEMENT NAME: Certificate Completion Date

FIELD NAME: U_COMP_DATE

~~**FIELD DATA TYPE:** Date~~

FIELD FORMAT: 8 digits (~~format~~ YYYYMMDD)

DEFINITION: The date on which the student has completed the requirements for the program (whether COE-approved or Occupational Skills), as documented by the instructor. These certificates are defined in UCAT policies 200.4.3-4.

Field Value	Field Attributes and Examples	Effective Date
20040621	The student completed the requirements for the certificate on June 21, 2004.	July 1, 2003

COMMENTS: Last modified June~~April~~ 2~~0~~8, 201~~2~~6.

REFERENCE: Northstar Training Plan form

Element: **U-48**

ELEMENT NAME: Certificate Conferral Date

FIELD NAME: U_ISSUE_DATE

~~**FIELD DATA TYPE:** Date~~

FIELD FORMAT: 8 digits (~~format~~ YYYYMMDD)

DEFINITION: The date on which the certificate was conferred. Certificates are defined in UCAT policies 200.4.3-4.

Field Value	Field Attributes and Examples	Effective Date
20040621	The certificate was conferred on June 21, 2004.	July 1, 2003

COMMENTS: Last modified June~~April~~ 20~~8~~, 2012~~6~~.

REFERENCE: Northstar Training Plan form

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~5~~6

<div align="right">Element: U-49</div>

ELEMENT NAME: CIP Name

FIELD NAME: U_CIP_NAME

FIELD DATA TYPE: NVarchar

FIELD FORMAT: ~~100~~N Characters

DEFINITION: The official name of the CIP as provided by NCES.

Field Value	Field Attributes and Examples	Effective Date
	Example: Web Page, Digital/Multimedia and Information Resources Design	July 1, 2012

COMMENTS: Last modified March 29, 2012.

REFERENCE: Northstar Curriculum Management Course or Program Form

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~5~~6

Element: **U-50**

ELEMENT NAME: Training Start Date

FIELD NAME: U_TRAINING_START

~~FIELD DATA TYPE:~~ ~~Date~~

FIELD FORMAT: 8 digits (~~format~~ YYYYMMDD)

DEFINITION: The date on which coursework required for the specified certificate was begun.

Field Value	Field Attributes and Examples	Effective Date
20040621	The student began coursework required for the specified certificate on June 21, 2004.	July 1, 2015

COMMENTS: Last modified June ~~11~~8, 201~~5~~6.

REFERENCE:

Element: **U-51**

ELEMENT NAME: Training Duration

FIELD NAME: U_WEEKS_APART

~~**FIELD DATA TYPE:** Number~~

FIELD FORMAT: ~~4 digits~~Number

DEFINITION: The number of weeks between the training start date (U-50) and the date on which the certificate was completed (U-47).

Field Value (Example)	Field Attributes and Examples	Effective Date
24	The duration of the student's studies in pursuit of the specified certificate was 24 weeks. In other words, the training start date and certificate completion date were 24 weeks apart.	July 1, 2015

COMMENTS: Last modified June 11, 2015.

REFERENCE:

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015̶6

Element: **U-52**

ELEMENT NAME: Age Upon Certificate Conferral

FIELD NAME: U_COMP_AGE

FIELD DATA TYPE: Number

FIELD FORMAT: 2̶1-3 digits

DEFINITION: The student's age upon receiving the specified certificate (i.e., the student's age as of the date specified in U-48).

Field Value (Example)	Field Attributes and Examples	Effective Date
24	The student was 24 years old when he/she received the specified certificate.	July 1, 2015

COMMENTS: This field is used in the IPEDS Completions survey, which asks for age demographics of students as of the date of certificate conferral. Last modified June 11, 2015.

REFERENCE:

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015~~6~~

ELEMENT NAME: Economically Disadvantaged Status

FIELD NAME: U_DISADV

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 1 character

DEFINITION: Economic Disadvantaged: Economically disadvantaged family or individual means a) family income is at or below national poverty level; b) participant or parent(s) or guardian of the participant is unemployed; c) participant or parent of participant is recipient of public assistance; or d) participant is institutionalized or under state guardianship. On the secondary level this can be operationally determined by a student participation in a free or reduced-price lunch program, AFDC (Aid to Families with Dependent Children), or a work-study program. On the post-secondary and adult level, this can be operationally determined by participation in BEOG's or similar financial and/or work-study program.

Field Value	Field Attribute and Examples	Effective Date
Y	Yes, the student is considered economically disadvantaged.	November 10, 2004
N	No, the student is not economically disadvantaged.	November 10, 2004

COMMENTS: Last modified November 10, 2004.

REFERENCE: State ATC/ATCSR SIS Reporting Procedures - Updated September 3, 1999. Page 3, Paragraphs 5 and Page 4, Paragraph 6:

Element: **U-54**

ELEMENT NAME: Student Limited English Proficiency Status

FIELD NAME: U_LEP

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 1 character

DEFINITION: Students limited in English language skills such that they are unable to participate in, or benefit from, regular or special education school instructional programs, and who need some kind of language training or assistance to succeed.

Field Value	Field Attribute and Examples	Effective Date
Y	Yes, the student has limited English proficiency.	November 10, 2004
N	No, the student is not limited in English proficiency (not LEP, ESL, or TOEFL student).	November 10, 2004

COMMENTS: Last modified November 10, 2004.

REFERENCE: State ATC/ATCSR SIS Reporting Procedures - Updated September 3, 1999. Page 4, Paragraph 7:

Element: **U-55**

ELEMENT NAME: Student Disability Status

FIELD NAME: U_DISABLED

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 1 character

DEFINITION: Disabled: 1) Any individual who has been evaluated under part B of the IDEA and determined to be an individual with a disability who is in need of special education and related services. 2) Any individual who is considered to be disabled under section 504 of the Rehabilitation Act of 1973. 3) Any individual who a) has a physical or mental impairment that substantially limits one or more of the major life activities of that individual; b) has a record of impairment described in paragraph "A" of this definition; or c) is regarded as having impairment.

Field Value	Field Attribute and Examples	Effective Date
Y	Yes, the student is disabled.	November 10, 2004
N	No, the student is not disabled.	November 10, 2004

COMMENTS: Last modified November 10, 2004.

REFERENCE: State ATC/ATCSR SIS Reporting Procedures - Updated September 3, 1999. Page 4, Paragraph 8.

Element: **U-56**

ELEMENT NAME: Displaced Homemaker

FIELD NAME: U_DIS_HOME

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 1 character

DEFINITION: Any individual who a) is an adult; and b) has worked as an adult primarily without remuneration to care for the home and family, and for that reason has diminished marketable skills, has been dependent on public assistance or on the income of a relative but is no longer supported by such income, is a parent whose youngest dependent child will become ineligible to receive assistance under AFDC within the next two years, or is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment, as appropriate; or c) is described in subparagraph a or b and is a criminal offender.

Field Value	Field Attribute and Examples	Effective Date
Y	Yes, the student is a displaced homemaker.	November 10, 2004
N	No, the student is not a displaced homemaker.	November 10, 2004

COMMENTS: Last modified November 10, 2004.

REFERENCE: State ATC/ATCSR SIS Reporting Procedures - Updated September 3, 1999. Page 3, Paragraphs 5 and Page 4, Paragraphs 9 – 13.

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-20156

ELEMENT NAME: Single Parent

FIELD NAME: U_SINGLE_PARENT

FIELD DATA TYPE: NVarchar

FIELD FORMAT: 1 Character

DEFINITION: Any individual who a) is unmarried or legally separated from a spouse; and b) has minor child or children for which the parent has either custody or joint custody.

Field Value	Field Attribute and Examples	Effective Date
Y	Yes, the student is a single parent.	November 10, 2004
N	No, the student is not a single parent.	November 10, 2004

COMMENTS: Last modified November 10, 2004.

REFERENCE: State ATC/ATCSR SIS Reporting Procedures - Updated September 3, 1999. Page 3, Paragraphs 5 and Page 4, Paragraphs 9 – 13.

Element: **U-58**

ELEMENT NAME: Pell Grant Recipient̶s

FIELD NAME: U_PELL

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 1 character

DEFINITION: Pell grant recipients must be defined consistent with Pell guidelines with postsecondary/adult students enrolled at least half-time (based on the Pell definition of half-time), and have declared themselves as applied technology majors. ***NOTE: if students are multiple recipients of Pell, BIA, or WIOA/DWS they must only be listed once in the following order: First, Pell; Second, BIA; Third, WIOA/DWS.

Information submitted from all institutions is subject to audit. Any institution expected to receive more than a 10 percent increase in funding over the prior year (not counting any overall increase in the grant) will be audited. Records from Finance, which show the students name, SSN, and number of hours that the student was registered, and Pell records will be audited to determine eligibility for Pell.

The DWS referral will be the audit document to determine eligibility of DWS recipients. The date for the referral will be used to determine the current eligibility for the year. Any student who was referred in the fiscal year (July 1 to June 30) would be counted in that period. If a recipient began in one fiscal year and was still being served in the next fiscal year, they would be counted in the year that they started unless it could be shown that they could not be counted in the previous year. A separate DWS referral will be required for each year a student is counted for Perkins funding.

75 percent of the formula is allocated for Pell/BIA recipients and 25 percent for WIOA/DWS recipients.

Documentation: Each recipient must maintain documentation from the service provider verifying each student's eligibility for services.

Field Value	Field Attributes and Examples	Effective Date
Y	Yes, the student received Pell funds.	November 10, 2004
N	No, the student did not receive Pell funds.	November 10, 2004

COMMENTS: Last modified ~~November~~June ~~10~~8, 20~~04~~16.
REFERENCE: Northstar pulls this data from the Financial Aid Form

Element: **U-59**

ELEMENT NAME: BIA Recipient~~s~~

FIELD NAME: U_BIA

~~**FIELD DATA TYPE:** NVarchar~~

FIELD FORMAT: 1 character

DEFINITION: BIA recipients shall include all Native American postsecondary/adult students who are sponsored because of their economic need and who have declared themselves as applied technology education majors. ***NOTE: if students are multiple recipients of Pell, BIA, or WIOA/DWS they must only be listed once in the following order: First, Pell; Second, BIA; Third, WIOA/DWS.

Information submitted from all institutions is subject to audit. Any institution expected to receive more than a 10 percent increase in funding over the prior year (not counting any overall increase in the grant) will be audited. Records from Finance, which show the students name, SSN, and number of hours that the student was registered, and Pell records will be audited to determine eligibility for Pell.

The DWS referral will be the audit document to determine eligibility of DWS recipients. The date for the referral will be used to determine the current eligibility for the year. Any student who was referred in the fiscal year (July 1 to June 30) would be counted in that period. If a recipient began in one fiscal year and was still being served in the next fiscal year, they would be counted in the year that they started unless it could be shown that they could not be counted in the previous year. A separate DWS referral will be required for each year a student is counted for Perkins funding.

75 percent of the formula is allocated for Pell/BIA recipients and 25 percent for WIOA/DWS recipients.

Documentation: Each recipient must maintain documentation from the service provider verifying each student's eligibility for services.

Field Value	Field Attributes and Examples	Effective Date
Y	Yes, the student was sponsored by BIA.	November 10, 2004
N	No, the student was not sponsored by BIA.	November 10, 2004

COMMENTS: Last modified ~~November~~June ~~10~~8, 20~~04~~16.
REFERENCE: Northstar pulls this data from the Financial Aid Form

UTAH COLLEGE OF APPLIED TECHNOLOGY
Data Element Dictionary
UCAT Data -- Version: 07-01-2015̶6

Element: **U-60**

ELEMENT NAME: WIOA/DWS Sponsored Student̶s

FIELD NAME: U_WIOADWS

FIELD DATA TYPE: NVarchar

FIELD FORMAT: 1 character

DEFINITION: WIOA/DWS services recipients include all postsecondary/adult students receiving WIOA/DWS services. Students must be enrolled in applied technology education training. **Do not count secondary students or those who are assessed only!** ***NOTE: if students are multiple recipients of Pell, BIA, or WIOA/DWS they must only be listed once in the following order: First, Pell; Second, BIA; Third, WIOA/DWS.

Information submitted from all institutions is subject to audit. Any institution expected to receive more than a 10 percent increase in funding over the prior year (not counting any overall increase in the grant) will be audited. Records from Finance, which show the students name, SSN, and number of hours that the student was registered, and Pell records will be audited to determine eligibility for Pell.

The DWS referral will be the audit document to determine eligibility of DWS recipients. The date for the referral will be used to determine the current eligibility for the year. Any student who was referred in the fiscal year (July 1 to June 30) would be counted in that period. If a recipient began in one fiscal year and was still being served in the next fiscal year, they would be counted in the year that they started unless it could be shown that they could not be counted in the previous year. A separate DWS referral will be required for each year a student is counted for Perkins funding.

75 percent of the formula is allocated for Pell/BIA recipients and 25 percent for WIOA/DWS recipients.

Documentation: Each recipient must maintain documentation from the service provider verifying each student's eligibility for services.

Field Value	Field Attributes and Examples	Effective Date
Y	Yes, the student received WIOA/DWS services.	November 10, 2004
N	No, the student did not receive WIOA/DWS	November 10, 2004

COMMENTS: Last modified November̶June 1̶06, 200̶416.
REFERENCE:

Perkins approved industry certification list

Industry Certification	Exam Code
CompTIA A+ Essentials	201001
CompTIA A+ Practical Application	201002
CompTIA Network+	201003
CompTIA Security+	201004
ASE Auto Suspension and Steering	201005
ASE Auto Brakes	201006
ASE Auto Electrical/Electronic Systems	201007
ASE Auto Engine Performance	201008
ASE Auto Engine Repair	201009
ASE Auto Automatic Transmission/Transaxle	201010
ASE Auto Manual Drive Train and Axles	201011
ASE Auto Heating and Air Conditioning	201012
ASE Collision Painting and Refinishing	201013
ASE Collision Structural Analysis and Damage Repair	201014
ASE Collision Non-Structural Analysis and Damage Repair	201015
ASE Collision Mechanical and Electrical	201016
ASE Diesel Medium	201017
ASE Diesel Heavy	201018
ASE T2 M/H Truck: Diesel Engines	
ASE T3 M/H Truck: Drive Train	
ASE T4 M/H Truck: Brakes	
ASE T5 M/H Truck: Suspension & Steering	
ASE T6 M/H Truck: Electrical/Electronic Systems	
ASE T7 M/H Truck: Heating, Ventilation, & A/C	
ASE T8 M/H Truck: Preventive Maintenance & Inspection	
AWS Welding Level I	201019
AWS Welding Level II	201020
AWS Welding Level III	201021
AWS Certified Welder	201022
Certified Medical Assistant-CMA	201023
Certified Surgical Technologist-CST	201024
Certified Dental Assistant-CDA	201025
Certified Profession Coder-CPC	201026
Certified Electronic Heath Records Specialist-CEHRS	201027
Certified Medical Administrative Assistant -CMAA	201028
NCCT - Certified Phlebotomy Technician	
American Dental Coders- CDC-A Certification	201029
Cisco - Certified Network Associate	
Cisco - Interconnecting Cisco Networking Devises, Part 1	

Industry Certification	Exam Code
Cisco - Interconnecting Cisco Networking Devises, Part 2	
CompTia Project +	201030
CompTia Linux+ LX0-101	
CompTia Linux+ LX0-102	
CIW Web Foundations Associate	201031
CompTia Strata IT Fundamentals	201032
Adobe Certified Expert (ACE) Dreamweaver	201033
CPC-A Certified Professional Coder -Apprentice	201034

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
08 June 2016

ITEM: II.H

TOPIC: Capital Facilities Priorities FY 2018

BACKGROUND
Each UCAT institution now has a permanent facility either operating or under construction. Per UCA 53B-2a-104(2)(g), the Board of Trustees receives funding requests pertaining to capital facilities and land purchases from each applied technology college, ensures that the requests comply with Section 53B-2a-112, prioritizes the requests, and submits the prioritized requests to the State Building Board. The projects to be prioritized are as follows:

College	Project	Sq. Ft.	Cost	O&M
MATC	Thanksgiving Point Campus Technology/Trades Building	80,000	$ 23,964,500	$ 622,400
BATC	Health Sciences and STEM Technology Building	91,500	$ 27,935,830	$ 711,900
DATC	Allied Health Building	85,000	$ 25,593,974	$ 661,300
DATC	Education and Instructional Services Building	65,000	$ 19,575,000	$ 505,700
DATC	Freeport West D5 Bay 2	28,000	$ 5,200,107	$ 217,840
UBATC	Welding Technology Building	12,500	$ 3,900,000	$ 97,250

UCAT Administration suggests that Board members, after hearing the presentations from the College Presidents, use the provided score sheets to assign a score to each project. The scores will then be summed and projects ranked by score greatest to least. That information will be provided to the Board later in the meeting for final discussion and final prioritization.

