

BOARD OF TRUSTEES

MAY 18, 2017 UCAT BOARD OF TRUSTEES MEETING AGENDA

UTAH COLLEGE OF APPLIED TECHNOLOGY

BOARD OF TRUSTEES MEETING AGENDA

May 18, 2017 – 10:00 a.m. to 2:00 p.m.

Tooele Applied Technology College

88 South Tooele Boulevard

Tooele, UT 84074

I. Introduction

A. Call to Order and Pledge of Allegiance – Chair Evans

B. Approval of March 23, 2017 Board Meeting Minutes – Chair Evans [23 March 2017](#)
(<http://ucat.edu/site/wp-content/uploads/2016/06/UCAT-BOT-Draft-Minute-03-23-17.pdf>)

C. Host College Highlights (TATC) – President Snelson

II. Action Items

D. Date Change for September Board Meeting – Chair Evans [ITEM D \(assets/docs/D.Date-Change-for-September-Board-Meeting.pdf\)](#)

E. Election of Board of Trustees Chair and Vice-Chair – Chair Evans [ITEM E \(assets/docs/E.Election-of-Board-Of-Trustees-Chair-and-Vice-Chair.pdf\)](#)

F. College Presidents Compensation – Trustee Jensen [ITEM F \(assets/docs/F1.College-Presidents-Compensation.pdf\)](#)

- G. Capital Development Presentations – Assistant Commissioner Brinkerhoff [ITEM G](#)
([assets/docs/Item-G.pdf](#))
- H. Alignment of UCAT and COE Enrollment/Outcomes Reporting Policies – Assistant Commissioners Barrus & Haines [ITEM H](#) ([assets/docs/Item-H.pdf](#))
- I. FY 2018 Data Dictionary – Assistant Commissioner Barrus [ITEM I](#) ([assets/docs/Item-I.pdf](#))
[Complete FY 2018 Data Dictionary](#) ([assets/docs/FY-2018-Draft-Data-Dictionary-11-05-17.pdf](#))
- J. Coordination with Secondary Education Providers Policy – Assistant Commissioner Barrus [ITEM J](#)
([assets/docs/Item-J.pdf](#))
- K. Commissioner’s Office Information Technology Acceptable Use Policy – Assistant Commissioner Barrus [ITEM K](#) ([assets/docs/Item-K.pdf](#))
- L. FY 2018 Proposed Tuition Adjustments – Assistant Commissioner Brinkerhoff [ITEM L](#)
([assets/docs/Item-L.pdf](#))
- M. FY 2018 Proposed Differential Tuition Rates – Assistant Commissioner Brinkerhoff [ITEM M](#)
([assets/docs/Item-M.pdf](#))
- N. UCAT Office Lease and MATC Transition – Commissioner Woolstenhulme [ITEM N](#)
([assets/docs/Item-N.pdf](#))
- O. Utah System of Technical Colleges Logo – Commissioner Woolstenhulme [ITEM O](#)
([assets/docs/O.Utah-System-of-Technical-Colleges-Logo.pdf](#))
- P. Approval of FY 2019 Capital Development Priorities – Assistant Commissioner Brinkerhoff [ITEM P](#)
([assets/docs/Item-P.pdf](#))
- Q. Approval of FY 2018 Commissioner’s Office Budget – Assistant Commissioner Brinkerhoff [ITEM Q](#)
([assets/docs/Item-Q.pdf](#))

III. Information Items

- R. Audit Committee Report – Trustee Cox [ITEM R](#) ([assets/docs/R1.Audit-Committee-Report.pdf](#))
- S. OWATC President Search Update – Trustee Moore [ITEM S](#) ([assets/docs/Item-S.pdf](#))
- T. Nominations/Recommendations for UCAT Board Members 2017-2021 – Associate Commissioner Haines [ITEM T](#) ([assets/docs/Item-T.pdf](#))
- U. Programs Approved: MATC – Associate Commissioner Haines [ITEM U](#) ([assets/docs/Item-U.pdf](#))
- V. UCAT Commissioner’s Office Budget Report – Assistant Commissioner Brinkerhoff [ITEM V](#)
([assets/docs/Item-V.pdf](#))

W. Master Calendar – Commissioner Woolstenhulme [ITEM W \(assets/docs/UCAT-Master-Calendar.pdf\)](#)

X. Recognition of President Mercier – Chair Evans

Y. Recognition of Departing Board Members – Chair Evan

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

Tour of Tooele Applied Technology College provided by President Snelson

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 Tooele Applied Technology College shall be the anchor location for public attendance.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

16 May 2017

ITEM: II.D

TOPIC: Date Change for September Board Meeting

BACKGROUND

Due to significant conflicts, it has become necessary for the Board to consider changing the date of the Board meeting currently scheduled for Thursday, September 14, 2017.

RECOMMENDATIONS

UCAT Administration recommends that the Board of Trustees consider changing the meeting to Wednesday, September 13th or Friday, September 15, 2017.

Attachments: None



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

16 May 2017

ITEM: II.E

TOPIC: Election of Board of Trustees Chair and Vice-Chair

BACKGROUND

Under UCAT Bylaws (Policy 101.9), the terms of office for the current Board officers expire June 30, 2017. Accordingly, Chair Evans during the 23 March 2017 Board meeting appointed a nominating committee consisting of trustees Mike Angus (Chair), Brad Tanner, and Scott Theurer.

As provided in the Bylaws, Chair Evans will call upon the members of the nominating committee to make a report of the committee's work and to nominate at least one candidate for each of the positions of Board Chair and Vice-Chair. Chair Evans will then declare nominations open for any further nominations. Any voting member of the Board of Trustees who is present in the meeting may nominate any eligible member of the Board of Trustees for Chair or Vice-Chair providing the member nominated has given consent for their name to be placed in nomination.

Election shall be conducted in open meeting with each voting member of the Board of Trustees who is present having one vote and each board member's vote recorded in the minutes of the meeting. If in the event there are more than two candidates for an office and no candidate receives a majority of the votes, a second vote will be conducted between the two candidates with the most votes. At the conclusion of the vote, the Chair shall announce the elected Chair and Vice-Chair, who will serve a term that begins July 1, 2017, and ends on June 30, 2019.

RECOMMENDATIONS

UCAT Administration recommends that the Board of Trustees elect a Chair and a Vice-Chair, who will serve a term of office from July 1, 2017, until June 30, 2019, as provided in UCAT Policy 101.9

Attachments: None



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: II.F

TOPIC: College Presidents Compensation

BACKGROUND

Per policy 113, the Board of Trustees assigns a compensation committee to consider compensation adjustments for college presidents. The committee has authority to approve adjustments up to the midpoint of the approved market ranges. The committee may approve adjustments equal to increases funded by the legislature for presidents above the midpoint. Compensation adjustments greater than the amount funded by the legislature for presidents over their market range midpoint require board action.

The compensation committee recommends considering a proposal from the Davis Applied Technology College Board of Directors to increase President Bouwhuis' salary 9.7% to the top of his market range.

The committee also recommends an increase for MATC President Clay Christensen of 5%. This would place President Christensen's salary above midpoint and necessitate Board action.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees consider the compensation adjustments as presented above for approval or modification.