Three campuses also have land banking requests that have yet to be funded by the Legislature. The land banking requests are considered by the ATCs and UCAT Administration important but much less urgent than the capital development requests listed above:

College	Project	Acreage	Estimated Cost
BATC	Parcels Adjacent to Main Campus	44.50	$ 6,675,000
DATC	Morgan Education/Economic Development Center	9.88	$ 575,000
MATC	Orem @Geneva Development	15.00	$ 3,593,700

UCAT

RECOMMENDATIONS

UCAT administration recommends the Board of Trustees score each capital development project based on the provided scoring criteria and take official action to rank each project in priority order. It is also recommended that only the top four ranked projects be presented by UCAT and ATC administration for Building Board and Legislative consideration in the upcoming fiscal year. UCAT Administration also recommends the Board of Trustees approve the land banking requests with no priority order as separate, important funding priorities considered less urgent and non-competitive with the more urgent capital development requests.

Attachments:
UCA 53B-2a-112
College Capital Facilities Request Summaries

UCAT

53B-2a-112. Applied technology colleges -- Relationships with other public and higher education institutions -- Agreements -- Priorities -- New capital facilities.

(1) As used in this section, "higher education institution" means, for each applied technology college, the higher education institution designated in Section 53B-2a-108 that has a representative on the applied technology college's board of directors.

(2) An applied technology college shall avoid any unnecessary duplication of career and technical education instructional facilities, programs, administration, and staff between the applied technology college and other public and higher education institutions.

(3) An applied technology college may enter into agreements:
    (a) with other higher education institutions to cultivate cooperative relationships;
    (b) with other public and higher education institutions to enhance career and technical education within its region; or
    (c) to comply with Subsection (2).

(4) Before an applied technology college develops new instructional facilities, the applied technology college shall give priority to:
    (a) maintaining the applied technology college's existing instructional facilities for both secondary and adult students;
    (b) coordinating with the president of a higher education institution and entering into any necessary agreements to provide career and technical education to both secondary and adult students that:
      (i) maintain and support existing higher education career and technical education programs; and
      (ii) maximize the use of existing higher education facilities; and
    (c) developing cooperative agreements with school districts, charter schools, other higher education institutions, businesses, industries, and community and private agencies to maximize the availability of career and technical education instructional facilities for both secondary and adult students.

(5) (a) Before submitting a funding request pertaining to new capital facilities and land purchases to the board of trustees, an applied technology college shall:
      (i) ensure that all available instructional facilities are maximized in accordance with Subsections (4)(a) through (c); and
      (ii) coordinate the request with the president of a higher education institution, if applicable.
    (b) The State Building Board shall make a finding that the requirements of this section are met before the State Building Board may consider a funding request from the board of trustees pertaining to new capital facilities and land purchases.
    (c) An applied technology college may not construct, approve the construction of, plan for the design or construction of, or consent to the construction of a career and technical education facility without approval of the Legislature.

(6) Before acquiring new fiscal and administrative support structures, an applied technology college shall:
    (a) review the use of existing public or higher education administrative and accounting systems, financial record systems, and student and financial aid systems for the delivery of career and technical education in the region;
    (b) determine whether it is feasible to use those existing systems; and
    (c) with the approval of the applied technology college board of directors and the board of trustees, use those existing systems.

FY 2018 Capital Development Project Request
& Feasibility Statement

Note: In order to facilitate brevity, instructions in italics should be deleted in the submitted document.

Type of Request: **X** State Funded   ☐Non-State Funded
                                ☐Non-State Funded with O&M Request   ☐Land Bank

Agency/Institution: ___Mountainland Applied Technology College_____

Project Name: ___Thanksgiving Point Campus Technology/Trades Building__
Agency/Institution Priority: _____

Project Scope:

Total Project Space (Gross Square Feet)   ____**80,000**_____

      New Space Requirement (Gross Square Feet)   ____80,000_____
      Remodeled Space (GSF)   _____0_____
      Space to be Demolished (GSF)   _____0_____

      Types of Space - Describe the types and amounts of space proposed to meet the programmatic requirements.

Approximately 11,000 square feet will be used for classroom, offices, and study areas. Approximately 4,200 square feet will be used for building support, and approximately 64,800 square feet will be used for shops, laboratories, trades classrooms, and computer labs.

Capital Funding:

Preliminary Cost Estimate: $___**23,964,500**_____

Comparable Costs For Two to Three Buildings of Similar Size and Function:

    1. Southwest Applied Technology College $19,300,000
           Cedar City, Utah   77,000 Square Feet

    2. Tooele Applied Technology College $14,481,000
           Tooele, Utah   74,000 Square Feet

Project Name:	New Technology Building				FY 2015
Agency/Institution:	Mountainland Applied Technology Center				
Project Manager:	Mueller				

Cost Summary		$ Amount	Cost Per SF	Notes
Facility Cost	$	15,565,008	$194.56	
Utility Fee Cost	$	376,631	$4.71	
Additional Construction Cost	$	-	$0.00	
Site Cost	$	1,467,765	$18.35	
High Performance Building	$	261,141	$3.26	
Total Construction Cost	**$**	**17,670,546**	**$220.88**	
Soft Costs:				
Hazardous Materials	$	105,000		
Pre-Design/Planning	$	118,500		
Design	$	1,479,176		
Property Acquisition	$	-		
Furnishings & Equipment	$	2,529,000		
Information Technology:	$	420,000		
Utah Art (1% of Construction Budget)	$	176,705		
Testing & Inspection	$	212,000		
Contingency	$	833,057		
Moving/Occupancy	$	100,000		
Builder's Risk Insurance (0.15% of Construction Budget)	$	26,506		
Legal Services (0.05% of Construction Budget)	$	8,835		
DFCM Management	$	5,200		
User Fees	$	-		
Commissioning	$	230,000		
Other Costs	$	50,000		
Total Soft Costs	**$**	**6,293,980**	**$78.67**	
TOTAL PROJECT COST	**$**	**23,964,526**	**$299.56**	
Previous Funding	**$**	**-**		
Other Funding Sources (Identify in note)	$	-		
REQUEST FOR STATE FUNDING	**$**	**23,964,526**		

Project Information

Gross Square Feet	80,000	Base Cost Date	1-Sep-15
Net Square Feet	52,000	Estimated Bid Date	1-Mar-17
Net/Gross Ratio	65%	Est. Completion Date	30-Jun-18
		Last Modified Date	1-Sep-15
		Print Date	5/31/2016

Previous State Funding $__98,500 Planning Funds_____

Other Sources of Funding $__1,100,000_____
The college is working through foundation efforts to secure additional funding for the development of the project. Initially, the college expended **$1,100,000** approximately two years ago to acquire the 4.1 acres that the building will be built upon. Multiple

businesses and industries have donated equipment necessary to run the existing and expanded programs.

      FY 2018 Requested Funding $_$23,964,500_____

Ongoing Operating Budget Funding:

      Increase in State Funded O&M: $_$__622,400__   ___**100__% of total O&M**
State O&M required for this project is estimated at using DFCM recommendation of $7.78 per square foot per year for the FY18 UCAT requests.

      New Program Costs: $___0_____
No new program funds are being requested through the capital development process. All program development and/or expansion will be addressed through the Legislative process in the Higher Education Appropriations Subcommittee

      New FTEs Required for O&M and Programs   O&M __3.0__ Programs __10.0_
It is projected that 3.0 new FTE will be required for increased capacity in facilities and building maintenance. It is projected that 10.0 new FTE will be necessary to deliver the new and/or expanded trades instructional programs. Programs and O&M FTE will be phased in as programs grow and are under development. These new FTE will not be paid from O & M or New Programs costs as listed above.

Existing Facility:
The proposed Technology/Trades building is a new structure and would be located adjacent to the main campus located at Thanksgiving Point in Lehi, Utah. The main campus is approximately 99,000 square feet but has limited space dedicated to instruction of the trades programs. Multiple requests from companies such as Boeing, Klune, Flowserve, etc. have necessitated the need to expand trades-based program offerings to meet employer needs. The majority of the programs located in the new structure will be either new programs or expansion/replication of existing programs located elsewhere in the region that are insufficient to meet industry demand. All program offerings will be held to strict standards and national completion/placement/licensure accreditation requirements.

Existing Space (square feet) Currently Occupied   **___ N/A New Construction _____**

Project Executive Summary:
The MATC is proposing the construction of a Technology/Trades building on property that is owned by the MATC. Approximately one year ago the college purchased 4.1 acres adjacent to the Thanksgiving Point campus that is located outside of the "Thanksgiving Point" development. The advantage of being outside of the development is that the restrictive covenants are not in place and the MATC can construct high bay space that allows for implementation of trades programs. The property is bare and there are no structures that would need to be demolished.

All utilities are located adjacent to the property. There is an irrigation canal that will need to be piped and covered. Also, an additional five acres currently owned by the college is being developed for parking (i.e. asphalt, curb/gutter, sidewalks, mow strips, etc.).

Programs to be taught in the new construction include welding, CNC/precision machining, diesel, automotive, apprenticeships, etc. The program capacity will increase in programs such as CNC/precision machining and welding that currently have insufficient capacity to meet the demands of business and industry. Requests from businesses such as Boeing, Klune, Flowserve, etc. necessitate the need to expand capacity in programs such as welding, CNC/machining, automotive, diesel, and injection molding to meet their employment needs.

In addition, the facilities would house instructional classrooms, labs, and a limited commons and study area for students. It is anticipated that the number of students to be taught in the facilities will increase substantially as will program and occupational certificates.

FY 2018 Capital Development Project Request & Feasibility Statement

Type of Request: ☑ State Funded   ☐ Non-State Funded
☐ Non-State Funded with O&M Request   ☐ Land Bank

Agency/Institution:
Bridgerland Applied Technology College

Project Name:
Health Sciences and STEM Technology Building

Agency/Institution Priority:
First Priority (1)

Project Scope: Total Project Space (Gross Square Feet)
91,500 Square Feet

New Space Requirement (Gross Square Feet)   91,500 Square Feet
Remodeled Space (GSF)   _____
Space to be Demolished (GSF)   _____

TYPES OF SPACE

The BATC Health Sciences and Technology Building will be comprised of a combination of classroom and laboratory spaces designed to facilitate cutting-edge health occupation training programs and simulate hands-on patient care for a variety of healthcare related fields.

CAPITAL FUNDING

Preliminary Cost Estimate: $27, 935,830

BATC has identified one building of comparable size, which was constructed as a Health Sciences building. The Ogden Weber Applied Technology College (OWATC) completed construction of their Health Sciences building in 2011. Construction of the OWATC facility occurred during difficult economic times, which resulted in favorable outcomes in the bidding process. The original budget/cost estimate of the OWATC facility was approximately the same as BATC's original DFCM generated Cost Budget Estimate (CBE). BATC's original CBE has been updated annually by DFCM staff for inflationary factors to arrive at the current estimate. There has been no change in project scope or function since the original CBE was prepared.

Previous State Funding: $ Unknown

Note: The land for this project was purchased along with the BATC Main Campus facility in 1984. BATC owns approximately 26.5 acres immediately adjacent to the Main Campus building that is available for this project.

Other Sources of Funding: $ None

FY 2018 Requested Funding: $27,935,830

ONGOING OPERATING BUDGET FUNDING

Increase in State Funded O&M: $711,900   100% **of total O&M**

O&M funding was calculated by taking the total project square footage multiplied by the Building Board approved rate for UCAT (91,500 x $7.78/sq. ft.).

PROJECT EXECUTIVE SUMMARY

Growth/Capacity:

The need for a BATC Health Sciences and STEM Technology Building can be summed up in three words: 'ROOM TO GROW.' The Nursing and Health Sciences programs at BATC have experienced explosive growth over the past twenty-plus years, such that they have cannibalized BATC's Main Campus building spaces along with a resultant chokehold on most of our other programs.

Growth in the Bear River Region is so great that Cache County School District is in the process of doubling the number of high schools in its district; and within the last 18 months, BATC's Building Technology students have been building five portable classrooms for Box Elder School District to facilitate their growth. In addition, Logan School District is completely remodeling Logan High School to better accommodate their increasing numbers of students.

According to the Bureau of Labor Statistics (BLS), the healthcare industry is projected to add more jobs than any other industry by 2022 (over 4 million). It is projected to be the fastest growing industry in the economy with the demand for healthcare professionals rapidly outpacing the supply. Nursing and Health Sciences programs at BATC, and across the ATC system, are an integral part of both the national and state healthcare pipeline.

Improve Effectiveness in Critical Programs:

BATC Nursing and Health Sciences program urgently needs a new, purpose-built building, which includes state-of-the-art simulation suites and high-tech training labs. It should be noted that simulation mannequins cannot replace the actual clinical experience, but they do better prepare students for the "real world" of medicine. In addition, simulation suites add a capacity to provide significant improvement in training effectiveness. Students must learn from their mistakes; and in the healthcare profession, those mistakes need to occur in a simulation environment – not with real patients.

BATC Nursing and Health Sciences programs are already performing at an "A+" level. The nursing program has a 100 percent pass rate on the National Certification and Licensing Exam for 11 out of the past 15 years with the lowest pass rate recorded at 98 percent. The other Health Sciences programs regularly pass their licensing exams with scores significantly higher than the national averages. We have great programs working out of old and outdated facilities. But more importantly, there isn't 'ROOM TO GROW' at the Main Campus for Nursing, Health Sciences, or any of BATC's other programs.

Cost Effective:

BATC has always been alert to, and conscious of, the importance of being cost effective. In an effort to be more efficient with the limited space we already have, BATC starts two cohorts of nursing students each year while most of the other colleges and universities in the state start one cohort in the fall and complete them in the spring. BATC starts a new cohort of nursing students in August and another in February each year. This essentially doubles the number of students we can graduate each year.

BATC has always been cost conscious with its approach to buildings. Both the Main Campus and West Campus buildings in Logan were purchased for less than $25/square foot. To put that into perspective, new buildings such as the Applied Technology Building at SLCC are estimated to cost more than $300/square foot.

BATC has never built a "new" building. We are proud of the fact that we can make do with old, remodeled, manufacturing facilities – that is, until now. The remodeled manufacturing facilities serve our heavy industrial programs such as, Diesel, Automotive Services, Auto Collision, Welding, Machining, Building Technology, Cabinetmaking, and Meat Services very well. But they are not very compatible with the needs of Nursing and Health Sciences programs. Even if space were available, attempting to convert a Building Technology lab into a Health Sciences lab, for example, would be more costly than starting with a new building.

BATC has completed the Feasibility Study on this project as required by the Building Board and the Legislature. The study confirms the site location and provides concept renderings of what a new facility might look like. However, BATC believes there is an even more cost effective solution as described below.

Cost Effective Solution:

Why reinvent the wheel? Our friends and colleagues at the OWATC completed construction of a new Health Sciences building in 2011. In terms of size and scope, it is exactly what BATC needs. Two different Building Board members have suggested the idea of using the same plans for more than one project. This project is a perfect opportunity to follow their suggestion.

BATC is very appreciative of OWATC's willingness help facilitate the cost savings that can be generated by reusing their plans. This means that BATC's project is 'shovel ready'. The site is already owned by BATC and the utilities are available. Only minor modifications and updates to the OWATC plans would be needed. The OWATC building is LEED Certified at the Gold level, exceeding the Building Board's minimum standard of Silver.

An additional cost savings measure on BATC's project is that the site lends itself very well to using a Geothermal Exchange system for both heating and cooling the facility. This type of system creates substantial long-term savings in annual operating costs.

Life Safety:

BATC will make separate cases for building the new building and to alleviate life safety concerns (both air quality and seismic) through the capital improvement request process.

Alternate Funding Sources:

Alternate funding sources on ATC projects can often have more of an adverse effect on the project than a positive one. Philanthropic donations or community gifts are few and far between. The more common solution to alternate funding sources is having cities or counties offer to bond for their support of a project. The bonds have to be repaid through revenue streams from the community or the state. Frequently, this becomes the more costly way to fund a portion of a new facility.

BATC will vigorously pursue philanthropic donations and gifts for this project but will proceed without making any unrealistic promises. Currently, the alternate funding sources for BATC would be considered immaterial and would be better used for student scholarships. BATC will not pursue a loan from a local city, county or other municipality.

FY 2018 Capital Development Project Request
Executive Summary

Agency/Institution:	**Davis Applied Technology College**
Project Name:	**Allied Health Building**
Agency/Institution Priority:	**One**
Project Scope:	**85,000 square feet**
Preliminary Cost Estimate:	**$25,593,974**
Other Sources of Funding:	**$ 130,000 (cash) / $250,000 (verbal commitment)**
FY 2018 Requested Funding:	**$ 25,213,974**

Building Demand

The DATC has been educating students since 1978, and is a leader in Allied Health Training in the Utah College of Applied Technology system. DATC plays an important role in meeting the state's demand for health care technical staff. The administration and Allied Health faculty work closely with local health care professionals to develop cutting-edge training programs and hands-on patient simulation for hundreds of students annually. The College's Allied Health programs train nurses, medical assistants, nurse assistants, pharmacy technicians, medical office personnel, dental assistants, emergency medical technicians, surgical technologists, radiologists and phlebotomists. Open enrollment classes at DATC, in addition to the traditional format classes that are offered, allow for a customized educational experience and provide a unique college culture.

In 1998 the medical wing was built and the college offered programs in LPN/RN (Weber State partnership) and Medical Assisting. Since that time Nurse Assistant, Pharmacy Technician, Health Information Technology, Emergency Services, Surgical Technology and Dental Assisting have been added. As a result of adding these programs we have doubled full-time faculty and hired numerous adjunct faculty to provide services to students.

Allied Health programs at the Davis Applied Technology College (DATC) account for 27% of the college total enrollment, and currently occupy 32,229 square feet, which is the smallest amount of department space on campus. The Medical wing built in 1998 added 36,432 square feet but only 12,274 square feet were dedicated to instructional space. By necessity, the remaining 24,158 square feet of space had to be allocated to upgrade the HVAC systems, create a functional bookstore, provide a student commons and support institutional mechanical systems.

With 1,500 students currently enrolled in the Allied Health programs, the existing DATC facilities are already over capacity necessitating using portables, Job Corps, and Freeport West space. The administration and faculty require growth in student capacity for 3,000 in the near future in order to accommodate the programs' growth and the region's workforce demand. Moreover additional space is required to meet accreditation standards for classroom and lab.

Regional Expansion
Demand for the Allied Health programs has resulted in program development outside the medical wing and has displaced programs which include Emergency Services, Nurse Assistant, Surgical Technology, Pharmacy Technician and Health Information Technology. Consolidating these programs will free up approximately 22,000 square feet for the expansion of computer technology programs.

There are more student applicants than available slots in programs: Nursing students (90 out of 360 applicants), who typically apply three times before being accepted, have to wait an average of three years for admission, Pharmacy Technician (93 out of 111 applicants), and Surgical Technology (30 out of 58 applicants). During the last fiscal year, significant membership hour growth has occurred in Dental Assisting, Medical Assisting, Pharmacy Technician, Nurse Assistant, Emergency Services and Health Information Technology. Space limitations have halted the growth of health care programs at DATC. Several hundred qualified students have been unable to enroll in health related programs.

In addition there have been several life safety concerns on campus due to aging facilities, asbestos, lead and ADA requirements.

Changes in Health Care Delivery
Health care delivery has experienced unprecedented growth and change over the past decade. The evolution of information exchange technology and simulation-based learning, as well as changes in the global marketplace and increased population diversity, call for a dynamic approach and facilities to prepare the next generation of health care professionals. Schools offering education in health care technologies are playing a vital role in meeting the national workforce demand for more health care technical staff.

To continue its role as the leader in health care education in Utah, the DATC needs a purpose-built building, with adequately-sized classrooms and labs, cutting-edge technology and state-of-the-art equipment, to support teaching and learning in the current and future Allied Health programs. Such a facility will bring together all health technology students and faculty under one roof, thus encouraging interaction, and providing greater opportunities for student-to-student mentoring and interdisciplinary collaboration. This building will increase visibility, efficiency of operations and storage for allied health programs, and will strengthen its programs' abilities to attract and retain students and faculty. The proposed Allied Health Building will be a model institution for health care technology.

Community Expansion
In Davis County the following expansions are taking place: Lakeview Hospital has expanded their ER by 50%, South Davis Community Hospital expansion, new Intermountain Hospital/Medical Center (under construction), new University of Utah Health Center (under construction), and Davis Hospital expansions. Ogden Clinic, Tanner Clinic and Intermountain Clinics have dramatically expanded.

Jobs in the Health Care and Social Assistance (DWS classification) consistently account for 11% of the total jobs in Davis, Morgan and Weber counties. Data provided by employers indicates a

need for **874 new technician-level** (Registered Nurse or below) health care employees in the next five years, with over 500 of those jobs opening by the end of 2018. Department of Workforce Services data for the same period projects **450 new openings per year** in this region with nearly 300 of those *below* the level of Registered Nurse. Projections based on this data suggest an employment increase of more than 5,000 jobs in our region by 2021.

By 2018 the new medical facilities in Davis County will hire 571 new employees at the level of RN or lower. Looking ahead to 2021 they anticipate needing an additional 303 employees. It is important to remember that the bulk of these are new positions – not replacements for currently employed staff.

Over the ten year period from 2012 to 2022, the average employment growth across all of these fields will be **34.7%**. A one-day snapshot of DWS-listed job orders showed **139 health care job openings** listed as "Davis County Job Orders". Statewide, there were over 1,300 health care job orders for the same day. This suggests that growth is significantly exceeding DWS expectations.

Occupation	Annual Data		Long Term Data	
	Annual Growth Rate	Davis County Annual Openings	2012 - 2022 Percent Change	Statewide Average Annual Openings
Dental Assistants	2.70%	40	31.4%	240
Emergency Medical Technicians and Paramedics	2.30%	10	32.6%	150
Licensed Practical and Licensed Vocational Nurses	3.10%	30	34.5%	140
Medical Assistants	2.90%	70	39.7%	410
Medical Records and Health Information Technicians	2.50%	10	32.9%	120
Nursing Assistants	3.40%	110	37.5%	570
Pharmacy Technicians	2.80%	30	30.2%	130
Registered Nurses	2.90%	140	31.4%	970
Surgical Technologists	3.80%	10	41.8%	50
Total		**450**		**2780**

According to *US News and World Report* all but two of these occupations are listed in the top 25 health care support jobs.

Summary
We are unable to meet current demand and with 571 new employees required we must expand program offerings consistent with these demands. This project will help DATC fulfill its mission as a major producer of high quality health care workers.

The college has completely filled all facilities, both in our main building built in 1982-84 and the medical wing built in 1998. As a stop-gap measure, displaced college functions and training have been moved to five portable classrooms. The institution will have to create additional waiting lists and not fulfil the documented employer needs without this new building.

FY 2018 Capital Development Project Request
Executive Summary

Agency/Institution:	**Davis Applied Technology College**
Project Name:	**Education and Instructional Services Building**
Agency/Institution Priority:	**Two**
Project Scope:	**65,000 square feet**
Preliminary Cost Estimate:	**$19,575,000**
FY 2018 Requested Funding:	**$19,575,000**

Building Demand

The DATC Educational and Instructional Services Building will provide 65,000 square feet of critically needed new instructional and student support space to facilitate student technical skill acquisition, certificate completion, and job placement. This building will be located east of the main building on the south side of the campus according to the approved Campus Master Plan.

The proposed space will house the Culinary Arts and Student Dining, Enrollment Office, Assessment, Student Counseling and Advisement, Cashier, Office of Financial Aid and Scholarships, Registrar's Office, Student Success Center, Workplace Relations, Student Placement and Recruiting Services, Office of Diversity, Veterans Support Center, Women's Center, Academic Development, College Bookstore, Marketing, Instructional Systems Design and College Security. Centralizing will provide students with better access to services and free up space for instructional expansion in other buildings.

College Expansion

Culinary Arts is included in the proposed space. The Culinary Arts kitchen was originally established as a high school operated school lunch program then expanded at the time when the Medical Health wing was added to the DATC campus. The existing Culinary Arts space is small and inadequate for the number of students enrolled in the program. There are numerous life safety concerns when students are in crowded spaces and are working with food, knives, and hot cooking equipment. The deficiency of space was noted during the most recent accreditation reaffirmation visit. Culinary Arts classroom space is currently situated in the student dining room. No other classroom or dining facilities are available.

Student Services has been in its current location on the campus since the late 1980s. Virtually the entire campus has been remodeled at a high cost with no additional space available. The last major remodel of that area was when the Medical Health wing was completed in 1998. Since the time that building was funded, the DATC student memberships have grown by 113%, or 751,408 membership hours. During this period of time, we have doubled the number of staff members providing student services, instructional systems design, and related services to students. The spaces for student services and related student support functions are spread over several areas on the campus. This makes providing cohesive services to students difficult and inadequate.

Included in the space will be additional classrooms, with large bay teaching labs, study space, conference rooms, and office space for faculty and general administrative and building support. It will house instructional support courses such as math, academic learning, and workplace relations that are currently located in prime instructional lab areas. Not only have these support courses outgrown current space, technical lab areas are badly needed to meet emerging employment demands.

<u>Summary</u>
Due to the growth in the DATC student membership hours and the lack of space to accommodate services to students, our facility is severely inadequate. In addition to having doubled the students served, we are now required to provide more services to students than before. Instructional Development and Instructional Systems Design have all become more technically sophisticated and require additional staff and resources than in previous years. Culinary Arts struggles in its current space and student training needs would be better met in a purpose-built building.

One of the Governor's top priorities for Utah is job creation. This new facility will help the College meet its state-mandated mission. Consolidation of the student support services into one location enhances programmatic efficiency and broadens availability.

FY 2018 Capital Development Project Request
Executive Summary

Agency/Institution: **Davis Applied Technology College**

Project Name: **Freeport West D5 Bay 2**

Agency/Institution Priority: **Three**

Project Scope: **28,000 square feet**

Preliminary Cost Estimate: **$ 5,200,107**

Other Sources of Funding: **$ 0**

FY 2018 Requested Funding: **$ 5,200,107**

Expansion Demand

The Davis Applied Technology College acquired Freeport West D5 from the Federal Government in 2009. The building was constructed in 1942 as a general warehouse and has deteriorated since that time. Freeport West Building D5 includes 120,000 square feet. At present 32,000 square feet are dedicated to industry training and economic development and approximately 88,000 square feet including Bay 2 is undeveloped.

The Freeport West Extension Campus facility currently houses two full-time programs (Automation Technology and Plastic Injection Molding) in Bay1 and many customized on-site training services. Employers can choose from our list of prepared training programs or schedule specialized and customized curriculum.

The unoccupied space cannot currently accommodate training or instruction as it is a warehouse space. Additionally there are major life safety concerns including asbestos, lead and seismic deficiencies. This project will require new HVAC, electrical, seismic and classroom build outs. Roof and structural deficiencies in Bay 2 are being addressed in FY16 as part of a state-funded capital improvement project. This project will replace the roof and bring the envelope of the structure into compliance with current building codes. However, much work must be completed to render the space usable.

Regional Expansion

The 28,000 square feet Freeport West Extension Campus (Bay 2) offers the potential to expand the Composites, Robotics, Additive Manufacturing, Unmanned Aerial Vehicles, and related program offerings. The setting is unique for being centrally located in the Wasatch Front with ATK, HAFB, Albany Engineered Composites and Janicki. All of these companies will need trained employees and access to material science information. Corporate and industry partners could foster national attention as an area of specialized training within the composites, robotics and material sciences.

The Freeport West Extension Campus presents an attractive location for training and development within Utah, as well as nationally. Not only could this facility accommodate

specialized training, but it could be used an as incubator for expanding business growth.

It offers an opportunity to establish a Training Center of Excellence for Industrial Automation, Robotics, Plastic Injection Molding training and Unmanned Aerial Vehicles. It has the potential to expand the knowledge and training base within the State of Utah. Growth from Falcon Hill and the East Gate Industrial Park adds urgency to the need.

The Institution has started Additive Manufacturing, Robotics and Unmanned Aerial Vehicle training. These share space and have grown to the point of requiring dedicated space. Robotics training will prepare individuals with a well-rounded introduction to the technologies key to the production and repair of unmanned vehicles and other robotic devices. Introductory training will include safety, maintenance, quality and continuous improvement, and manufacturing processes and production. Additional training items will include integrating electrical and mechanical systems.

<u>Summary</u>

Davis Applied Technology College has developed strong relationships with various organizations and private businesses. These relationships will help the college to secure equipment and form formal partnership agreements to enhance the training mission of the Freeport West Training Facility. Freeport West would additionally provide corroborative support with the DATC Main Campus regarding training in several manufacturing and design disciplines. Freeport West Extension Campus currently promotes job growth in continuous manufacturing and aerospace. The proposed addition of additional robotics equipment and training space will encourage innovation by making new technology available to private companies and educational institutions.

FY 2018 Capital Development Project Request
& Feasibility Statement

Note: In order to facilitate brevity, instructions in italics should be deleted in the submitted document.

Type of Request: **X** State Funded   ☐ Non-State Funded
                            ☐ Non-State Funded with O&M Request   ☐ Land Bank

Agency/Institution: Uintah Basin Applied Technology College

Project Name: Welding Technology Building

Agency/Institution Priority: One (1)

Project Scope:

Total Project Space (Gross Square Feet)   12,500 Square Feet

     New Space Requirement (Gross Square Feet)   12,500 Square Feet
     Remodeled Space (GSF)   _____
     Space to be Demolished (GSF)   _____

Types of Space - Describe the types and amounts of space proposed to meet the programmatic requirements.

The UBATC Welding Technology Building will consist of classroom, fabrication, and pipe-welding space designed to facilitate the welding needs of Duchesne, Uintah and Daggett Counties.

Capital Funding:

Preliminary Cost Estimate: $3,900,000

Include comparable costs for two to three buildings of similar size and function. Provide names and locations of comparable facilities. See (Exhibit A)

Insert preliminary construction budget estimate (CBE) statement of DFCM opinion of viability cost estimate. Not available at time of submittal.

Previous State Funding   Unknown
Identify state funding previously provided for this project; i.e., planning, land purchase, etc. College property has been owned by the State of Utah for decades.

Other Sources of Funding   None
Identify other sources of funding such as donations, federal grants, and debt and indicate

whether that funding is in hand. If debt is proposed for the project, identify the funding source for its repayment. UBATC has no other funding sources for this project.

FY 2018 Requested Funding $3,900,000

Ongoing Operating Budget Funding:

Increase in State Funded O&M: <u>$97,250 - (7.78 sq. ft.)</u>   <u>100 %</u> **of total O&M**
This amount will be based on the O&M funding formula that was approved by the Building Board and the Board of Regents.

- o *If applicable, describe all alternate proposed sources of O&M funding. (fees, tuition, usage charges, etc.)* N/A

- o *Explain why this project should receive ongoing state funding, including O&M and future capital improvement funding.* The UBATC Welding Technology Building will be owned by the State of Utah. If O&M funding for this building is unavailable, it would make little sense to fund the project. We do not feel that it is in the best interest of UBATC students to utilize state appropriated program funding for O&M of our Welding Technology Building.

- o *Other than the State requirement to comply with the high efficiency building standard, describe any other strategies that you plan to employ in the facility that will make its operation more efficient.* Given the simplicity of this structure, it is reasonable to conclude that current building standard requirements of the State encapsulate all reasonable efficiencies to be realized on a building of this magnitude.

New Program Costs: <u>$120,000</u>
Estimate the cost of <u>new or expanded programs and services</u> that will result if the project is funded and provide a brief description of the additional program costs and anticipated funding sources below. This should include any operating budget increase that will be required, other than O&M, in order to operate the programs that will be housed in the requested facility. If this request will make existing state space available for alternative uses, the above estimate should also include the estimated cost of new or expanded programs and services that will be housed in this vacated space. In addition to reaching full facility capacity, the welding program has also reached its human resource capacity. The College is currently requesting program funding, in this amount, for an additional FTE welding instructor in the upcoming UCAT budget request. The vacated space will house a building trades program at no additional cost to the institution.

New FTEs Required for O&M and Programs   O&M <u>.5</u> Programs <u>1</u>
Provide a separate estimate of the number of new employees that will be required for O&M and for program purposes if the project is funded. Provide a brief description below; i.e., staff for new or expanded programs or to maintain the facility. This includes any FTE that will be paid for from Increased O&M Funding or New Program Costs

noted above. The new facility will be adjacent to the College's campus building with O&M services provided by existing maintenance personnel. The College will need an additional .5 custodial FTE for the building. The welding program will require the addition of one (1) instructional FTE.

Existing Facility:

How is the existing program housed? Why is the existing facility not able to meet your needs? What is the proposed use or disposition of the existing facility if your request is funded? The existing program is primarily housed in a 5700 square foot lab at our Roosevelt Campus. This program also utilizes a 720 square foot out building, which has displaced the intended storage function of this building on campus. Simply stated, the program has outgrown our available space. Upon funding and completion of the new Welding Technology Building, UBATC will utilize the existing space to house our currently displaced Building Trades Program.

Where applicable, if the proposed facility is not intended to be replacement space, (existing facility serving this function will <u>not</u> be demolished) describe the future use of the existing facility. Include functions to be served, costs of remodeling or expansions as well as the amount of deferred maintenance and code compliance that will need to take place in the existing facility to enable it for continued use. Upon funding and completion of the new Welding Technology Building, UBATC will utilize the existing space to house our currently displaced Building Trades Program. The said space will then be utilized as classroom/indoor construction lab space, which will require minimal remodeling to achieve. Renovation of the existing space is not expected to be financially significant, it is anticipated that essential renovation costs would be less than 75K.