Attachments: None



Utah System of Technical Colleges CAT DATA DICTIONARY

July 1, 201~~6~~⁷ through June 30, 201~~7~~⁸

File Descriptions: ~~ds~~

The ~~UCAT~~ USTC-Utah System of Technical Colleges (USTC) Data Submission contains course records for all students enrolled during a temporal “snapshot.” The ~~USTCCAT~~ 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 ~~USTCCAT~~ USTCCAT Data Submission is due after the COE reporting deadline in December (see Policy 205.1~~4~~⁰.2). The ~~USTCCAT~~ USTCCAT 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 ~~and Research Center Alliance~~ data warehouse upon its validation by the ~~colleges~~ campuses and acceptance by the ~~USTCCAT~~ USTCCAT Board of Trustees.

The Perkins Student Submission lists all students ~~enrolled~~ identified as “participants” during the reporting year. ~~“Participants” are students who have completed at least 30 membership hours in a Perkins approved program.~~ These data ~~are~~ is submitted to the Office of the Commissioner of Technical Education by October 1, then forwarded to the ~~Utah State Office of Education~~ Utah State Board 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 various ~~applied technology technical~~ 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 Commissioner of Technical Education using a secure FTP site. Please contact the Office of the Commissioner 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 ~~external~~ 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
Technical College ATC 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		
Zip Code	U-16	U_CURR_ZIP	Yes		
County Code	U-17	U_COUNTY_ORIGIN	Yes		
State	U-18	U_STATE_ORIGIN	Yes		
Grade Level	U-19	U_GRADE_LEVEL	Yes		Yes
Secondary School	U-20	U_HS	Yes		
Enrollment Objective	U-21	U_ENRL_OBJ	Yes	Yes	
COE Accountable	U-22	U_COE_ACCOUNTABLE	Yes		
Full/Three-quarter/Part/Less than Part-time Status	U-22 3	U_PT_FT	Yes		Yes
First Time Date	U-23 4	U_FIRST_DATE	Yes		
First Time Type	U-24 5	U_FIRST_TYPE	Yes		
Schedule Start Date	U-25 6	U_START_DATE	Yes		
Schedule Stop Date	U-26 7	U_STOP_DATE	Yes		
Exit Code	U-27 8	U_EXIT_CODE	Yes		
Exit Date	U-28 9	U_EXIT_DATE	Yes		
Licensure Status	U-29 30	U_LIC_EXAM	Yes		
Verified Outcome status	U-30 4	U_OUTCOME	Yes		
Verification Date	U-31 2	U_OUT_DT	Yes		
CIP Code	U-32 3	U_PRG_CIP	Yes	Yes	Yes
		U_DEL_CIP	Yes		
		U_COMP_CIP		Yes	Yes

Element Name	Element Number	Field Name	Data Submission	Completers File	Perkins Student Submission
Area of Study	U- 334	U_SUBJ	Yes	Yes	
Class Number	U- 345	U_NUM	Yes		
Class Title	U- 356	U_TITLE	Yes		
Delivery Method	U- 367	U_DEL_METH	Yes		
Budget Code	U-38	U_BUDGET_CODE	Yes		
Instruction Type	U- 379	U_INSTRUCT_TYPE	Yes		
Site Type	U- 3940	U_SITE_TYPE	Yes		
Scheduled Hours	U- 3941	U_SCHEDULED_HRS	Yes		<u>Yes</u>
Expected Hours	U- 402	U_EXPECTED_HRS	Yes		<u>Yes</u>
Program Category Type	U- 413	U_CAT_TYPE	Yes	Yes	
Award Type	U- 424	U_DEG_TYPE		Yes	Yes
Hours Required for Certificate	U- 435	U_REQ_HRS		Yes	
Hours Enrolled in Certificate	U- 446	U_ENRLD_HRS		Yes	
Certificate Completion Date	U- 457	U_COMP_DATE		Yes	
Certificate Conferral Date	U- 468	U_ISSUE_DATE		Yes	Yes
CIP Name	U- 479	U_CIP_NAME		Yes	
Training Start Date	U- 4850	U_TRAINING_START		Yes	
Training Duration	U- 4954	U_WEEKS_APART		Yes	
Age Upon Certificate Conferral	U- 502	U_COMP_AGE		Yes	
Economically Disadvantaged Status	U- 513	U_DISADV			Yes
Student Limited English Proficiency Status	U- 524	U_LEP			Yes
Student Disability Status	U- 535	U_DISABLED			Yes
Displaced Homemaker	U- 546	U_DIS_HOME			Yes
Single Parent	U- 557	U_SINGLE_PARENT			Yes
CTE Participant	U-56	Participant			<u>Yes</u>
CTE Concentrator	U-57	Concentrator			<u>Yes</u>
CTE Completer	U-58	Completer			<u>Yes</u>
Pell Grant Recipient	U- 598	U_PELL			Yes
BIA Recipient	U- 6059	U_BIA			Yes
WIOA/DWS Sponsored Student	U- 610	U_WIOADWS			Yes

Additional Explanations:

Full-time equivalent (FTE) will be determined by dividing ~~an applied technology technical~~ college's membership hours as defined in U~~STCCAT~~ 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 exclusions.

**UTAH COLLEGE OF APPLIED TECHNOLOGYUTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-01**

ELEMENT NAME: Technical College~~ATC~~ Code

FIELD NAME: U_INST

FIELD FORMAT: 2 digits

DEFINITION: The code used to identify the Utah System of Technical Colleges~~UCAT~~
~~technical college~~~~applied-technology-college~~.

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

COMMENTS: Last modified June 8, 2016.

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

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- ~~Version: 07-01-2016~~ Version: 07-01-2017

Element: **U-02**

ELEMENT NAME: Report Year

FIELD NAME: U_YEAR

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 TECHNOLOGYUTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-03**

ELEMENT NAME: Report Number

FIELD NAME: U_RPT_NUM

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 TECHNOLOGYUTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data***USTC Data*** -- ~~Version: 07-01-2016~~Version: 07-01-2017

Element: **U-04**

ELEMENT NAME: Student ID

FIELD NAME: U_ID

FIELD FORMAT: 10 digits

DEFINITION: Unique identifier which is generated by the ~~USTCCAT~~ **applied technology technical** 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 Number.

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

COMMENTS: Last modified June 8, 2016.

REFERENCE: Northstar Student Demographic Form

UTAH COLLEGE OF APPLIED TECHNOLOGYUTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

UCAT Data***USTC Data*** -- ~~Version: 07-01-2016~~Version: 07-01-2017

Element: **U-05**

ELEMENT NAME: Student SSN

FIELD NAME: U_SSN

FIELD FORMAT: 9 digits

DEFINITION: Unique Social Security Number (SSN) of an enrolled student. Social Security 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 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 ~~applied technology technical~~ college and the ~~Utah State Office of Education~~Utah State Board of Education (for Perkins Grant purposes), the Department of Workforce Services (for placement calculations), and the Utah System of Higher Education (for COE ~~reporting~~ purposes). SSNs shall also be used for reporting to the Internal Revenue Service for student financial aid (1098-T) purposes. Without a Social Security 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 ~~M~~modified June 8, 2016.