Existing Space (square feet) Currently Occupied   <u>6420 Square Feet</u>

Project Executive Summary:

Use this section to provide a detailed justification of why the project is needed. Please address the following bullets in your summary.

- *Describe the purpose for the project in detail, including all programs and services to be offered in the proposed facility. The UBATC Welding Technology Building will consist of classroom, fabrication, manufacturing, and pipe-welding space designed to facilitate the welding needs of Duchesne, Uintah and Daggett Counties. UBATC welding programs provide highly skilled workers for the labor market needs of Northeastern Utah. These highly skilled workers primarily work on critical infrastructure projects within the Oil & Gas Industry.*

- *How would this facility benefit the State of Utah? Describe the various populations or constituencies served and how they will benefit. Estimate any increase in program capacity that will result if this request is funded, i.e. number of FTE students taught, prisoners housed, court cases handled, etc. The enlarged facility will serve the local welding industry of the Uintah Basin, which primarily serves the Oil & Gas industry of Northeastern Utah. However, in times of economic weakness, many of these skilled*

workers fulfill labor market needs elsewhere within the State of Utah. Typically UBATC welding graduates have high wage jobs that contribute positively to the state's economy through tax revenues and decreased entitlement costs. Upon completion of this facility UBATC anticipates an additional 30 completers available to enter the workforce on an annual basis.

- *Explain how this facility would function to satisfy some facet of the institution or agency mission. UBATC's mission is as follows: "The mission of the UBATC is to provide technical educational and training for secondary and adult students, to fulfill labor market needs, and promote economic development in the Uintah Basin." UBATC welding programs have served the welding needs of our local economy for decades. In order to provide for the welding needs of our service region we must expand to meet the demands of not only today, but also those of the future.*

- *Summarize your decision-making process that has led to this project request: e.g., construction of a new facility versus remodeling an existing building or a combination of build new and remodel existing. Discuss economic, functional, and programmatic considerations involved in your proposal. Expanded welding facilities at our Roosevelt Campus have been internally analyzed for over a decade. Plans to outwardly expand the existing building have proven impractical. In recent years the program has displaced space from adjacent programs in order to create additional fabrication space. Class room space has been expanded; however, such expansions have come at the expense of needed fabrication space. Pipe-welding is currently taught and housed in a small storage facility outside of the welding lab, with no room for additional expansion. Our local economy is driven to great extent by the Oil & Gas Industry. The need for trained welders in the Uintah Basin is constant and upwardly trending, we currently far exceed capacity and cannot meet our current demands without expansion.*

- *Explain the degree of urgency for the project and your options and strategies should this facility not be funded, both in the interim and in the long term. We simply are capped in our abilities to allow students into the welding program. Until our Welding Technology Building is funded we will be unable to meet the needs of our students and local industry. Nonetheless, we will continue to do all that we can to assist our students and local employers through this time of program limitation.*

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
12 January 2017

ITEM: II.I

TOPIC: Revision of UCAT Certificate Attainment Goal

BACKGROUND

In its 14 January 2016 meeting, the UCAT Board of Trustees approved the goal that by 2020, UCAT colleges would be awarding at least 9,500 total certificates annually. The goal is part of the Governor's Education Excellence Commission's Utah Education Plan, which is an update to the Governor's 66% by 2020 initiative. This certificate attainment goal included accredited program certificates and Occupational Skills Certificates lasting at least 60 hours in duration.

In summer 2016, under the direction of the Board and in response to legislative audit recommendations, UCAT administration conducted a review of all educational programs offered by the colleges, examining the significance of student achievements upon completion of those programs. The conclusions and recommendations of that review were presented to the Board in its 14 September 2016 meeting. One recommendation adopted in that meeting was the removal of Occupational Skills Certificates from all college offerings, policies, and reports. The discontinuation of Occupational Skills Certificates necessitates a revision of UCAT's certificate attainment goal set in January 2016.

Upon examination of UCAT performance trends, UCAT administration and the college presidents feel that the goal to award 9,500 certificates annually by 2020 is not sufficiently aggressive, even after the removal of Occupational Skills Certificates from previous years' totals. Current trends suggest that the colleges will easily achieve and exceed this mark. The goal was set under the assumption that absent new appropriations, marginal growth rates will decline, and any growth in certificate attainment will result from increased efficiencies rather than program expansion. However, growth in certificate attainment has remained relatively steady for the past five years, averaging 8.76% annually. Year-to-date FY 2017 certificate attainment suggests this growth will continue through the current fiscal year. Modeling past performance and assuming a stretch-goal growth of 9% annually, UCAT may reach 11,492 annual awards by 2020 (see attached). This target has been vetted by and is supported by the college presidents.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve a revised goal of increasing annual certificate attainment to at least 11,492 awards by 2020 for inclusion in Governor Herbert's Utah Education Plan.

Attachments: UCAT Certificate Attainment, 2011-2020 (Projected)

UCAT Certificate Attainment, 2011 - 2020 (Projected)

■ Certificates Awarded —— Approved Goal (Jan. 2016) ······ Proposed Revised Goal

(Annual growth rates are displayed)

8.5% 1.2% 17.8% 8.8% 7.5%
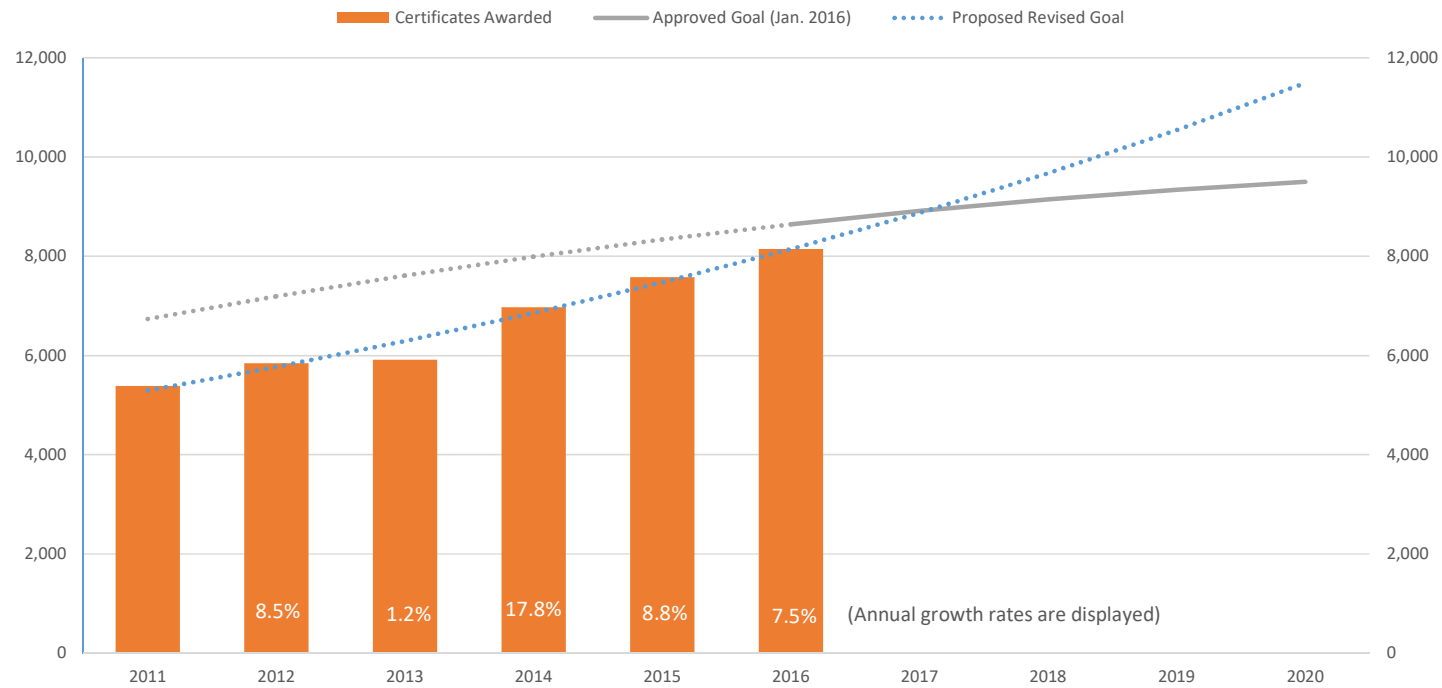
Year	Awards
2011	5,386
2012	5,846
2013	5,918
2014	6,971
2015	7,582
2016	8,150
2017	8,876
2018	9,674
2019	10,544
2020	11,492

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
12 January 2017

ITEM: II.J

TOPIC: Strategic Workforce Initiative Proposals

BACKGROUND

During the 2016 legislative session, the Utah State Legislature created the Strategic Workforce Investment (SWI) and appropriated $1,500,000 in ongoing funds. The purpose of this fund is to provide resources to establish educational pathway partnerships that serve regional industry workforce needs. These pathway programs are meant to provide workforce for high growth and high wage occupations.

SWI proposals must reflect a program of study that is responsive to the workforce needs of the CTE region in a high demand strategic industry cluster as identified by the Governor's Office of Economic Development (GOED). The programs must lead to the attainment of a stackable sequence of credentials; include a non-duplicative progression of courses that include both academic and CTE content; provide for expected student enrollment, attainment rates, and job placement rates; and show evidence of input and support from an industry advisory group.

Eligible proposals must demonstrate a partnership between at least two of the following: a college of applied technology, a school district or charter school, and a degree-granting institution of the Utah System of Higher Education. Proposals involving applied technology colleges require evidence of support from the UCAT Board of Trustees.

The Board of Trustees in its 8 June 2016 meeting considered and indicated support for six FY-2017 SWI proposals involving applied technology colleges. Seven colleges have indicated they will be involved with proposals that will be submitted for a second round of FY-2017 SWI applications that was opened with a 6 January 2017 submission deadline. Information that was available at agenda publication time summarizing the proposals that will be submitted is attached, and any updated information will be provided during the meeting. Evidence of Board support will be required for consideration of the proposals.

RECOMMENDATIONS

UCAT Administration recommends that the Board of Trustees support the Strategic Workforce Initiative proposals on the attached summary or as updated in the meeting.

FY-2017 STRATEGIC WORKFORCE INITIATIVE PROPOSALS
(January 2017 Submissions)
FOR UTAH COLLEGE OF APPLIED TECHNOLOGY BOARD OF TRUSTEES SUPPORT

BATC, Box Elder/Cache/Logan City School Districts, USU: Outdoor Products
Aligning with the strategic industry clusters identified by GOED, Bridgerland Applied Technology College is collaborating with Utah State University, Box Elder School District, Cache School District and Logan City School District to develop an Outdoor Products Pathway. This training will develop a pipeline of trained professionals for the workforce demands in Northern Utah. Students going through Marketing and Fashion Merchandising from BATC will be able to go on to the AAS in General Technology and then the Technology Systems BS degree at USU with a Product Development emphasis.

      USU-BATC Faculty and Equipment Funding $250,000

DXATC, Washington County School District, DSU: Automotive Technician
DXATC is actively engaged in planning for a new Automotive Technology Program. DXATC will work in partnership with Washington County School District to create a pathway for secondary students. Upon completion of introductory automotive classes secondary students can continue their training at DXATC where they will earn a Capstone Certificate and ASE Certifications. DXATC graduates will then be able to articulate to Dixie State University where they can earn an Associate of Applied Science in Automotive Technology. The SWI grant would allow DXATC to hire two highly qualified instructors.

      DXATC – two full-time faculty positions: $220,000

MATC, UVU, Mountainland Region CTEC (7 school districts): Mobile Development
Mountainland Applied Technology College is collaborating with the Mountainland Region Career and Technical Education Committee (CTEC) and Utah Valley University (UVU) to develop a Mobile Development stackable credential program. The program begins with secondary students and instructors, developing and offering a Mobile Development Fundamentals course through each district in the Mountainland Region. The next step will be to move to an advanced MATC industry-developed course that would enable students to be skilled and trained to work in entry-level mobile development. At that time, students will be able to obtain employment and transfer to a related degree at UVU.

CTEC School Districts – Faculty Training, Curriculum:	$ 83,000 one-time
Post Secondary – Curriculum Dev., Training:	$ 67,000 one-time
MATC – Faculty, Coordination, Curriculum Updates:	$150,000 on-going
Total Request	$300,000 on-going

OWATC, Ogden School District: Northern Utah Aerospace Pathways
Northern Utah Aerospace Pathways is an enhanced duplication in Weber County of the Utah Aerospace Pathways projects previously launched in Salt Lake and Davis Counties. Ogden-Weber Applied Technology College created a preliminary OWATC composites certificate for Ogden School District and opened a composites lab at Ben Lomond High School. Students will participate in an internship, then continue to the full composites certificate at the applied technology college. SWI funding will expand the capacity and support instructor wages, recruiter wages, and equipment.

Ogden School District – Student Transport, Instructor Training:	$ 61,800
OWATC – Faculty, Eqpt., Coordinator, Supplies:	$316,183
Total Request (first year)	$377,983

TATC, USU, Tooele County School District: Information Technology Programming/Coding
Tooele Applied Technology College is collaborating with Utah State University and Tooele County School District to create an Information Technology Programming/Coding career pathway at the urging of the College's Employer Advisory Committee.   This training will increase the current pipeline of IT programmers for the workforce demands along the Wasatch Front and in Tooele County.   The training is available to high school students and adults and will lead to a TATC IT Programming Certificate and will continue through to an Associate of Applied Science General Technology Degree with an emphasis in Technology Systems and on to a Bachelor of Science Degree at USU.

TCSD – Faculty Retainment	$ 20,000
TATC – Faculty, Equipment/Software	$230,000
Total Request	$250,000

SWATC, SUU: STEM Pathways
Southern Utah University and Southwest Applied Technology College are collaborating to create and expand STEM pathways in robotics, pre-engineering, electronics, engineering and technology, and computer science. The concept is to create access to stackable credentials that begin in high school and progress through certificate programs and/or associate and bachelor degrees. Each credential will be aligned with industry demand though collaboration with industry partners throughout the service region. It will include multiple entry and exit points for high school, traditional post-secondary and non-traditional students and provide a next step for students from educational institutions across Southern Utah. The effort will include initial outreach and annual training for high school instructors, principals, counselors, and other critical representatives for each pathway taught by content experts and/or industry representatives. For SWATC, the proposal will include a faculty position in computer science.

SWATC Instruction	$ 83,000
SUU Instruction/Coordination	$198,200
Project Outreach/Training	$ 35,800
Total Request	$317,000

UBATC, USU-UB, Duchesne County School District, Uintah School District: Industrial Automation
Uintah Basin Applied Technology College is collaborating with Utah State University-Uintah Basin, Duchesne County School District, and Uintah School District to meet the needs of employers in the occupational field of Industrial Automation. The proposal requests funding for two faculty positions in the field of industrial automation to teach at UBATC and at USU-Uintah Basin. This is a collaborative effort with two school districts to coordinate coursework through an articulation agreement to create a seamless path for secondary students to attend the applied technology college and on to the university.

USU-Uintah Basin Faculty Funding	$ 87,000
UBATC Faculty Funding	$ 88,200
Total Request	$175,200

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
8 June 2016

ITEM: II.K

TOPIC: Policy 206 – Student Placement Reporting

BACKGROUND

In November 2015 the Office of the Legislative Auditor General released its report, "A Performance Audit of CTE Completion and Job Placement Rates".   Therein, auditors questioned the validity of UCAT placement rates because in many instances, instructors themselves report students' placement information, creating a lack of independence. Among the audit's recommendations was that UCAT "review its campus' [colleges'] placement data collection methods and make improvements to ensure independence and data validity."

In its January 14, 2016 meeting, the Board of Trustees instructed the Office of the Commissioner and college presidents to develop a comprehensive policy to be used in assessing student placements beginning in FY 2017. The trustees instructed that the new policy include guidance to the colleges to enhance the independence of placement data, as recommended by the legislative audit. In spring 2016 the Office of the Commissioner convened a working group of personnel from each college to draft the policy. Additional input was received from college presidents.

Policy 206 – Student Placement Reporting, mirrors placement definitions and standards set forth by the Council on Occupational Education, but also establishes procedures by which placement information is audited annually by an independent committee comprised of personnel from other colleges under the direction of the Office of the Commissioner.

The final draft of Policy 206 – Student Placement Reporting, is attached here.

RECOMMENDATIONS
UCAT administration recommends the Board of Trustees adopt Policy 206 – Student Placement Reporting, for implementation beginning in FY 2017.

Attachments:
UCAT Policy 206 – Student Placement Reporting (proposed draft)

Subject:	**Student Placement Reporting**

206.1 Purpose

To specify criteria, definitions, processes, data collection, reporting, and verification of placements achieved by Certificate-seeking Completers at UCAT colleges.