REFERENCE: Northstar Student Demographic Form

www.socialsecurity.gov

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-06**

ELEMENT NAME: Statewide Student Identification Number

FIELD NAME: U_SSID

FIELD FORMAT: 7-11 digits

DEFINITION: Utah State ~~Board~~Office of Education (USB~~O~~E) Statewide Student Identification Number (SSID), which is issued to each USB~~O~~E 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 June 8, 2016.

REFERENCE: Northstar Student Demographic Form

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-07**

ELEMENT NAME: Last Name

FIELD NAME: U_LAST_NAME

FIELD FORMAT: 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

**UTAH COLLEGE OF APPLIED TECHNOLOGYUTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data***USTC Data*** -- Version: 07-01-2016Version: 07-01-2017

Element: **U-08**

ELEMENT NAME: First Name

FIELD NAME: U_FIRST_NAME

FIELD FORMAT: N 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/UTAH SYSTEM OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data/USTC Data -- ~~Version: 07-01-2016~~Version: 07-01-2017

Element: **U-9**

ELEMENT NAME: Middle Initial

FIELD NAME: U_MIDDLE

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 June 8, 2016.

REFERECE: Northstar Student Demographics Form

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-10**

ELEMENT NAME: Suffix

FIELD NAME: U_SUFFIX

FIELD FORMAT: N characters

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

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 June 8, 2016.

REFERECE: Northstar Student Demographics Form

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-11**

ELEMENT NAME: Maiden Name

FIELD NAME: U_MAJDEN

FIELD FORMAT: N 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 TECHNOLOGYUTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data***USTC Data*** -- ~~Version: 07-01-2016~~Version: 07-01-2017

Element: **U-12**

ELEMENT NAME: Birth Date

FIELD NAME: U_BIRTH_DT

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. Additionally, age is to be considered upon determination of a student's status as secondary or postsecondary in accordance with USTC Policy 205.5.1. Last modified May 13, 2010.

REFERENCE: Northstar Student Demographics Form

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- ~~Version: 07-01-2016~~ Version: 07-01-2017

Element: **U-13**

ELEMENT NAME: Gender

FIELD NAME: U_GENDER

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 [Grant administrators](#), as well as college and ~~USTCCAT~~ reporting. Last modified June 8, 2016.

REFERENCE: Northstar Student Demographics Form

UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-14**

ELEMENT NAME: Residence Status, Ethnicity, and Race

FIELD NAME: U_RESIDENCE_N, U_ETHNIC_H, U_RACE_MULTI, U_RACE

FIELD FORMAT: 1 character per category

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

U_RESIDENCE_N

Field Value	Field Attribute or Examples	Effective Date
N	<i>Non Resident Alien:</i> 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	<i>Hispanic or Latino:</i> 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
M	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
<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	<i>Asian:</i> 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	<i>Black or African American:</i> A person having origins in any of the Black racial groups of Africa.	February 24, 1999
I	<i>American Indian or Alaskan Native:</i> 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	<i>Native Hawaiian or Pacific Islander:</i> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	February 24, 1999
W	<i>White:</i> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	February 24, 1999

U_ETH_RACE_U

Field Value	Field Attribute or Examples	Effective Date
U	<i>Unknown:</i> 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 **Grant** reporting, as well as college and **USTCCAT** 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 reported. If a student is a legal resident of the United States and identifies as Hispanic, no further racial information is reported. 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. Last modified June 8, 2016.

REFERENCE: [IPEDS Glossary – 20165 to 20167 – Race/Ethnicity](#)
Northstar Student Demographics Form

UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-15**

ELEMENT NAME: Student's Age

FIELD NAME: U_AGE

FIELD FORMAT: 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 8, 2016.

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

UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-16**

ELEMENT NAME: Zip Code

FIELD NAME: U_CURR_ZIP

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 ~~USTCCAT~~ Colleges. Last modified June 8, 2016.

REFERENCE: Northstar Student Demographics Form

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data *USTC Data* -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-17**

ELEMENT NAME: County Code

FIELD NAME: U_COUNTY_ORIGIN

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 USTC-USTC college~~ 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	<i>Out of state, out of U.S.</i>	June 15, 1998
UT099	<i>Out of state, in the U.S.</i>	June 15, 1998
<blank>	Student's county of origin is unknown.	June 11, 2015

COMMENTS: Last ~~m~~^Modified June 8, 2016.

REFERENCE: Northstar Student Demographics Form

**UTAH COLLEGE OF APPLIED TECHNOLOGY
SYSTEM OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-18**

ELEMENT NAME: State Code

FIELD NAME: U_STATE_ORIGIN

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 ~~USTC~~~~UCAT~~ college, 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, 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 8, 2016.

REFERENCE: Northstar Student Demographics Form

**UTAH COLLEGE OF APPLIED
TECHNOLOGY/UTAH SYSTEM OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data/USTC Data -- Version: 07-01-2016/Version: 07-01-2017

Element: **U-19**

ELEMENT NAME: Grade Hlevel

FIELD NAME: U_GRADE_LEVEL

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 UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: U-20

ELEMENT NAME: Secondary School

FIELD NAME: U_HS

FIELD FORMAT: 6 characters

DEFINITION: The H~~igh~~ S~~chool~~ and S~~pecial~~ S~~econdary~~ S~~chool~~ 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 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
01-735		Alpine Summit – Orem		Alternative	7/1/2007

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District Code	ACT Code	High School Names	School District	School Type	Effective Date
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
74-110		American International School of Utah	Murray	Charter	7/1/2017
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

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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

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District Code	ACT Code	High School Names	School District	School Type	Effective Date
	969999	<u>Provo eSchool (Also used for Capitol Hill Academy in Salt Lake City)</u>		Private	7/1/2017
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

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District Code	ACT Code	High School Names	School District	School Type	Effective Date
12-702	450363	Cottonwood High School – Salt Lake City	Granite	Regular	7/1/2003
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

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District Code	ACT Code	High School Names	School District	School Type	Effective Date
12-812		Dream Charter School – Salt Lake City		Charter	7/1/2004
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

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District Code	ACT Code	High School Names	School District	School Type	Effective Date
7E-100		Gateway Preparatory Academy – Enoch	Iron	Charter	7/1/2008
	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

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District Code	ACT Code	High School Names	School District	School Type	Effective Date
42-706	450193	Hillcrest High School – Midvale	Canyons	Regular	7/1/2003
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

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District Code	ACT Code	High School Names	School District	School Type	Effective Date
14-741		Jordan Applied Technology Center – West Jordan	Jordan	Regular	7/1/2006
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

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2B-100		Lincoln Academy – Pleasant Grove	Alpine	Charter	7/1/2008
03-630		Lincoln Center – Brigham City		Alternative	7/1/2006
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

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	450061	Montana National Guard Youth – Dillon		Private	11/4/2005
7C-100		Monticello Academy – West Valley City	Granite	Charter	7/1/2008
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 Preparatory 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