206.2 Approval

UCAT Board of Trustees approval: June 8, 2016 (pending)

Effective date: Applicable to reporting for all Certificate-seeking Completers (as defined in Policy 205.6.1.2) on or after July 1, 2016.

206.3 References

UCA 53B-2a-102, Commissioner of Technical Education – Appointment – Duties
UCA 53B-2a-104, Utah College of Applied Technology Board of Trustees – Powers and Duties
UCAT Policy 205, Student Enrollment and Completion Reporting

206.4 Definitions

4.1 Placement: A measure of Certificate-seeking Completers documented as having received related employment, enlisted in the military, or enrolled in additional education, as detailed in 206.6.1. This definition is explicitly intended to be congruent with the current year's definition of "placement" adopted by the Council on Occupational Education (COE).

4.2 Placement Rate: The percentage of Certificate-seeking Completers eligible and available for employment who were placed, as provided in 206.7.1. Conceptually, this is a measure of the likelihood that a student seeking work who completes a certificate program will be placed in related employment, military, or additional education.

206.5 Student Placement Reporting

5.1 Placement Classification: For each Certificate-seeking Completer during a reporting period (as specified in Policy 205.6.1.2), a UCAT college shall document, classify, and report the most applicable of the placement categories provided in this policy.

5.2 Data Submission: Placement data shall be submitted in accordance with Policy 205.11.

5.3 Data Consistency: In cases where a college reports data elements defined within this policy to an external entity such as an accrediting organization or federal agency, the college shall apply the definitions herein insofar as they qualify within the parameters of the external entity's provisions.

Subject:	Student Placement Reporting

206.6   Certificate-seeking Placement Categories

Each Certificate-seeking Completer defined in 205.6.1.2 shall be documented and classified by the college in the most applicable of the following placement categories. For categories other than "Placed", the college shall follow up and update the student's status in the data submissions provided in Policy 205.11.

6.1   Placed: A Certificate-seeking Completer who, as demonstrated by documented evidence:

6.1.1   Related Employment: Is employed in the field of instruction pursued or in a related field (valid employment includes a permanent full- or part-time position with an employer or employment agency, or self-employment); or

6.1.2   Military: Has entered the military; or

6.1.3   Continued Education: Is enrolled as a regular student at another UCAT college or other post-secondary educational institution, is enrolled in another program (Policy 200.4.1) at the college, or has continued enrollment in the current program in pursuit of an additional Program Certificate (Policy 200.4.3).

6.2   Not-seeking/Pending: A Certificate-seeking Completer who is not seeking employment or whose eligibility for employment is pending, as demonstrated by documented evidence that the student:

6.2.1   Unavailable: Is unavailable for employment at the time of data submission because of situations that preclude permanent employment such as pregnancy, serious health-related issues (physical/mental/behavioral), caring for an ill family member, incarceration, death, service with a foreign aid service of the federal government such as the Peace Corps, an official church mission, etc.; or

6.2.2   Not Seeking: Is enrolled in the program of instruction strictly for personal use, failed to keep employment interview appointments, or refused an employment offer in the field of instruction; or

6.2.3   Licensure Pending: Is waiting for a licensure exam or its results in a field requiring licensure, and is not already employed in a position related to the field of instruction.

6.3   Not Placed: A Certificate-seeking Completer who is not documented as Placed (206.6.1) or Not-seeking/Pending (206.6.2) at any time before the data submission (206.5.2). Students considered Not Placed include Certificate-seeking Completers who:

6.3.1   Unrelated Employment: Are employed in a position not related to the field of instruction; or

6.3.2   Refused: Have refused to provide placement information to the college; or

Subject:	Student Placement Reporting

6.3.3 **Unknown:** Whose placement status is unknown.

206.7 Student Placement Rates

UCAT and college student placement rates shall be calculated and reported as follows for every student who qualified as a Certificate-seeking Completer (as specified in Policy 205.6.1.2) of a program during a reporting period.

7.1 **Placement Rate:**

$$\frac{P}{P + NP} \%$$

Where:
P (Placed) = # distinct Certificate-seeking Completers Placed (206.6.1)
NP (Not Placed) = # distinct Certificate-seeking Completers Not Placed (206.6.3)
"Distinct" means each certificate-seeking student who completes is counted only once.
Students who are Not-seeking/Pending (206.6.2) at the end of the reporting period are excluded from the Placement Rate.

206.8 Documentation

8.1 Documented evidence of each student placement provided in this policy shall be retained by the college in a secure electronic or physical file for audit purposes.

8.2 Each UCAT college shall have written internal policies and/or procedures ensuring the validity and accuracy of collected placement data, in accordance with Council on Occupational Education standards.

206.9 Placement Verification Committee

9.1 There is established a Placement Verification Committee comprised of at least one and no more than three representatives from each applied technology college appointed by their respective college presidents on or before February 1 of each year. The Office of the UCAT Commissioner shall be notified of each appointment by February 1 of each year. At least one Committee member from each college shall be currently certified by the Council on Occupational Education to participate in accreditation team visits, and shall have participated in at least one team visit prior to his or her appointment.

9.2 Before March 15 of each year, excluding years in which the college is scheduled to receive a COE reaffirmation visit, each college shall be visited by a member or members of the Placement Verification Committee assigned by the Office of the Commissioner. No college shall receive a visit from the same Committee member, nor Committee members representing the same applied technology college, more than once every three years.

Subject:	**Student Placement Reporting**

9.3 During college visits, Placement Verification Committee members shall examine placement plans and placement follow-up plans, evaluating them according to criteria established by the Council on Occupational Education. Committee members shall use their assigned visits to collaborate and share ideas how to improve placement follow-up procedures.

9.4 The Office of the UCAT Commissioner shall select a random sample of Certificate-seeking Completers from each college from the most recently completed fiscal year for verification of placement status. Placement Verification Committee members shall verify the statuses of sampled students reported by their assigned college (206.9.2) during their visit. Verification of reported student placement shall be performed utilizing any of the following:

    9.4.1 Phone calls placed to employers;

    9.4.2 Phone calls placed to Certificate-seeking Completers;

    9.4.3 Examination of Department of Workforce Services or Utah System of Higher Education student data matches; or

    9.4.4 Examination of placement documentation retained by the college that is deemed valid and independent in the professional judgment of Placement Verification Committee members. The nature of such documentation shall be described in Committee members' reports to college presidents (206.9.5) and the UCAT Commissioner (206.9.6).

9.5 Each member of the Placement Verification Committee shall report observations, concerns, and any failure to verify placement statuses at levels acceptable to the Council on Occupational Education to the applied technology college president at the conclusion of the visit.

9.6 Committee members shall report to the Office of the Commissioner in an official letter whether the visited college met placement verification standards established by the Council on Occupational Education within ten working days of the visit, and no later than March 15 of each year.

9.7 Placement Verification Committee members' appointments shall expire upon the conclusion of their responsibilities described herein.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
12 January 2017

ITEM: II.L

TOPIC: Executive Committee Revisions (UCAT Policy 101.10.1) and Appointment of Members

BACKGROUND

The Board of Trustees in its September 2016 meeting considered potential revisions to the structure of the Executive Committee. After brief discussion, the item was tabled due to lack of time for further consideration.

Prior to 6 April 2016, UCAT Policy 101.10.1 (Bylaws) provided for the Executive Committee of the Board of Trustees to consist of eight or nine members, including the Chair, two Vice-Chairs, and five or six additional members appointed by the Chair and confirmed by the Board. A revision of the policy approved on 6 April 2016 eliminated the Board's Second Vice-Chair position in conjunction with implementation of Senate Bill 131, which left the provision for Executive Committee members at seven or eight. With the departure in May 2016 of two Trustees who were members of the Executive Committee, the Committee now has seven members appointed.

In consideration of whether to leave the Executive Committee as constituted with seven members or to appoint an eighth member, Chair Evans and Vice Chair Moore have recommended that the Board consider reducing the size of the Executive Committee to five members, to include the Chair, Vice Chair, Audit Committee Chair, one additional member representing an Applied Technology College, and one at-large member. The current 7-8 member Committee approaches a majority of the Board, and a smaller Committee may facilitate efficiencies in Board members' time and in convening the Committee when necessary. Proposed revisions to UCAT Policy 101 (Bylaws) include this recommendation and also specify terms of offices for members of committees.

If the Board approves the recommended revisions to Policy 101, the change will have the effect of dissolving and reconstituting the current Executive Committee, and Chair Evans will announce the appointment of the two additional members for Board confirmation.

RECOMMENDATIONS

Board leadership recommends the Board of Trustees (1) approve the revisions to UCAT Policy 101 (Bylaws) shown in the attached draft; and (2) confirm the appointment by Chair Evans of two members to the Executive Committee, as provided in the revised Bylaws.

Attachment: Revisions to UCAT Policy 101 (Bylaws)

Subject:	Bylaws

101.1 Purpose

To provide bylaws for the governance of the Utah College of Applied Technology.

101.2 Approval

UCAT Board of Trustees: November 7, 2007. Revised: June 18, 2009; September 22, 2011; June 12, 2014; September 18, 2014; April 6, 2016; January 12, 2017 (pending).

101.3 References

UCA 53B-2a-103. Utah College of Applied Technology Board of Trustees – Membership – Terms – Vacancies – Oath – Officers – Quorum – Committees – Compensation.

101.10 ARTICLE VII: Committees

10.1 **Executive Committee:** The Executive ~~c~~Committee shall consist of the following five members, who shall serve concurrent terms of office with the Board officers specified in 101.9.2.8:

10.1.1 The chair of the Board of Trustees;

10.1.2 The vice-chair of the Board of Trustees;

10.1.3 ~~Five or six additional members of the Board of Trustees appointed by the chair and confirmed by majority vote of the voting members of the Board of Trustees present in the meeting.~~ The chair of the Audit Committee (101.10.3).

10.1.4 One additional member of the Board of Trustees representing an applied technology college (101.8.1.3 or 101.8.2.1), appointed by the chair and confirmed by majority vote of the seated, voting members of the Board of Trustees present in the meeting.

10.1.5 One additional at-large member of the Board of Trustees (101.8.1.4 thru 101.8.1.10, or 101.8.2.2), appointed by the chair and confirmed by majority vote of the seated, voting members of the Board of Trustees present in the meeting.

10.2 **Duties and Powers of the Executive Committee**

10.2.1 The Executive Committee shall have full authority of the Board of Trustees to act upon routine matters during the interim between Board of Trustees meetings.

10.2.2 The Executive Committee may act on non-routine matters only under extraordinary and emergency circumstances.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
12 January 2017

ITEM: II.M

TOPIC: Policy 110 Approval (Applied Technology College Presidents – Functions)

BACKGROUND

Statute updated by 2016 Senate Bill 131 modified provisions relative to the functions, selection, compensation, and evaluation of Applied Technology College presidents. On September 14, 2016, the Board of Trustees appointed two committees to develop policies to meet new statutory requirements and provide guidelines and governance for future action. The committees have both met and prepared drafts of three new policies.

Policy 110 outlines the functions of Applied Technology College presidents and serves as a basis for the other college president policies, and will be treated in this agenda item. Policy 111 details the selection process for Applied Technology College presidents, and will be addressed in Agenda Item N. Policy 112 provides for the periodic review and evaluation of Applied Technology College presidents, and will be covered in Agenda Item O. Policy 113 addressing compensation is still being developed by its committee and will be brought to the Board at a future meeting for consideration.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees consider Policy 110, "Applied Technology College Presidents – Functions", as shown in the attached draft, for approval.

Attachment:
Draft Policy 110, "Applied Technology College Presidents – Functions"

UCAT

Subject:	Applied Technology College Presidents – Functions

110.1   Purpose

To prescribe the duties and functions of Applied Technology College Presidents (UCA 53B-2a-107(2)).

110.2   Approval

UCAT Board of Trustees approval: January 12, 2017 (pending).

110.3   References

UCA 53B-2a-106, Applied Technology Colleges – Duties
UCA 53B-2a-107, Applied Technology College Presidents – Appointments – Duties
UCA 53B-2a-112, Applied Technology Colleges – Relationships with other Public and Higher Education
    Institutions – Agreements – Priorities – New Capital Facilities

110.4   Functions

An Applied Technology College President (President) serves as the executive officer of an Applied Technology College Board of Directors (Directors), and the chief administrative officer of an applied technology college. He/she is appointed by the UCAT Board of Trustees (Trustees) after consultation with an applied technology college Board of Directors. The President serves at the discretion of the UCAT Board of Trustees in cooperation with College Board of Directors and performs the following functions:

4.1   **Leadership:** Represents and is the spokesperson for the college and Directors to the business community, the educational community, regional organizations, the community at large, UCAT Commissioner, Trustees, the Governor's Office and the Utah State Legislature. Ensures the college is addressing regional employer requirements for technically-skilled workforce. Ensures that secondary students have access to career and technical education through the technical college in their region. Participates in Presidents' Cabinet in a collegial and collaborative manner to address system-wide goals, issues, policies and processes.

4.2   **Relationship Building:** Establishes and maintains positive, productive relationships with college faculty and staff, Directors, other college presidents, the UCAT Commissioner, and Trustees. Initiates and develops collaborative partnerships with leadership of other higher education institutions and regional secondary education providers. Develops articulation agreements where applicable. Fosters close relationships with area employers and business/industry organizations, ensuring that the technical training their current and future employees need is provided by the college. Establishes and maintains positive relationships and accountability with the Utah State Legislature, Governor, government and education boards and officials, state and local economic development leaders, and community leaders. Engages proactively in the legislative funding and statutory processes.

4.3   **Strategic Planning:** Coordinates the strategic planning efforts of the college, in consultation with the Directors and in support of UCAT strategic planning efforts, to ensure that the college offers programs that (1) support business/industry

Subject:	Applied Technology College Presidents – Functions

competitiveness and (2) provide students with opportunities for skill development, advancement and competitive employment. Develops, maintains, and annually reviews a business plan or strategic plan in compliance with accreditation requirements and/or institutional planning needs.

4.4   **Management:** Facilitates and coordinates the execution of all Directors' policies, procedures, and programs. Provides information and recommendations to the Directors. Administers human resource policies and employee compensation plans in accordance with Directors' and Trustees' requirements. Administers day-to-day operations, establishes benchmarks, evaluates program performance and promotes quality improvements to ensure that the college follows its career and technical education mission. Ensures continuance of the college's institutional accreditation status with Council on Occupational Education (COE) and any program specific accreditation.

4.5   **Budgetary:** Directs expenditures for all operational and instructional budgetary items. Coordinates preparation of budgetary analysis, annual operation, capital facilities budget, and other reports to the Directors and Trustees for approval. Coordinates development of institutional budget requests for consideration by the Directors and Trustees. Accountable for budgets, operations, capital facilities, and other fiscal responsibilities through reports and requests for approval to the Directors and Trustees, the Governor's Office, and the Utah State Legislature. Maintains responsibility for supplementing funding provided by the legislature and student tuition by engaging in appropriate fund-raising activities and solicitation for donations.

4.6   **Other Duties:** Carries out other tasks and assignments as requested by the Directors, Commissioner, Trustees, Governor's Office, or Legislature. Serves on various boards, councils, committees, and commissions as needed to promote and advance the mission of the college and UCAT.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
12 January 2017

ITEM: II.N

TOPIC: Policy 111 (Applied Technology College Presidents – Selection)

BACKGROUND

Policy 111, "Applied Technology College Presidents – Selection", provides for the search for and selection of applied technology college presidents by the UCAT Board of Trustees, as required by UCA 53B-2a-107(1).

The policy sets forth provisions for planned and unplanned vacancies in a college president position, and for leadership continuity during vacancies or incapacitation. It specifies the appointment of a search committee consisting of UCAT trustees, local college board members, the Commissioner, and others, and defines the committee's duties and process for recruiting, screening, interviewing, and recommending finalists for the Board of Trustees to consider.

It then outlines the process for the Board of Trustees to consider and interview finalists in cooperation with the local college board of directors, and then to select the president.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees consider Policy 111, "Applied Technology College Presidents – Selection", for approval.

Attachment:
Draft Policy 111 – Applied Technology College Presidents – Selection

UCAT

Subject:	Applied Technology College Presidents – Selection

111.1   Purpose

To provide for the search for and selection of applied technology college presidents by the Utah College of Applied Technology Board of Trustees (UCA 53B-2a-107(1)).

111.2   Approval

UCAT Board of Trustees approval: January 12, 2017 (pending).

111.3   References

UCA 53B-2a-107, Applied Technology College Presidents – Appointments – Duties
UCA 53B-4, Open and Public Meetings Act
UCAT Policy 110 – Applied Technology College President Functions
UCAT Policy 113 – Applied Technology College President Compensation

111.4   Presidential Vacancy

4.1   **President Notification of Planned Vacancy:** It is the preference of the Board of Trustees that a college president inform the Commissioner via written communication of his or her intention to vacate the president's position as early as possible, preferably at least six months before the effective date.