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District Code	ACT Code	High School Names	School District	School Type	Effective Date
26-704	450355	North Sevier High School – Salina	Sevier	Regular	7/1/2003
5B-100		North Star Academy – Bluffdale	Jordan	Charter	7/1/2008
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

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FO-951	450072	Oxford Academy – Draper		Private	7/1/2008
FO-0FO		Oxford Learning Source – Draper		Private	7/1/2007
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

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37-736		Project Surpass-Ben Lomond – Ogden		Alternative	7/1/2006
37-806		Project Surpass-Day Treatment – Ogden		Alternative	7/1/2006
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

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4F-300	450384	Salt Lake Center for Science Education – Salt Lake City	Salt Lake	Charter	7/1/2008
	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

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	450395	South Community High – Brigham City		Alternative	7/1/2003
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

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District Code	ACT Code	High School Names	School District	School Type	Effective Date
01-730		Summit High – Orem	Alpine	Alternative	7/1/2015
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	Taylorville 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	Thompsons 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

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District Code	ACT Code	High School Names	School District	School Type	Effective Date
LN-917		U Can Learn Learning Center – Orem		Private	7/1/2008
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 Academy 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
4I-111	450265	Utah School for The Deaf and Blind – Ogden		Alternative	7/1/2003
0I-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
8I-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

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District Code	ACT Code	High School Names	School District	School Type	Effective Date
		Washington County Adult High School (see Southwest Behavioral Health Center) – St. George		Alternative	7/1/2007
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

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District Code	ACT Code	High School Names	School District	School Type	Effective Date
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
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

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* Indicates that the district code was assigned by **USTCUCAT** for the sole purpose of tracking students from the specified schools in college information systems. If/when these schools' district or ACT codes are known, the **USTCCAT**-specific codes will be replaced.

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

District Code	Middle & Jr. High School Names	School District	Effective Date
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
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

District Code	Middle & Jr. High School Names	School District	Effective Date
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
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

District Code	Middle & Jr. High School Names	School District	Effective Date
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
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

District Code	Middle & Jr. High School Names	School District	Effective Date
35-416	Wahlquist Jr. High – Ogden	Weber	7/1/2003
12-432	Wasatch Jr. High – Salt Lake City	Granite	7/1/2003
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 ~~May 18, 2017~~ ~~June 8, 2016~~.

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>. District codes used by the Utah State ~~Office-Board~~ of Education can be found here: <http://schools.utah.gov/main/INFORMATION/Educational-Directory.aspx>.

~~<http://schools.utah.gov/main/INFORMATION/Educational-Directory/DOCS/2015EducationalDirectory.aspx>~~

**UTAH COLLEGE OF APPLIED
TECHNOLOGY/UTAH SYSTEM OF TECHNICAL
COLLEGES**

Data Element Dictionary

UCAT Data/USTC Data -- Version: 07-01-2016/Version: 07-01-2017

Element: **U-21**

ELEMENT NAME: Enrollment Objective

FIELD NAME: U_ENRL_OBJ

FIELD FORMAT: 1 character

DEFINITION: The ~~Utah College of Applied Technology~~ Utah System of Technical Colleges has been charged with providing ~~applied career and~~ 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/USTC~~, regardless of the training objective. 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-technical~~ college will then follow up with the student to determine the outcome of his/her training after leaving the college.

Field Value	Field Attribute and Examples	Policy Reference	Effective Date
1	Certificate Seeker	<u>205.5.2.1</u>	July 1, 2013
2	Occupational Upgrade Student: The student is employed and is seeking training with the intent to advance in or maintain one's current employment. Differentiation between the two shall be determined using the program category type (U 42). Those enrolled in courses that are part of COE-approved programs shall be classified as "Job Upgrade Students" under USTC Policy 205.5.2.2, while those enrolled in stand-alone courses shall be classified as "Continuing Occupational Education Students" under 205.5.3.	<u>205.5.2.2</u> <u>205.5.3</u>	<u>July 1, 2017</u>
3	Senior Citizen (audit waiver)	<u>205.5.4</u>	July 1, 2013
4	Campus Credential Seeker	<u>205.5.4</u>	July 1, 2013
6	Basic Skills	<u>205.5.4</u>	July 1, 2013
7	Personal Interest Student	<u>205.5.4</u>	July 1, 2012
8	Assessment: An individual enrolled solely for assessment services.		<u>July 1, 2006</u>
†	Incarcerated	<u>205.5.4.6</u>	<u>July 1, 2014</u>

J	Job Re-entry	205.5.4.1	July 1, 2013
S	Secondary	205.5.1	July 1, 2013

“Below the Line” Objectives (i.e., not included in annual legislative and other reporting)

<u>Field Value</u>	<u>Field Attribute and Examples</u>	<u>Policy Reference</u>	<u>Effective Date</u>
<u>8</u>	<u>Assessment: An individual enrolled solely for assessment services.</u>		<u>July 1, 2006</u>

COMMENTS: Last modified ~~May 18, 2017~~ June 8, 2016.

REFERENCE: Northstar Enrollment Period Form

UTAH COLLEGE OF APPLIED TECHNOLOGY

Data Element Dictionary

UCAT Data — Version: 07-01-2016

— Element: **U-22**

ELEMENT NAME: COE Accountable

FIELD NAME: U_COE_ACCOUNTABLE

FIELD FORMAT: 1 character

DEFINITION: A student who has met the necessary college requirements to be included in completion, placement, or licensure rates as reported to the Council on Occupational Education (COE) for accreditation purposes. This status is determined at each college based upon institutional definitions of “matriculated”, “accountably enrolled”, etc. For those colleges 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.

Commented [ZB2]: This field is being deleted due to presidential and unstructural discussions occurring in conjunction with our system-wide policy alignment with COE.

Field Value (Example)	Field Attributes and Example	Effective Date
Y	Yes, the student has met the requirements for COE completion, placement, and licensure accountability.	July 1, 2015
N	No, the student has not met the requirements for COE completion, placement, and licensure accountability.	July 1, 2015
<blank>	The college 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 8, 2016.

REFERENCE: Northstar Training Plan Form

UTAH COLLEGE OF APPLIED ECHNOLOGY
Data Element Dictionary

UCAT Data***USTC Data*** -- ~~Version: 07-01-2016~~Version: 07-01-2017

Element: **U-223**

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

FIELD NAME: U_PT_FT

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 8, 2016.

REFERENCE: Full time – a student enrolled for 24 or more contact hours per week (≥ 24).
Three-quarter time – a student enrolled for greater than or equal to 18 and fewer than 24 contact hours per week (≥ 18 and < 24).
Part time – a student enrolled for greater than or equal to 12 and fewer than 18 contact hours per week (≥ 12 and < 18).
Less than part time – a student enrolled for fewer than 12 contact hours per week (< 12).

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-234**

ELEMENT NAME: First Time Date

FIELD NAME: U_FIRST_DATE

FIELD FORMAT: 8 digits (YYYYMMDD)

DEFINITION: The date on which the student's ~~entry action~~ status as a first-time postsecondary student ~~first time type~~ is determined by the college.

Field Value (Example)	Field Attributes and Examples	Effective Date
20010415	The date the student's <u>status as a first-time postsecondary student</u> type is <u>was</u> determined (e.g., April 15, 2010)	July 1, 2006
<blank>	The <u>student does not have a first-time date</u> type <u>because the student has not yet enrolled in post-secondary education (i.e., first time type [U-24] is "HS"), or the student has received prior postsecondary education from another institution (i.e., first time type is "CS").</u> student's first time entry date is not known.	July 1, 2015

COMMENTS: Last modified ~~June~~ May 18, 2017 ~~6~~.

REFERENCE: Northstar Demographics Form

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- ~~Version: 07-01-2016~~ Version: 07-01-2017

Element: **U-254**

ELEMENT NAME: First Time Type

FIELD NAME: U_FIRST_TYPE

FIELD FORMAT: 2 characters

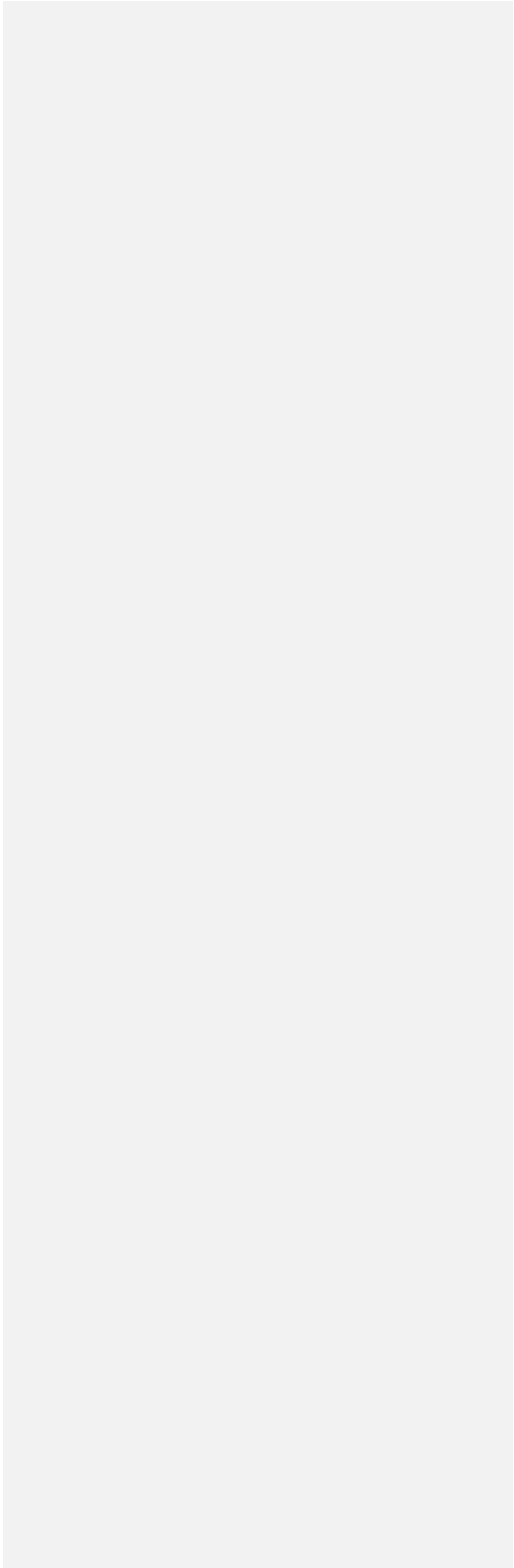
DEFINITION: The student's entry status upon enrollment at a UCAT USTC college.

Field Value	Field Attributes and Examples	Effective Date
FH	<i>First time student – undergraduate (within 12 months of high school):</i> 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 <i>should have</i> graduated.	July 1, 2012
FF	<i>First time student – undergraduate (not within 12 months of high school):</i> 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 <i>should have</i> graduated.	July 1, 2012
CS	<i>Continuing Student:</i> A student who is enrolling at a <u>UCAT</u> <u>USTC</u> college campus who has been previously <u>been</u> enrolled in postsecondary education.	July 1, 2012
HS	<i>High School Student:</i> A student who is enrolling at a <u>UCAT</u> <u>USTC</u> campus and currently meets the <u>UCAT</u> <u>USTC</u> 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 ~~modified~~updated July 8, 2016.

REFERENCE:



**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- ~~Version: 07-01-2016~~ Version: 07-01-2017

Element: **U-265**

ELEMENT NAME: Schedule Start Date

FIELD NAME: U_START_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

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-276**

ELEMENT NAME: Schedule Stop Date

FIELD NAME: U_STOP_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 UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT DataUSTC Data -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-287**

ELEMENT NAME: Exit Code

FIELD NAME: U_EXIT_CODE

FIELD FORMAT: 1 character

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

Field Value	Field Attribute and Examples	Effective Date
P	Graduate Program Completer: A student with any Enrollment Objective (U-21) who has qualified for and been awarded a Program Certificate on his or her transcript or an Occupational Skills Certificate by the college registrar.	July 1, 2017 3
N	Non-Graduate Finisher: A student who has exited a program of the college prior to completion of a Program Certificate.	July 1, 2013 7
W	Withdrawal: A student who has exited without completing a transcriptable course any course work .	July 1, 2013
C	Course Completer: A student who has successfully completed a course but who does not meet the definition of "Graduate" above. For Secondary Students (USTC Policy 205.5.1), UCAT Policy 205.6.1.1; for Job Upgrades Students (205.5.2.2), Continuing Occupational Education Students (205.5.3), UCAT Policy 205.6.1.3; and Students Enrolled in for Other Training (205.5.4) may receive this exit code. Post-Secondary Students 205.6.1.4.	July 1, 2013
H	Schedule Change: A S student who has requested a change in his or her their schedule, but remains enrolled at the college.	July 1, 2009
<blank>	The student's exit code is unknown (i.e., not yet determined).	July 1, 2015

COMMENTS: Last ~~modified~~~~updated~~ ~~May~~~~June~~ 18, 2017~~6~~.

REFERENCE: Northstar Enrollment Period Form
~~UCAT~~~~USTC~~ Policy 205~~1.6~~~~4.3~~

**UTAH COLLEGE OF APPLIED TECHNOLOGYUTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data***USTC Data*** -- ~~Version: 07-01-2016~~Version: 07-01-2017

Element: **U-289**

ELEMENT NAME: Exit Date

FIELD NAME: U_EXIT_DATE

FIELD FORMAT: 8 digits (YYYYMMDD)

DEFINITION: Date student exited from a program or the college.

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 June 8, 2016.

REFERENCE: Northstar Enrollment Period Stop Date

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- ~~Version: 07-01-2016~~ Version: 07-01-2017

Element: **U-~~2930~~**

ELEMENT NAME: Licensure Status

FIELD NAME: U_LIC_EXAM

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

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data USTC Data -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-301**

ELEMENT NAME: Verified Outcome Status

FIELD NAME: U_OUTCOME

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 college. This may include:

1. Instructor reporting the information via a training outcome forms;
2. Student ~~Services~~ surveys or phone conversations with ~~the former students~~ or ~~the students'~~ sponsoring organizations;
3. DWS employment records verification;
4. Continued Education ~~can may~~ be tracked through a USHE data match completed at the end of the year; ~~etc.~~

~~Job Occupational~~ Upgrade ~~and other~~ student outcomes are tracked when ~~students 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-graduates~~ and leavers:

1. Colleges will define the period necessary for verification of student outcome.
2. Student outcomes should be recognized in the fiscal year in which ~~they were~~ 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 patterns.