4.2   **Notification to Boards of Presidential Vacancy:** Within 24 hours of notification of a planned or unplanned presidential vacancy, the Commissioner shall inform all members of the UCAT Board of Trustees and the president's applied technology college Board of Directors via email of the vacancy and of provisions for leadership continuity and selection of a replacement as set forth in this policy.

4.3   **Leadership Continuity**

4.3.1   **Unplanned Vacancy or Incapacitation:** In the event of a president's unplanned vacancy or short-term unavailability to serve, the Commissioner shall within 48 hours, after consultation with the Chair of the applied technology college Board of Directors and with the approval of the Chair of the Board of Trustees, designate a vice president or other senior executive of the college to function in the capacity of the president until a new president or acting president is appointed.

4.3.2   **Acting President:** For a vacancy that is expected to exceed four weeks, the college Board of Directors shall, within two weeks of notification (111.4.2), nominate an acting president, to be approved by the Board of Trustees within one week after the nomination. The acting president shall commence service immediately upon approval until a new president is appointed as provided in this policy and begins service. The acting president's compensation shall be set during the term of service at the minimum salary in the range established for that

Subject:	Applied Technology College Presidents – Selection

college's president position (as provided in Policy 113), or ten percent above the acting president's salary prior to assuming the position, whichever is greater.

111.5   Presidential Search and Recommendation of Finalists

5.1   Search Committee

5.1.1   Committee Appointment: The Chair of the Board of Trustees, after consultation with the Commissioner and the Chair of the applied technology college Board of Directors, and with the approval of the Board of Trustees, shall within two weeks of a presidential vacancy notification (111.4.2) appoint a presidential search committee and leadership.

5.1.2   Committee Composition: The search committee shall, in accordance with UCA 53B-2a-107(1)(b)(i), consist of three members of the UCAT Board of Trustees, three members of the college Board of Directors (to include the Chair and Vice-Chair), the Commissioner, and up to five additional members representing college stakeholders such as applied technology college faculty, staff, students, community leaders, education partners, advisory boards, etc.

5.1.3   Committee Leadership and Staffing: The leadership of the committee shall be appointed by the Board of Trustees Chair from among the members of the committee, with one of the Trustees serving as the chair, and the Chair of the college Board of Directors as the vice chair. The Commissioner shall appoint one or more members of the Commissioner's staff to serve as staff support to the committee.

5.1.4   Committee Duties: The responsibility of the presidential search committee shall be, as detailed in this policy, to search for qualified candidates for the college president position, and to recommend up to four finalists for consideration by the Board of Trustees. The Committee shall meet within two weeks of its appointment to: (1) finalize the position posting and application requirements using a template similar to 111.7; (2) develop the schedule for the search and selection process set forth in this policy, to be completed in three to four months (or as determined by the search committee) at a regular or special meeting of the Board of Trustees scheduled with the Chair of the Board of Trustees; and (3) determine the criteria for which applications and interviews will be scored by the search committee in 111.5.3 and 111.5.4.

5.1.5   Confidentiality: The search committee shall keep all information about applicants and nominees strictly confidential during and after the search process.

5.2   Recruitment of Candidates: The Commissioner's Office shall advertise the position as directed by the search committee, with consideration to nationwide, regional, and statewide education, professional, and industry channels. Postings shall announce the availability of the position and an invitation to all interested persons to apply for the position or to nominate others. Applications or nominations shall be made to the

UTAH COLLEGE OF APPLIED TECHNOLOGY

POLICIES

Number: 111

Date: January 5, 2017
DRAFT

Page: 3   of   7

Subject:	Applied Technology College Presidents – Selection

Commissioner's Office and will be accepted until the deadline established by the committee. Acceptance of applications for the position shall close after 30 days unless it is determined by the search committee that qualified applicants have not been received, upon which the application process may be extended.

5.3 **Screening of Applications**

5.3.1 **Review of Applications:** The Commissioner's Office shall, within one week of the application deadline, provide the search committee members electronically with (1) confidential files containing each application received that met the basic requirements of the process, as determined by the Commissioner and staff; (2) a list of those that did not meet the basic requirements; and (3) the criteria for scoring the applications, as determined in 111.5.1.4(3).

5.3.2 **Scoring of Applications:** Each search committee member shall, within one week of receiving the files, confidentially submit scores to the Commissioner's Office.

5.3.3 **Selection for Search Committee Interviews:** The search committee shall meet electronically or in-person to review the cumulative scores (111.5.3.2) and, after discussion, identify a group of up to eight candidates to be interviewed by the committee.

5.4 **Search Committee Interviews and Recommendation:** The Commissioner shall notify all applicants whether or not they were selected for interviews in 111.5.3.3, and will schedule the interviews with the committee within one to two weeks following the screening. The search committee shall confidentially interview the candidates utilizing a standardized question and answer form designated in 111.5.1.4(3) with metrics for scoring the candidates. After concluding the interviews, the committee shall review the scores, discuss the candidates, and identify up to four finalists, which the committee chair shall recommend to the Chair of the Board of Trustees for consideration by the Board.

111.6 **Consideration of Finalists and President Appointment**

6.1 **Finalist Notification and Interview Scheduling:** After the search committee identifies finalists (111.5.4), the Commissioner shall notify all candidates whether or not they were recommended as finalists. For each finalist, the Commissioner shall: (a) inform the finalist of the salary range currently specified for the college's president in UCAT Policy 113; (b) verbally confirm with the finalist his or her willingness to be considered for compensation in the starting salary range prescribed in 113, or the finalist's rationale for consideration of another starting salary; and (c) schedule interviews of the finalists with the Board (111.6.4).

6.2 **Notification and Transmittal to Boards:** The Commissioner shall confidentially notify the members of the Board of Trustees and the college Board of Directors of the finalist selection and interview schedule, shall transmit to them the confidential application materials for each finalist, and shall with the Chairs of the Board of Trustees and college

UTAH COLLEGE OF APPLIED TECHNOLOGY

POLICIES

Number: 111

Date: January 5, 2017
DRAFT

Page: 4 of 7

Subject:	Applied Technology College Presidents – Selection

Board of Directors in consultation with each Board develop standardized questions and metrics for each Board to utilize in the finalist interviews specified in 111.6.4.

6.3 **Reference/Background Checks:** Utilizing the Commissioner's Office staff and/or a professional provider, the Commissioner within one week of finalist selection shall confidentially, for each finalist: (a) conduct a criminal background check in accordance with statutory and college requirements; (b) contact the finalist's previous employers and references; and (c) conduct a review of internet and social media. The three checks may be done simultaneously.

6.4 **Finalist Interviews**

6.4.1 **Confidentiality:** The search committee, college Board of Directors, Board of Trustees, and all others participating in the interview and selection process shall keep all information about applicants and nominees strictly confidential during and after the search process.

6.4.2 **Scheduling and Notice of Board Meetings:** The Chair of the Board of Trustees shall, after consultation with the chair of the college Board of Directors and the Commissioner, schedule the interviewing of the finalists and potential selection of a president at a regular or special meeting jointly of the Board of Trustees and the college Board of Directors on location at the applied technology college's main campus one to four weeks after the search committee's recommendation of finalists (111.5.4). Each Board shall convene and provide public notice of the meeting in accordance with the Utah Open and Public Meetings Act (UCA 52-4-202) and its own policies and bylaws.

6.4.3 **Joint Meeting of Boards:** The Board of Trustees shall convene in open session jointly with the college Board of Directors. Each Board shall then vote to move to closed session for discussion of the finalists' character and professional competence, as provided in UCA 52-4-205(1)(a).

(a) Commissioner Briefing: The Commissioner shall, while both Boards are combined in closed session, report to both Boards on the salary expectations (111.6.1b), the reference and background checks (111.6.2), and any other input received regarding the character and professional competence of each finalist.

(b) Board of Trustees Interviews: The Board of Trustees shall, after the Commissioner briefing, dismiss the college Board of Directors and others present to another room, and shall interview each finalist in closed session, utilizing a standardized question and answer form with metrics developed for the Board in 111.6.2 In accordance with the Utah Open and Public Meetings Act (UCA 52-4-202), the Board shall not take any action during the closed session to vote on finalists, but shall limit discussion to individual board members' observations and assessments of the finalists' character and professional competence.

Subject:	Applied Technology College Presidents – Selection

(c) College Board of Directors and Other Stakeholder Interviews: In accordance with the statutory provision for at least two members of the applied technology college Board of Directors to participate in Board of Trustees' interviews of finalists (UCA 53B-2a-107(1)(b)(iii), the college Board shall, after the Commissioner briefing, move to a separate room to interview each finalist in closed session, utilizing a standardized question and answer form with metrics developed for the Board in 111.6.2. Other stakeholder representatives (111.5.1.2) may, at the discretion of the college Board Chair, be designated to participate in the college Board interviews. In accordance with the Utah Open and Public Meetings Act (UCA 52-4-202), the Board shall not take any action during the closed session to vote on finalists, but shall limit discussion to individual board members' observations and assessments of the finalists' character and professional competence.

6.4.4 College Board Consultation: After the college Board has completed its interviews and discussion, the college Board Chair or designee shall consult with the Board of Trustees in closed session on behalf of the college Board regarding the character and professional competence of each of the finalists.

6.5 Appointment of President: In accordance with UCA 53B-2a-107(1)(b)(iv), the Board of Trustees shall, after the consultation with the Chair of the applied technology college Board of Directors (111.6.4.4), and after Board of Trustees' discussion of the finalists' character and professional competence, return from closed session into open meeting in compliance with UCA 52-4. The Board shall then vote: (1) to appoint an applied technology college president; and (2) to authorize the Chair and Vice Chair of the Board of Trustees, in cooperation with the Chair of the college Board of Directors and in consultation with the Commissioner, to negotiate and finalize the president's compensation within the range and parameters provided in UCAT Policy 113, with consideration to the college's budget. In accordance with the statute, only voting members of the Board of Trustees may vote in the selection of the president, after having considered input provided. In the event the Board of Trustees does not appoint a president, it shall specify additional action to be taken to identify and appoint a president.

111.7 Position Posting and Application Template: As provided in 111.5.1.4(1), the search committee shall establish position posting and application requirements using a template similar to the following:

Subject:	Applied Technology College Presidents – Selection

College Logo Here

(College Name)
PRESIDENT SEARCH

The Utah College of Applied Technology (UCAT) Board of Trustees and the _____ Applied Technology College (?ATC) Board of Directors, in consultation with the UCAT Commissioner of Technical Education, are accepting applications for the position of _____ Applied Technology College President.

In support of the _____ Applied Technology College's mission, "_____," the institution serves _____, _____, and _____ Counties from a main campus in _____ and branch campuses in _____ and _____. The campus provides upwards of _____ hours of instruction each year to more than _____ part--time, full-time, adult, and secondary students. _____ Applied Technology College offers _____ accredited occupational certificate programs and many other skills training courses.

PRESIDENT PROFILE

The _____ Applied Technology College President is the executive officer of the ?ATC Board of Directors and the chief administrative officer of the college. The President is appointed by the UCAT Board of Trustees, after consultation with the local Board of Directors. The president serves at the discretion of the UCAT Board of Trustees, in cooperation with the college Board of Directors and administers the day-to-day operations of the college. In consultation with the local Board of Directors, the president administers the human resource policies and employee compensation plans in accordance with the requirements of the Board of Trustees. In addition, the president needs to be an innovative leader committed to meeting the technical education needs of regional employers and be involved in strengthening business and industry competitiveness.

Required Qualifications:

- Extensive experience in career and technical education.

- A _____ degree is _____[preferred or required, as determined by local Board – or consideration of related experience].

- Proven record of administrative and leadership experience at a senior management level.

Subject:	Applied Technology College Presidents – Selection

- Successful experience in budgeting, strategic and long-range planning, and managing fiscal resources.

- An understanding and commitment to the mission of an established, multi-campus applied technology college.

- Strong communication and interpersonal skills, and a demonstrated ability to interact effectively with faculty, students, staff, Board of Directors, the UCAT Commissioner, and the UCAT Board of Trustees, government and education officials, employers, and the community at large.

Primary Responsibilities:

- [Bulleted list to include each of the functions specified in UCAT Policy 110 – Applied Technology College President Functions, adapted to the specific college, and including any other priority responsibilities identified by the college Board and Board of Trustees]

For a complete list of college president functions, go to _____.

APPLICATION PROCESS:

To be considered, each applicant must submit the following:

- Cover Letter
- Current Resume
- Written description of how the candidate meets each of the required qualifications and primary responsibilities listed above, using specific examples.
- List the names and phone numbers of six references who can be contacted.

Salary and benefits will be competitive. All applications will be treated confidentially. A background check will be required for finalists.

To ensure full consideration, application materials should be submitted by **5:00 p.m. (MDT) _____ (date).**

For further information visit: www.ucat.edu

Please submit completed applications by e-mail to:
_____ [Name] , Executive Assistant to the UCAT Commissioner of Technical Education
Utah College of Applied Technology
Email: _____ | Phone: (801) 341-6012

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
08 June 2016

ITEM: II.O

TOPIC: Commissioner's Office FY 2017 Budget

BACKGROUND

The Office of the UCAT President is primarily funded by funded by tax dollars appropriated by the State Legislature. Per UCAT Policy 555.3.3, *"After review and approval by the UCAT Commissioner, the proposed budget shall be submitted to the UCAT Board of Trustees for final approval in the regular Board Meeting in June of each year."* The attached spreadsheet is administration's plan for the disposition of funds appropriated to The Office of the UCAT Commissioner for the fiscal year ending June 30, 2017.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the budget as attached.

Attachments:

FY 2017 Budget – Commissioner's Office

Utah College of Applied Technology
Office of the Commissioner
DRAFT Office Budget FY 2017

Revenue

UCAT Administration Ongoing Appropriation	1,868,900
Equipment Appropriation	1,161,100
Custom Fit Appropriation	3,959,200
Perkins Leadership Fund for Professional Development	40,000
Campus Support for Northstar	170,000
SLDS Grant	135,000
Equipment Flow Through to Campuses	(1,143,400)
Custom Fit Flow Through to Campuses	(3,950,000)
Admin Line Item to Campuses	(400,000)
Total State Budget for President's Office	1,840,800

Expenditures

Salaries, Payroll Tax & Benefits	1,410,011
Building Occupancy Costs	131,000
Professional Development Conference	50,000
Equipment Purchases	17,700
Employee Travel	15,000
Board Meetings	9,000
UCAT System Meetings	11,000
Marketing	84,000
Automobile Expenses	12,000
Annual Report	7,500
Supplies & Misc. Expenses	65,240
Memberships	22,200
Unallocated/(Covered by Reserves)	6,149
Total Expenditures	1,840,800

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
08 June 2016

ITEM: II.P

TOPIC: UCAT Commissioner Search

BACKGROUND

The Board appointed a committee in its 6 April 2016 meeting to develop a draft position description and process for selecting a permanent Commissioner of Technical Education. The committee consisted of Chair Jim Evans, Vice Chair Steve Moore, Trustees Jim Olsen and Mike Jensen; Presidents Mike Bouwhuis, Clay Christiansen, Collette Mercier, and Scott Snelson; and Jared Haines and Tyler Brinkerhoff from the UCAT Commissioner's Office.

The committee considered approaches to positions and processes for previous UCAT President searches, the USHE Commissioner of Higher Education, Senate Bill 131, input from the ATC presidents, and other sources in developing its recommendations. The position description is provided in the form of proposed Policy 105, "Commissioner of Technical Education – Functions". A process for selecting the Commissioner is outlined in "UCAT Commissioner Selection Process".

Upon approval by the Board, the position will be posted as outlined for candidates to apply by 29 July 2016, with interviews of approximately eight candidates by a search committee on 23 August 2016, and interviews of 3-4 finalists by the full Board of Trustees for final selection and appointment on 14 September 2016. The Board's appointment will then be subject to approval by the Governor with the consent of the Senate.

RECOMMENDATIONS

It is recommended that the Board consider the committee's recommendations and then approve: (1) Policy 105, "Commissioner of Technical Education – Functions"; (2) the "UCAT Commissioner Selection Process"; (3) the naming of a search committee as outlined in the "Selection Process"; and (4) the rescheduling of the September Board Meeting to 14 September 2016 (full day, 8:00 a.m. to 5:00 p.m.) instead of 21 September 2016.

Attachment:

Policy 105, "Commissioner of Technical Education – Functions"
UCAT Commissioner Selection Process

Subject:	Commissioner of Technical Education – Functions

105.1 Purpose

To prescribe the duties and functions of the Commissioner of Technical Education (UCA 53B-2a-102(2)(b)).

105.2 Approval

UCAT Board of Trustees approval: June 8, 2016 (pending).

105.3 References

UCA 53B-2a-102, Commissioner of Technical Education – Appointment – Duties
UCA 53B-2a-104, Utah College of Applied Technology Board of Trustees – Powers and Duties
UCA 53B-2a-106, Applied Technology Colleges – Duties
UCA 53B-2a-107, Applied Technology College Presidents – Appointments – Duties
UCA 53B-2a-112, Applied Technology Colleges – Relationships with other Public and Higher Education
    Institutions – Agreements – Priorities – New Capital Facilities

105.4 Functions

The Utah College of Applied Technology (UCAT) Commissioner of Technical Education is the chief executive officer of the UCAT Board of Trustees (the Board), and the chief administrative officer of the Utah College of Applied Technology. He/she is appointed by the Board, upon approval by the Utah State Governor and with consent of the Senate. The UCAT Commissioner serves at the discretion of the Board and performs the following functions:

4.1 **Policy/Program Execution:** Facilitates, coordinates, and ensures that all Board policies, programs, and procedures are properly executed. Provides information and recommendations to the Board.

4.2 **Leadership:** Provides state level leadership in activities affecting the Utah College of Applied Technology and its member colleges, taking a collaborative approach that enhances the ability of colleges to contribute to State and Board goals.

4.3 **Strategic Planning:** Develops and implements statewide strategic planning efforts for the Utah College of Applied Technology which support the strategic plans of the colleges, under the direction of the Board of Trustees. Ensures that UCAT maintains a vision and further elevates its position as the statewide leader in career and technical education.

4.4 **Career and Technical Education Program Oversight:** Under the direction of the Board, establishes benchmarks, provides oversight, evaluates program performance, and obtains independent audits to ensure that the colleges follow their non-credit career and technical education mission. Collaborates with college presidents to establish benchmarks for evaluating career and technical education provided by the colleges, including a system of common definitions, standards and criteria for tracking and measuring program

Subject:	Commissioner of Technical Education – Functions

effectiveness. Creates/promotes CTE pathways by coordinating and correlating CTE with public education and higher education.

4.5   **Accreditation:** Provides system-wide support of accreditation efforts by the colleges. Maintains positive, productive relationships with accrediting agencies.

4.6   **Relationships and Accountability:** Establishes and maintains positive, productive relationships and accountability with the Utah State Legislature, Governor, UCAT Board of Trustees, government and education boards and officials, state economic development leaders, business/industry and community leaders, and citizens. Carries ultimate responsibility for the outcomes of the UCAT System.

4.7   **Budget Development and Fiscal Oversight:** Coordinates development of system budget requests for consideration by the Board of Trustees. Promotes additional funding for the colleges and the UCAT system through the legislature and other revenue sources. Accountable for budgets, operations, capital facilities, and other fiscal responsibilities through reports and requests for approval to the UCAT Board of Trustees, the Governor's Office, the Utah State Legislature, and auditors.

4.8   **Public Information/Spokesperson:** Serves as the spokesperson for the Utah College of Applied Technology system and Board of Trustees, consistent with direction established by the Board. In collaboration with the colleges, develops and implements statewide plans and supports college plans to inform citizens about the availability, cost, and advantages of career and technical education.

4.9   **Presidents' Cabinet:** Serves as Chair of the Presidents' Cabinet. Leads the Cabinet in a collegial and collaborative manner, including coordination of meeting agendas/minutes and Cabinet recommendations to the Board; and facilitating communication among the presidents.

4.10   **Presidential Hiring/Review:** Assists as directed by the Board in its statutory responsibility to appoint, oversee, and evaluate each college president in accordance with UCA 53B-2a-107. Supports the work of individual presidents and serves as a liaison between presidents and the UCAT Board.

4.11   **Consultation:** Provides leadership, advice, and consultation as may be sought by college presidents or directed by the Board.

4.12   **Policy Considerations:** Provides sound professional advice and recommendations independent of any one group's or interest's perspective to the Board on all Board agenda items and all matters that do or should come to the attention of the UCAT Board, including advice on institutional and system budget requests, new programs, policy proposals, and an overall legislative agenda.

Subject:	Commissioner of Technical Education – Functions

4.13 **System Communication:** Facilitates continuous communication among the colleges, the Board, and the Office of the Commissioner related to problems and issues of common interest to the UCAT System. Establishes and maintains positive, productive relationships with the UCAT Board of Trustees, the college presidents, and the Boards of Directors.

4.14 **Secondary Student Access:** Provides coordination and encouragement to the colleges to ensure that secondary students in the public education system have access to career and technical education through the applied technology colleges, and that college curricula meet the needs of school districts and charter schools. Works closely with the State Superintendent of Public Instruction and CTE Director to promote secondary participation.

4.15 **Rural Access:** Develops strategies for providing career and technical education in rural areas of the state.

4.16 **Committee Service:** Serves on various boards, councils, committees, and commissions as required by Utah statute or as otherwise necessary to promote and advance the mission of UCAT.

4.17 **Other Duties:** Provides leadership and carries out other tasks and assignments as requested by the Board of Trustees, Governor's Office, or Legislature.

4.18 **Commissioner's Office Management:** Appoints, hires, and leads a staff of professional and administrative personnel to provide coordination, prioritization, support, and reporting as needed to fulfill the duties and responsibilities of the UCAT Board, Commissioner, and system, such as:

   4.18.1 Budgets and audits;

   4.18.2 Development of policies;

   4.18.3 Facilities, including capital development and facility/property leases;

   4.18.4 Management information systems, general data collection and security;

   4.18.5 Master planning efforts of the UCAT system and strategic planning;

   4.18.6 Instructional programs, certificates, and curriculum, including articulation with institutions of higher education and public education;

   4.18.7 Contact and relationships with Legislature, Governor, Utah State Office of Education/Board of Education, Utah System of Higher Education/Board of Regents, and other state agencies and constituencies; and

   4.18.8 Public relations.

UTAH COLLEGE OF APPLIED TECHNOLOGY
UCAT BOARD OF TRUSTEES

UCAT COMMISSIONER SELECTION PROCESS
Draft 31 May 2016

Step One: Formal Board Approval of Process

6/8/2016(W):   Board of Trustees meeting: consider and approve process recommended by committee. Appoint Commissioner Search Committee (see below). Reschedule September Board Meeting to September 14th full day (instead of September 21st) to accommodate Governor appointment and Senate consent schedule.

Step Two: Recruitment of Candidates

6/13/2016(M): Post UCAT Commissioner position announcement:
   (1)   UCAT website and campus websites.
   (2)   Consider statewide, nationwide and limited international sites: KSL.com, higheredjobs.com, CUPA, LinkedIn, professional associations, legislators, COE, other channels reaching CTE executives.
   (3)   Include candidate release signature for reference checks.
*7/29/2016(F): Position closes for applications at 5:00 p.m. MDT (7 weeks).

Step Three: Pre-Screening of Applications (Selection Committee – approx. 8 candidates)

8/3/2016(W):   The UCAT Commissioner Search Committee will receive confidential PDF files containing each application received that met the basic requirements of the process, and a list of those that did not meet the basic requirements. They will be provided criteria for scoring the applications.
8/10/2016(W): (Deadline) Commissioner Search Committee members confidentially submit scores to the UCAT office.
By 8/15/2016(M): The UCAT Commissioner Search Committee will review cumulative scores and identify a group of approximately eight candidates to be interviewed.

Step Four: Selection of Finalists (Selection Committee – approx. 3-4 finalists)

*8/23/2016(T): (Full day) The UCAT Commissioner Search Committee will confidentially interview the candidates, utilizing a standardized question and answer form with metrics for scoring the candidates. After concluding the interviews, the Committee will review the scores, discuss the candidates, and identify 3-4 potential finalists.
By 8/31/2016(W): Confidential reference checks on the potential finalists will be completed, possibly by a professional company. UCAT staff will conduct a review of internet and social media references. Results of the reference checks and internet review will be reported to and considered by the Committee Chair. The Committee Chair will then consult with the potential finalists to confirm their determination to proceed with public consideration of their candidacy.
By 9/2/2016(F): Committee Chair will consult confidentially with the Governor and with Senate leaders to assess the viability of each potential finalist for gubernatorial approval and senate consent. The names of the finalists will then be made public, according to state law. In the public announcement, members of the public will be invited to provide input on the finalists via a specified email address. The public comments will be compiled for Board review.

UCAT

Step Five: Board of Trustees Appointment of Commissioner

*9/14/2016(W): As part of its regular September meeting, expanded to a full-day, the UCAT Board of Trustees will meet in closed session (to include other Search Committee members) to interview the finalists, and the UCAT Presidents' Cabinet and UCAT Commissioner's staff will also separately interview the finalists. The Board and the Presidents' Cabinet/Commissioner's Staff will each utilize a standardized question and answer form with metrics developed for each group. After review of public input, review of Presidents' Cabinet/Commissioner's Staff input, and discussion of the finalists' character and professional competence, the Board will move to open session to identify a new, potential Commissioner of Technical Education.

The potential selection will be communicated to Governor Herbert seeking his approval. Communication will also be made with Senate President Niederhauser for his input. A public announcement of the new UCAT commissioner will be made by the UCAT Board of Trustees at the conclusion of the meeting and in conjunction with Governor Herbert. Announcement would indicate the appointment is pending consent of the Utah State Senate.

Step Six: Governor Approval and Senate Consent

9/19/2016(M): Governor Herbert documents formal approval of the appointment and files for Senate consent.
10/10/2016(M): (date and committee to be confirmed) Senate Education Confirmation Committee conducts hearing to consider recommendation of Senate consent for appointment of Commissioner.
*10/19/2016(W): (date to be confirmed) Senate considers consent for appointment of the new Commissioner of Technical Education at October interim meeting.

Step Seven: New Commissioner of Technical Education Begins Service

By 11/1/2016(F): New Commissioner of Technical Education begins service.

UCAT Commissioner Search Committee (10-13 members):
(To be recommended by UCAT Board Chair and approved by the Board of Trustees)

Eight members affiliated with all ATCs, to include:
    4 Trustees (UCAT Board Chair, Vice Chair, two others representing ATCs)
    3 ATC Presidents
    1 ATC Board member
One additional Trustee (not affiliated with an ATC, not on the Executive Committee)
One UCAT Associate Commissioner
Up to three government representatives, if designated by Governor, Senate President, or House Speaker

UCAT

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
12 January 2017

ITEM: III.Q

TOPIC: Expiring Terms of Office for Board Members

BACKGROUND

In accordance with Utah Code 53B-2a-103(5), members of the UCAT Board of Trustees are "appointed commencing on July 1 of each odd-numbered year to a four-year term… so that approximately one-half of the members' terms will expire in any odd-numbered year." The attached table details the terms of office for all Board positions as provided in the statute, and illustrates the transitions required under Senate Bill 131 (2016).

The terms of office for four of the positions representing applied technology colleges (BATC, DATC, OWATC, and TATC – see UCA 53B-2a-103(3)(a)(i)) expire on June 30, 2017. The statute requires the governor to select members to fill these terms "from at least two nominees presented to the governor by the board of directors of each applied technology college". The chairs of the four affected boards of directors have been notified of the term expirations and the process for providing nominations to the governor by March 1, 2017.

The terms shown for four other voting positions will also expire on June 30, 2017. A fifth position which expired in 2015 has also been unfilled. The statute requires that when these positions expire or are vacated, the governor is to appoint replacements to represent each of seven industry sectors, with consideration to geographic distribution: information technology, manufacturing, life sciences, health care, transportation, union craft/trade/apprenticeship, and non-union craft/trade/apprenticeship. Since the current union apprenticeship position will not expire until 2019, it is considered filled. For the expiring positions, while all of the incumbent members will have filled less than the allowable two consecutive full terms, the Governor will have discretion to reappoint the member or to appoint a replacement, and they must qualify to represent one of the six remaining industry sectors.

While the Governor is not required to consider nominations for the non-ATC positions, the Governor's Office has indicated that recommendations may be helpful. Board members are invited to submit recommendations for individuals representing any of the "Industry Representatives" positions on the chart whose terms of office begin in 2017. Recommendations that are submitted to Commissioner Woolstenhulme by March 1, 2017, will be compiled and forwarded to the Governor's Office. Recommendations should include the name, position, industry sector, contact information, brief biographical background information, and rationale for the recommendation.

The Utah State Board of Education position, which expires on June 30, 2017, is appointed by the Chair of the State Board of Education, who will be contacted by March 1. The statute expires this position on June 30, 2019.

RECOMMENDATIONS
Information only. Board members are invited to submit recommendations to Commissioner Woolstenhulme by March 1, 2017, for the industry sector positions.

Attachments: Board of Trustees Appointments and Terms

Board of Trustees Appointments & Terms

Constituency	Name	Appointment	Term Expiration	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
College Representatives																	
Bridgerland Applied Technology College	Scott Theurer	June 8, 2016	June 30, 2017														
Davis Applied Technology College	Mike Jensen	April 18, 2012	June 30, 2017														
Dixie Applied Technology College	Stephen Wade	June 12, 2014	June 30, 2019														
Mountainland Applied Technology College	Jim Evans [1,3]	April 3, 2008	June 30, 2019														
Ogden-Weber Applied Technology College	Steve Moore [2]	September 22, 2011	June 30, 2017														
Southwest Applied Technology College	Jerry Taylor	September 17, 2015	June 30, 2019														
Tooele Applied Technology College	Dave Ulery	June 8, 2016	June 30, 2017														
Uintah Basin Applied Technology College	Mike Angus	January 15, 2015	June 30, 2019														
External Partner Representatives																	
Salt Lake Community College	Tim Miller	April 4, 2016	June 30, 2017														
Snow College	Brian Florang	January 15, 2015	June 30, 2019														
Utah State University - Eastern			June 30, 2019														
Governor's Office of Economic Development	Val Hale	September 18, 2014	June 30, 2017														
Business or Industry Employer Representative	Jim Olsen	November 30, 2009	June 30, 2017														
Industry Representatives	**Region [4]**																
Information Technology																	
Manufacturing																	
Life Sciences																	
Health Care																	
Transportation																	
Union Craft, Trade, or Apprenticeship	-- Dale Cox [3]	June 15, 2010	June 30, 2019														
Non-union Craft, Trade, or Apprenticeship	MATC Brad Tanner	June 15, 2010	June 30, 2017														
Non-voting Members																	
Utah State Board of Regents [5]	Jesselie Anderson	April 10, 2014	June 30, 2019														
Utah State Board of Education [6]	Barbara Corry	March 26, 2015	June 30, 2017														

[1] Elected Board of Trustees Chair on April 6, 2016. Term expires on June 30, 2017. Is eligible for reelection through June 30, 2019.

[2] Elected Board of Trustees Vice Chair on April 6, 2016. Term expires on June 30, 2017. Is eligible for reelection through June 30, 2019, pending reappointment by the Governor.

[3] Not eligible for reappointment to the Board due to term limits.

[4] At least 4 industry representatives must reside in a geographic region served by an applied technology college. No more than 2 industry representatives may reside in a single geographic region served by an applied technology college.

[5] Not subject to term limits.

[6] Position shall be discontinued June 30, 2019.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
08 June 2016

ITEM: II.R

TOPIC: Strategic Workforce Initiatives Proposals: Senate Bill 103

BACKGROUND

During the 2016 legislative session, the Utah State Legislature created the **Strategic Workforce Investment (SWI)** fund. The purpose of this fund is to provide resources to establish educational pathway partnerships that serve regional industry workforce needs. These pathway programs are meant to provide workforce for high growth and high wage occupations. $ 1,500,000 appropriated in ongoing funds.

Funding decisions will be made by the Utah State Legislature. Proposals will reflect a program of study that is responsive to the workforce needs of the CTE region in a high demand strategic industry cluster as identified by the Governor's Office of Economic Development (GOED).

- Leads to the attainment of a stackable sequence of credential
- Includes a non-duplicative progression of courses that include both academic and CTE content
- Expected student enrollment, attainment rates, and job placement rates
- Evidence of input and support for the proposal from an industry advisory group
- Evidence of support of the proposal from the following applicable board
  - ***The Utah College of Applied Technology Board of Trustees***
  - The Board of Regents

Eligible proposals must demonstrate a partnership between at least two of the following:

- A college of applied technology
- A school district or charter school
- An institution of higher education

Proposals should meet regional industry demands for high wage, high demand occupations in cluster industries

- Aerospace and Defense
- Energy and Natural Resources
- Financial Services
- Life Sciences
- Outdoor Products
- Software Development
- Information Technology

RECOMMENDATIONS

UCAT Administration recommends that the Board of Trustees endorse the six proposals on the attached summary .

Attachments: UCAT Proposals for the Strategic Workforce Initiative.