~~PLACEMENT = Certificate Seeker with related employment.~~

Field Value	Field Attributes and Examples	Effective Date
R	Related, <u>Non-military</u> 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, <u>Non-military</u> 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, <u>no Articulation</u>): Enrollment at another <u>postsecondary</u> educational institution upon leaving a <u>UCAT USTC college campus, for which there is not a valid articulation agreement.</u>	July 1, 2013
G	Continued Education (External, with Articulation): Enrollment at another <u>postsecondary educational institution upon leaving a USTC college, for which there is a valid articulation agreement.</u>	<u>July 1, 2017</u>
I	Continued Education (Internal): Enrollment in another COE-approved program at the <u>UCAT USTC campus college.</u>	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, <u>service with a foreign aid service of the federal government, an official church mission,</u> etc.	July 1, 201 3
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, <u>4, 5, 6</u> and 7. (If secondary, <u>was did the student recommended to</u> earn Carnegie credit toward high school graduation?)	July 1, 2013
A	Not Applicable: No verification needed due to <u>the</u> student failing the class or <u>withdrawingew.</u>	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	Verified Outcome Codes																
		R	M	U	D	E	G	I	S	V	K	F	W	C	A	B	X	Z
1 - Certificate Seeker	P																	
	N																	
	W																	
	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	n/a	n/a
2 - Occupational Student 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	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	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	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	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	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	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	n/a	n/a
4 - Campus Credential Seeker	C																	
	N																	
	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	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	n/a	n/a
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	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	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	n/a	n/a
7 - Personal Interest	P																	
	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	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	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	n/a	n/a
8 - Assessment																		
1 - Incarcerated																		
J - Job Re-entry	P																	
	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	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	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	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	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	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	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	n/a	n/a

Commented [ZB3]: Occupational students will no longer be eligible to receive certificates under the proposed language of 205.7.1. The green row with exit code P will be eliminated. If the student desires to earn the certificate, he/she needs to declare as a certificate-seeker.

Commented [ZB4]: Personal interest students will no longer be eligible to receive certificates under the proposed language of 205.7.1. The green row with exit code P will be eliminated. If the student desires to earn the certificate, he/she needs to declare as a certificate-seeker.

Commented [ZB5]: Job reentry students will no longer be eligible to receive certificates under the proposed language of 205.7.1. The green row with exit code P will be eliminated. If the student desires to earn the certificate, he/she needs to declare as a certificate-seeker.

COMMENTS: Last modified ~~June~~ May 18, 20167.

REFERENCE: Northstar Enrollment Period Form

UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

UCAT Data ***USTC Data*** -- ~~Version: 07-01-2016~~ Version: 07-01-2017

Element: **U-312**

ELEMENT NAME: Verification Date

FIELD NAME: U_OUT_DT

FIELD FORMAT: 8 digits (YYYYMMDD)

DEFINITION: The date the documentation was signed by the employer, institution, Workforce Services Office, or the date the college, ~~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 June 8, 2016.

REFERENCE: Northstar Completion Form

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** – Version: 07-01-2016 Version: 07-01-2017

Element: **U-323**

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

FIELD NAME: U_PRG_CIP, U_DEL_CIP, U_COMP_CIP

FIELD FORMAT: 6 digits per category

DEFINITION: Program CIP – the unique classification for a specific **Area** of study as listed in the ~~UCAT~~ **USTC** CIP Matrix.

Area of Delivery CIP – the unique classification for the **department** that delivers the course as listed in the ~~UCAT~~ **USTC** CIP Matrix

Graduation CIP – the unique classification for the specific certificate awarded.

CIP	CIP Description	Effective Date	Perkins Approved?
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	
141801	Materials Engineering	July 1, 2006	

Commented [ZB6]: We will be working with USBE to ensure that our list is accurate. Again, I'm more concerned with the substantive changes to the Dictionary than directory information, so this column remains incomplete but will be updated and filled in as we get that information. Stay tuned.

CIP	CIP Description	Effective Date	Perkins Approved?
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	

Commented [ZB6]: We will be working with USBE to ensure that our list is accurate. Again, I'm more concerned with the substantive changes to the Dictionary than directory information, so this column remains incomplete but will be updated and filled in as we get that information. Stay tuned.

CIP	CIP Description	Effective Date	Perkins Approved?
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	
<u>480303</u>	<u>Upholstery/Upholsterer</u>	<u>July 1, 2017</u>	
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	Medical 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	

Commented [ZB6]: We will be working with USBE to ensure that our list is accurate. Again, I'm more concerned with the substantive changes to the Dictionary than directory information, so this column remains incomplete but will be updated and filled in as we get that information. Stay tuned.

CIP	CIP Description	Effective Date	Perkins Approved?
510909	Surgical Technology/Technologist	July 1, 2006	
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	
<u>512603</u>	<u>Mediation Aide</u>	<u>July 1, 2017</u>	
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	
<u>520204</u>	<u>Office Management and Supervision</u>	<u>May 2, 2017</u>	
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	

Commented [ZB6]: We will be working with USBE to ensure that our list is accurate. Again, I'm more concerned with the substantive changes to the Dictionary than directory information, so this column remains incomplete but will be updated and filled in as we get that information. Stay tuned.

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	

CIP	CIP Description	Effective Date	Perkins Approved?
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	
330103	Community Awareness	July 1, 2015	

Commented [ZB6]: We will be working with USBE to ensure that our list is accurate. Again, I'm more concerned with the substantive changes to the Dictionary than directory information, so this column remains incomplete but will be updated and filled in as we get that information. Stay tuned.

COMMENTS: This matrix can be found on the [UCAT USTC](#) website and is a listing of the current programs which are offered by the [UCAT USTC](#) campuses. Last ~~modified~~^{updated} ~~May~~^{June} 18, 2017~~6~~.

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 UTAH SYSTEM OF TECHNICAL
COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- ~~Version: 07-01-2016~~ Version: 07-01-2017

Element: **U-334**

ELEMENT NAME: Area of Study

FIELD NAME: U_SUBJ

FIELD FORMAT: 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-UTAH SYSTEM OF TECHNICAL
COLLEGES**

Data Element Dictionary

UCAT Data~~*USTC Data*~~ -- ~~Version: 07-01-2016~~Version: 07-01-2017

Element: **U-345**

ELEMENT NAME: Class Number

FIELD NAME: U_NUM

FIELD FORMAT: 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

**UTAH COLLEGE OF APPLIED TECHNOLOGYUTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

*UCAT Data*USTC Data -- Version: 07-01-2016Version: 07-01-2017

Element: U-356

ELEMENT NAME: Class Title

FIELD NAME: U_TITLE

FIELD FORMAT: 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 UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-367**

ELEMENT NAME: Delivery Method

FIELD NAME: U_DEL_METH

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
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
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

Field Value	Field Attribute or Example	Effective Date
J	OJT/Extern: Student is receiving non-compensated on-the-job training at the location of the employer.	July_1, 2016

COMMENTS: Last modified June 8, 2016.

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: 07-01-2016

— Element: **U-38**

~~ELEMENT NAME: Budget Code~~

~~FIELD NAME: U_BUDGET_CODE~~

~~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 college 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 June 8, 2016.~~

~~REFERENCE: Used in Northstar Class Management Add Batch Course Session~~

Commented [ZB7]: This field is no longer specified in UCAT Policy 201, so it is removed. Truth be told, only one college was using this field, and they were using it in a manner inconsistent with policy definitions. Now that those definitions are gone, this field is gone too.

UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-379**

ELEMENT NAME: Instructional Type

FIELD NAME: U_INSTRUCT_TYPE

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
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
OTH	Other – all other instructional activity that generates hours.	July 1, 2006

COMMENTS: Last modified June 8, 2016.

REFERENCE: Northstar Data Dictionary Management Instruct Type

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: U-**3840**

ELEMENT NAME: Site Type

FIELD NAME: U_SITE_TYPE

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 <u>college</u> 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. C51 SWATC Bryce Valley HS Inst. Svc. Ctr.	July 1, 2006 July 1, 2015 July 1, 2015

Field Value	Field Attributes and Example	Effective Date
	C52 SWATC Escalante HS Inst. Svc. Ctr. C53 SWATC Milford HS Inst. Svc. Ctr. C54 SWATC Panguitch HS Inst. Svc. Ctr. C55 SWATC Parowan HS Inst. Svc. Ctr. C56 SWATC Valley HS Inst. Svc. Ctr. C70 Uintah HS C71 Manila HS C72 Uintah River HS C73 Union HS	July 1, 2015 July 1, 2015 July 1, 2015 July 1, 2015 July 1, 2015 October 1, 2015 October 1, 2015 October 1, 2015 October 1, 2015
DXX	Course taught from a USHE campus D05 CEU D06 Snow College D07 Dixie State College D08 SLCC D09 UVU D10 UofU D11 USU D12 WSU D13 SUU	July 1, 2006
EXX	Course taught from correctional facility E01 Draper E02 Gunnison E03 Cedar City E04 Washington County Purgatory E05 Panguitch E06 Duchesne County Justice Center E07 Beaver E08 Daggett County Justice Center E09 Davis County Jail E10 Mill Creek Youth Center (YIC)	July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2015 October 1, 2015
FXX	Course taught from another UCAT/USTC college campus F02 Davis F03 Uintah Basin F04 Ogden-Weber F05 Bridgerland F06 Mountainland F07 Southwest F08 Southeast F09 Tooele F10 Dixie	July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2010 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 8, 2016.

REFERENCE: Northstar Campus Management Site Type

UTAH COLLEGE OF APPLIED TECHNOLOGY/UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

UCAT Data/USTC Data -- Version: 07-01-2016/Version: 07-01-2017

Element: U-~~394~~

ELEMENT NAME: Scheduled Hours

FIELD NAME: U_SCHEDULED_HRS

FIELD FORMAT: 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/USTC~~ Policy 201.6.1 (open-exit schedule).

Field Value (Example)	Field Attributes and Examples	Effective Date
150.00	<i>Scheduled hours of participation:</i> 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-402. 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~~18, 20174.

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)

**UTAH COLLEGE OF APPLIED TECHNOLOGYUTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data***USTC Data*** -- Version: 07-01-2016Version: 07-01-2017

Element: **U-402**

ELEMENT NAME: Expected Hours

FIELD NAME: U_EXPECTED_HRS

FIELD FORMAT: Number

DEFINITION: The total number of membership hours for a student enrolled in a defined-length 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 USTC Policy 201.6.2 (Defined ~~L~~length Schedule ~~with Non-Verifiable Access~~).

Field Value (Example)	Field Attributes and Examples	Effective Date
150.00	<i>Expected hours of participation:</i> 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-402, but as verifiable schedules in U-4139. 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 18, 20176.

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

UCAT Policy 201 (Membership Hour Reporting)

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-413**

ELEMENT NAME: Program Category Type

FIELD NAME: U_CAT_TYPE

FIELD FORMAT: 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	<i>COE Approved Program:</i> The student is enrolled in a program (as defined in UCAT <u>USTC</u> Policy 200.4.1) leading to a certificate (200.4.3) accredited by the Council on Occupational Education.	July 1, 2015
OS	<i>Occupational Skills Certificate Program:</i> The student is enrolled in a pre-defined set of courses leading to an Occupational Skills certificate (as defined in <u>UCAT</u> <u>USTC</u> Policy 200.4.4).	July 1, 2015
CAMPUS	<i>Campus Approved Program:</i> The student is enrolled in a program approved by the college board of directors and Office of the Commissioner of Technical Education, which does not lead to a program or Occupational Skills certificate.	July 1, 2015
NON	<i>Stand Alone Courses:</i> 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, 2017 5

COMMENTS: Last modified ~~June~~ May 18, 2017~~6~~.

REFERENCE:

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data *USTC Data* -- Version: 07-01-2016 Version: 07-01-2017

Element: U-424

ELEMENT NAME: Award Type

FIELD NAME: U_DEG_TYPE

FIELD FORMAT: 3 Characters

DEFINITION: The type of award issued to a student for the completion of a program as defined in ~~UCAT~~ ~~USTC~~ Policy 200.4.1. A program certificate is defined in ~~UCAT~~ ~~USTC~~ 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: .p Program length of fewer than 900 hours (< 900)	July 1, 20- 11
C1Y	Certificate 1 Yyear: .p Program length of more-greater than or equal to 900 and fewer than 1800 hours (≥ 900 and < 1800)	July 1,- 2011
C2Y	Certificate 2 Yyear: .p Program length of 1800 hours or greater (≥ 1800)	July 1, 20- 11

COMMENTS: Last modified June 8, 2016.

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 UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- ~~Version: 07-01-2016~~ Version: 07-01-2017

Element: **U-435**

ELEMENT NAME: Required Hours for Certificate

FIELD NAME: U_REQ_HRS

FIELD FORMAT: Number

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

Field Value (Example)	Field Attributes and Examples	Effective Date
1530.00	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 UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-446**

ELEMENT NAME: Hours Enrolled for Certificate

FIELD NAME: U_ENRLD_HRS

FIELD FORMAT: Number

DEFINITION: The number of hours enrolled in pursuit of a ~~P~~program ~~or Occupational Skills~~
~~e~~Certificate. ~~These Program e~~Certificates are defined in ~~UCAT USTC~~ policies 200.4.3-4.

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

COMMENTS: Last modified ~~May 18, 2017~~ ~~June 11, 2015~~.