UCAT

Summary

UCAT Proposals for the Board of Trustees Approval

Strategic Workforce Initiatives Proposals: Senate Bill 103

UBATC

Uinta Basin Applied Technology College is collaborating with Utah State University-Uintah Basin, Duchesne County School District, and Uintah School District to meet the needs of employers in the occupational field of *Industrial Automation*.   The proposal requests funding for two faculty positions in the field of industrial automation to teach at UBATC and at USU-Uintah Basin. This is a collaborative effort with two school districts to coordinate coursework through an articulation agreement to create a seamless path for secondary students to attend the applied technology college and on to the university.

USU-Uintah Basin Faculty Funding	$ 87,000
UBATC Faculty Funding	$ 88,200
Total Request	$175,200

OWATC, BATC and DATC

OWATC, BATC and DATC created a consortium with Weber State University and several employers to develop stackable sequence of credentials in the high-need cluster of manufacturing. Credentials included a Certified Operators, Certified Maintenance Technician (IAMT), Associate of Applied Science in Controls Technology and a new Bachelor of Science in Controls Engineering

Year One Funding	$ 356,500
Year Two Funding	$ 345,000
Year Three Funding	$ 345,000

BATC

Bridgerland Applied Technology College is collaborating with Utah State University, Box Elder School District, Logan City School District and Rich School District to develop an (Information Technology) IT-STEM Academy. This training will develop a pipeline of IT trained professionals for the workforce demands in Northern Utah. The program will be broadcast from BATC and USU to 8 high schools to develop an IT educational pathway for completing a BATC IT certificate and continue through an Associate of Applied Science and on to a Bachelors Degree at USU.

USU-BATC Faculty and Equipment Funding	$ 250,000

MATC

Mountainland Applied Technology College is collaborating with Utah Valley University (UVU) to develop a web development career pathway, with Utah County employer Xactware – named the "DevPath" Project. MATC and UVU are developing an articulation agreement to insure web development competencies translate to courses and degrees at UVU.

MATC-Utah Valley University Competency Matching Funding	$ 221,694

UCAT

DATC

Davis Applied Technology College is collaborating with the Davis School to develop a career pathway which includes a stackable credentialing program for composites for the Aerospace Industry. This proposal is an extension to the Utah Aerospace Pathway (UAP) Program currently operating in a partnership with aerospace and defense companies, Salt Lake Community College, DATC, Granite School District and Davis School District. This proposal will expand the program with more faculty, equipment and instructional design.

DATC-Davis School District Faculty and Equipment Funding $ 300,000

DXATC

Dixie Applied Technology College is collaborating with Dixie State University for "Tech STACKS" technology-focused stackable credentials, backed by industry and aligned with curriculum between the educational partners. The targeted occupations include: computer programmers, software engineers, web developers, mobile developers and UI/UX designers.

DXATC –DSUS Faculty, Licenses & Internships $ 297,100

UCAT

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
12 January 2017

ITEM: III.T

TOPIC: Office of the UCAT Commissioner Budget Report

BACKGROUND

Per UCAT policy 555.3.6, *"A report, detailing revenue and expenditures for all budget categories, shall be presented to the Board of Trustees in all regular meetings of the Board."* The attachments include a report detailing appropriated revenues and expenditures by category for the Office of the Commissioner for the current fiscal year through Dec 31, 2016 as well as the check register for Sep - Dec 2016.

The Office of the Commissioner owns a 2006 GMC Envoy used for business errands and staff travel. In addition to being over 11 years old, the Envoy has well over 200,000 miles on it. The Office has realized some budget savings due mostly to vacant positions. Barring any objection from the Board, administration would like to replace the Envoy with a new vehicle better suited for staff travel.

RECOMMENDATIONS

Information/discussion only

Attachments:
Check/Disbursement register
Budget progress report

Utah College of Applied Technology
Check Listing
September through December 2016

Type	Date	Num	Name	Amount
Bill Pmt -Check	09/30/2016	EFT	WF Card - 0010	-1,799.50
Bill Pmt -Check	09/30/2016	EFT	WF Card - 0028	-7.00
Bill Pmt -Check	09/30/2016	EFT	WF Card - 4403	-6,436.89
Bill Pmt -Check	10/07/2016	11161	Aubrey Schrag	-11.94
Bill Pmt -Check	10/07/2016	11162	Barbara Corry	-228.00
Bill Pmt -Check	10/07/2016	11163	BATC	-186,275.00
Bill Pmt -Check	10/07/2016	11164	DATC	-199,400.00
Bill Pmt -Check	10/07/2016	11165	DXATC	-118,175.00
Bill Pmt -Check	10/07/2016	11166	Fuelman	-42.14
Bill Pmt -Check	10/07/2016	11167	James King	-154.19
Bill Pmt -Check	10/07/2016	11168	Joseph Demma	-169.50
Bill Pmt -Check	10/07/2016	11169	MATC	-176,575.00
Bill Pmt -Check	10/07/2016	11170	Micheal Housley	-62.79
Bill Pmt -Check	10/07/2016	11171	NEXEO	-400.00
Bill Pmt -Check	10/07/2016	11172	OWATC	-190,675.00
Bill Pmt -Check	10/07/2016	11173	Shawn Owens	-812.50
Bill Pmt -Check	10/07/2016	11174	Signature Images	-155.28
Bill Pmt -Check	10/07/2016	11175	Snow College	-68,750.00
Bill Pmt -Check	10/07/2016	11176	SWATC	-118,387.00
Bill Pmt -Check	10/07/2016	11177	TATC	-111,550.00
Bill Pmt -Check	10/07/2016	11178	UBATC	-153,500.00
Bill Pmt -Check	10/07/2016	11179	USU Eastern	-62,500.00
Bill Pmt -Check	10/07/2016	11180	Utah Dept of Admin Services	-32,880.00
Bill Pmt -Check	10/07/2016	11181	Utah Division Of Risk Management	-1,302.00
Bill Pmt -Check	10/27/2016	11182	OWATC	-1,500.00
Bill Pmt -Check	10/27/2016	11183	Salt Lake Chamber	-10,000.00
Bill Pmt -Check	10/27/2016	11184	Utah Correctional Industries	-7,180.00
Bill Pmt -Check	10/27/2016	11185	Utah Division Of Risk Management	-1,584.91
Bill Pmt -Check	10/27/2016	11186	UWHEN	-1,000.00
Bill Pmt -Check	10/28/2016	11187	Dallan Clawson	-575.00
Bill Pmt -Check	11/01/2016	EFT	WF Card - 0010	-1,010.00
Bill Pmt -Check	11/01/2016	EFT	WF Card - 0028	-46.12
Bill Pmt -Check	11/01/2016	EFT	WF Card - 4403	-2,972.37
Bill Pmt -Check	11/09/2016	11188	BH Development, LC	-240.00
Bill Pmt -Check	11/09/2016	11189	Cache Valley Publishing	-550.00
Bill Pmt -Check	11/09/2016	11190	Dave Woolstenhulme	-1,070.84
Bill Pmt -Check	11/09/2016	11191	IC Group	-741.80
Bill Pmt -Check	11/09/2016	11192	Michael Jensen	-89.60
Bill Pmt -Check	11/09/2016	11193	Scott Theurer	-216.00
Bill Pmt -Check	11/09/2016	11194	Steve Moore	-160.00
Bill Pmt -Check	11/09/2016	11195	Tyler Brinkerhoff	-99.00
Bill Pmt -Check	11/09/2016	11196	Utah Dept of Admin Services	-47,772.18
Bill Pmt -Check	11/09/2016	11197	Utah Manufacturers Association	-1,000.00
Bill Pmt -Check	11/14/2016	11198	Steve Moore	-80.00

Utah College of Applied Technology
Check Listing
September through December 2016

Type	Date	Num	Name	Amount
Bill Pmt -Check	11/22/2016	11199	Ken Garff West Valley Chrysler	-37,844.00
Bill Pmt -Check	11/22/2016	11200	Alicia McIntire	-2,340.84
Bill Pmt -Check	11/22/2016	11201	Aubrey Schrag	-8.95
Bill Pmt -Check	11/22/2016	11202	Dave Woolstenhulme	-321.42
Bill Pmt -Check	11/22/2016	11203	Glen Ricks Photography Inc	-60.00
Bill Pmt -Check	11/22/2016	11204	IC Group	-60.61
Bill Pmt -Check	11/22/2016	11205	Joseph Demma	-117.92
Bill Pmt -Check	11/22/2016	11206	Kristin Smith	-78.00
Bill Pmt -Check	11/22/2016	11207	UETN	-8,118.20
Bill Pmt -Check	11/22/2016	11208	Wallwork Media & Design	-2,850.00
Bill Pmt -Check	11/23/2016	11209	Aubrey Schrag	-29.17
Bill Pmt -Check	11/30/2016	EFT	WF Card - 0010	-1,947.62
Bill Pmt -Check	11/30/2016	EFT	WF Card - 0028	-99.77
Bill Pmt -Check	11/30/2016	EFT	WF Card - 4403	-6,884.38
Bill Pmt -Check	12/19/2016	11210	BATC	-1,662.50
Bill Pmt -Check	12/19/2016	11211	DATC	-3,500.00
Bill Pmt -Check	12/19/2016	11212	Fuelman	-688.52
Bill Pmt -Check	12/19/2016	11213	MATC	-278,298.42
Bill Pmt -Check	12/19/2016	11214	Signature Images	-983.00
Bill Pmt -Check	12/19/2016	11215	Symbol Arts	-850.00
Bill Pmt -Check	12/19/2016	11216	Utah Technology Council	-12,000.00
Bill Pmt -Check	12/30/2016	EFT	WF Card - 0010	-1,001.13
Bill Pmt -Check	12/30/2016	EFT	WF Card - 0028	-328.00
Bill Pmt -Check	12/30/2016	EFT	WF Card - 4403	-6,179.81
Bill Pmt -Check	12/30/2016	EFT	WF Card - 4617	-317.10

Utah College of Applied Technology
Office of the Commissioner
Fiscal Year 2017 Office Budget
as of December 31, 2016

Revenue

	Budgeted	Year to Date	%
UCAT Administration Ongoing Appropriation	1,868,900	934,450	50.0%
Equipment Appropriation	1,161,100	580,550	50.0%
Custom Fit Appropriation	3,959,200	1,979,600	50.0%
Perkins Leadership Fund for Professional Development	40,000	-	0.0%
Campus Support for Northstar	170,000	85,000	50.0%
SLDS Grant	135,000	-	0.0%
Equipment Flow Through to Campuses	(1,143,400)	(571,700)	50.0%
Custom Fit Flow Through to Campuses	(3,950,000)	(1,975,000)	50.0%
Admin Line Item to Campuses	(400,000)	(200,000)	50.0%
Total State Budget for President's Office	1,840,800	832,900	45.2%

Expenditures

	Budgeted	Year to Date	%
Salaries, Payroll Tax & Benefits	1,410,011	604,521	42.9%
Building Occupancy Costs	131,000	80,652	61.6%
Professional Development Conference	50,000	-	0.0%
Equipment Purchases	17,700	13,798	78.0%
Employee Travel	15,000	9,180	61.2%
Board Expenses	9,000	2,066	23.0%
UCAT System Meetings	11,000	5,723	52.0%
Marketing	84,000	5,036	6.0%
Automobile Expenses	12,000	2,200	18.3%
Annual Report	7,500	-	0.0%
Supplies & Misc. Expenses	65,240	32,592	50.0%
Memberships	22,200	17,200	77.5%
Unallocated/(Covered by Reserves)	6,149	-	0.0%
Total Expenditures	1,840,800	772,968	42.0%

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
12 January 2017

ITEM: III.U

TOPIC: 2017 Legislative Planning Discussion

BACKGROUND

The General Session of the 2017 Utah Legislature convenes on Monday, January 23rd, and adjourns at midnight on Thursday, March 9th.

Commissioner Woolstenhulme will brief the Board on issues and expectations for UCAT during the legislative session, based on preliminary discussions with leadership of the Higher Education Appropriations Subcommittee and other legislators in preparation for the session. Discussion will include the modified UCAT budget request, which was approved by the Board in a special meeting in December, as well as potential approaches to UCAT and CTE funding, initiatives, and legislation.

RECOMMENDATIONS

Information/discussion only.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
08 June 2016

ITEM: III. W

TOPIC: Office of the UCAT Commissioner Budget Report

BACKGROUND

Per UCAT policy 555.3.6, *"A report, detailing revenue and expenditures for all budget categories, shall be presented to the Board of Trustees in all regular meetings of the Board."* The attachments include a report detailing appropriated revenues and expenditures by category for the Office of the Commissioner for the current fiscal year through May 31, 2016 as well as the check register for Apr - May 2016.

RECOMMENDATIONS

Information/discussion only

Attachments:
Check/Disbursement register
Budget progress report

Utah College of Applied Technology
Check Register
April through May 2016

Type	Date	Num	Name	Amount
Bill Pmt -Check	04/01/2016	11069	Fuelman	-192.28
Bill Pmt -Check	04/01/2016	11070	IC Group	-1,200.00
Bill Pmt -Check	04/01/2016	11071	Kristin Smith	-167.36
Bill Pmt -Check	04/01/2016	11072	Shawn Owens	-855.50
Bill Pmt -Check	04/01/2016	11073	UEN	-1,432.37
Bill Pmt -Check	04/01/2016	11074	UWHEN	-1,000.00
Bill Pmt -Check	05/13/2016	11075	Aubrey Schrag	-39.90
Bill Pmt -Check	05/13/2016	11076	BATC	-220,108.67
Bill Pmt -Check	05/13/2016	11077	DATC	0.00
Bill Pmt -Check	05/13/2016	11078	DXATC	-88,950.20
Bill Pmt -Check	05/13/2016	11079	Educause	-40.00
Bill Pmt -Check	05/13/2016	11080	Fluid Studio	-900.00
Bill Pmt -Check	05/13/2016	11081	Fuelman	-378.65
Bill Pmt -Check	05/13/2016	11082	James Olsen	-49.00
Bill Pmt -Check	05/13/2016	11083	MATC	-607,303.11
Bill Pmt -Check	05/13/2016	11084	Michael Jensen	0.00
Bill Pmt -Check	05/13/2016	11085	Michael Madsen	-269.00
Bill Pmt -Check	05/13/2016	11086	Mike Angus	-262.00
Bill Pmt -Check	05/13/2016	11087	OWATC	-146,087.50
Bill Pmt -Check	05/13/2016	11088	Shawn Owens	-55.30
Bill Pmt -Check	05/13/2016	11089	SHI International Corp	-1,369.07
Bill Pmt -Check	05/13/2016	11090	Snow College	-62,500.00
Bill Pmt -Check	05/13/2016	11091	Steve Moore	-160.00
Bill Pmt -Check	05/13/2016	11092	SWATC	-86,137.50
Bill Pmt -Check	05/13/2016	11093	TATC	-69,075.00
Bill Pmt -Check	05/13/2016	11094	Tom Bingham	-65.40
Bill Pmt -Check	05/13/2016	11095	UBATC	-112,837.50
Bill Pmt -Check	05/13/2016	11096	USU Eastern	-56,250.00
Bill Pmt -Check	05/13/2016	11097	Utah Dept of Admin Services	-48,076.02
Bill Pmt -Check	05/13/2016	11098	Wallwork Media & Design	-70.00
Bill Pmt -Check	05/17/2016	11099	DATC	-146,939.90
Bill Pmt -Check	05/17/2016	11100	Michael Madsen	-125.00

Utah College of Applied Technology
Office of the President
Fiscal Year 2016 Office Budget as of 5/31/16

Revenue

	Budgeted	Year to Date	%
UCAT Administration Ongoing Appropriation	1,868,900	1,868,900	100.0%
Equipment Appropriation	561,100	561,100	100.0%
Custom Fit Appropriation	3,159,200	3,159,200	100.0%
Perkins Leadership Fund for Professional Development	40,000	-	0.0%
Campus Support for Northstar	170,000	113,600	66.8%
Equipment Flow Through to Campuses	(551,500)	(551,500)	100.0%
Custom Fit Flow Through to Campuses	(3,150,000)	(3,150,000)	100.0%
Admin Line Item to Campuses	(400,000)	(400,000)	100.0%
Total State Budget for President's Office	1,697,700	1,601,300	94.3%

Expenditures

Salaries, Payroll Tax & Benefits	1,251,035	1,090,382	87.2%
Building Occupancy Costs	135,000	104,538	77.4%
Internal Auditing	30,000	23,000	76.7%
Professional Development Conference	60,000	-	0.0%
Equipment Purchases	10,000	9,615	96.2%
Employee Travel	15,000	8,718	58.1%
Board Meetings	9,000	11,769	130.8%
UCAT System Meetings	12,500	8,193	65.5%
Marketing	84,000	81,156	96.6%
Automobile Expenses	13,000	5,657	43.5%
Annual Report	7,500	-	0.0%
Supplies & Misc. Expenses	50,740	47,197	93.0%
Memberships	13,000	15,200	116.9%
Unallocated/(Covered by Reserves)	6,925	-	0.0%
Total Expenditures	1,697,700	1,405,425	82.8%