REFERENCE:

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: U-457

ELEMENT NAME: Certificate Completion Date

FIELD NAME: U_COMP_DATE

FIELD FORMAT: 8 digits (YYYYMMDD)

DEFINITION: The date on which the student has completed the requirements for ~~at the~~ certificate program ~~(whether COE approved or Occupational Skills)~~, as documented by the instructor. These Program certificates are defined in UCAT USTC 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~~ May 18, 20176.

REFERENCE: Northstar Training Plan form

**UTAH COLLEGE OF APPLIED TECHNOLOGYUTAH
SYSTEM OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data***USTC Data*** -- ~~Version: 07-01-2016~~Version: 07-01-2017

Element: **U-468**

ELEMENT NAME: Certificate Conferral Date

FIELD NAME: U_ISSUE_DATE

FIELD FORMAT: 8 digits (YYYYMMDD)

DEFINITION: The date on which ~~a Program~~the eCertificate was conferred (i.e., posted to a student's transcript). Program Certificates are defined in ~~UCAT USTC~~ 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 ~~May~~June 18, 20176.

REFERENCE: Northstar Training Plan form

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- ~~Version: 07-01-2016~~ Version: 07-01-2017

Element: **U-479**

ELEMENT NAME: CIP Name

FIELD NAME: U_CIP_NAME

FIELD FORMAT: 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 TECHNOLOGYUTAH
SYSTEM OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data***USTC Data*** -- ~~Version: 07-01-2016~~Version: 07-01-2017

Element: U-~~4850~~

ELEMENT NAME: Training Start Date

FIELD NAME: U_TRAINING_START

FIELD FORMAT: 8 digits (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 8, 2016.

REFERENCE:

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH
SYSTEM OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: U-~~4951~~

ELEMENT NAME: Training Duration

FIELD NAME: U_WEEKS_APART

FIELD FORMAT: Number

DEFINITION: The number of weeks between the training start date (U-~~5048~~) and the date on which the certificate was completed (U-~~457~~).

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 TECHNOLOGYUTAH
SYSTEM OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data***USTC Data*** -- ~~Version: 07-01-2016~~Version: 07-01-2017

Element: **U-50~~2~~**

ELEMENT NAME: Age Upon Certificate Conferral

FIELD NAME: U_COMP_AGE

FIELD FORMAT: 1-~~23~~ 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 UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- ~~Version: 07-01-2016~~ Version: 07-01-2017

Element: **U-513**

ELEMENT NAME: Economically Disadvantaged Status

FIELD NAME: U_DISADV

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:

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-524**

ELEMENT NAME: Student Limited English Proficiency Status

FIELD NAME: U_LEP

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:

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-535**

ELEMENT NAME: Student Disability Status

FIELD NAME: U_DISABLED

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.

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-546**

ELEMENT NAME: Displaced Homemaker

FIELD NAME: U_DIS_HOME

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 TECHNOLOGYUTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data***USTC Data*** -- ~~Version: 07-01-2016~~Version: 07-01-2017

Element: **U-557**

ELEMENT NAME: Single Parent

FIELD NAME: U_SINGLE_PARENT

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.

UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07-01-2017

Element: **U-56**

ELEMENT NAME: CTE Participant

FIELD NAME: Participant

FIELD FORMAT: 1 Character

DEFINITION: Any individual who has earned one or more credits or who have completed at least 30 membership hours in a Perkins-approved CTE program.

<u>Field Value</u>	<u>Field Attribute and Examples</u>	<u>Effective Date</u>
<u>1</u>	<u>Yes, the student is a CTE Participant.</u>	<u>July 1, 2017</u>
<u>0</u>	<u>No, the student is not a CTE Participant.</u>	<u>July 1, 2017</u>

COMMENTS: Last modified May 18, 2017.

REFERENCE: USBE Postsecondary Perkins IV Data Dictionary - Updated July 31, 2016.
Page 38.

UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07-01-2017

Element: U-57

ELEMENT NAME: CTE Concentrator

FIELD NAME: Concentrator

FIELD FORMAT: 1 Character

DEFINITION: A postsecondary CTE Participant who: (1) completes at least 12 CTE credits within a single program area (program of study sequence) that is comprised of 12 or more academic and technical credits, and terminates in the award of an industry- recognized credential, a certificate, or a degree; (2) completes a program of study of 360 membership hours or greater, that terminates in an industry-recognized credential, state-approved certificate, or a degree; or (3) completes a short-term CTE program sequence of less than 12 credits or 360 membership hours that terminates in an industry-recognized credential approved by the state.

<u>Field Value</u>	<u>Field Attribute and Examples</u>	<u>Effective Date</u>
<u>1</u>	<u>Yes, the student is a CTE Concentrator.</u>	<u>July 1, 2017</u>
<u>0</u>	<u>No, the student is not a CTE Concentrator.</u>	<u>July 1, 2017</u>

COMMENTS: Once a student meets the definition of a CTE Concentrator, he or she will be put in a cohort and tracked and reported for Perkins accountability measures. Last modified May 18, 2017.

REFERENCE: USBE Postsecondary Perkins IV Data Dictionary - Updated July 31, 2016, Page 39.

UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07-01-2017

Element: U-58

ELEMENT NAME: CTE Completer

FIELD NAME: Completer

FIELD FORMAT: 1 Character

DEFINITION: A postsecondary CTE Concentrator who: (1) completes a single program area (program of study sequence) that is comprised of 12 or more academic and technical credits, and receives an industry-recognized credential, a certificate, or a degree; (2) completes a program of study of 360 membership hours or greater, and receives an industry-recognized credential, or state-approved certificate, or a degree; or (3) completes a short-term CTE program sequence of less than 12 credits or 360 membership hours, and receives an industry-recognized credential approved by the state.

<u>Field Value</u>	<u>Field Attribute and Examples</u>	<u>Effective Date</u>
<u>1</u>	<u>Yes, the student is a CTE Completer.</u>	<u>July 1, 2017</u>
<u>0</u>	<u>No, the student is not a CTE Completer.</u>	<u>July 1, 2017</u>

COMMENTS: Once a student meets the definition of a CTE Concentrator, he or she will be put in a cohort and tracked and reported for Perkins accountability measures. Last modified May 18, 2017.

REFERENCE: USBE Postsecondary Perkins IV Data Dictionary - Updated July 31, 2016, Page 40.

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-598**

ELEMENT NAME: Pell Grant Recipient

FIELD NAME: U_PELL

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 June 8, 2016.

REFERENCE: Northstar pulls this data from the Financial Aid Form

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: **U-6059**

ELEMENT NAME: BIA Recipient

FIELD NAME: U_BIA

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 June 8, 2016.

REFERENCE: Northstar pulls this data from the Financial Aid Form

**UTAH COLLEGE OF APPLIED TECHNOLOGY UTAH SYSTEM
OF TECHNICAL COLLEGES**

Data Element Dictionary

UCAT Data ***USTC Data*** -- Version: 07-01-2016 Version: 07-01-2017

Element: U-~~6160~~

ELEMENT NAME: WIOA/DWS Sponsored Student

FIELD NAME: U_WIOADWS

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 June 6, 2016.

REFERENCE:

Perkins-approved Industry eCertification 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 Health 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	

Industry Certification	Exam Code
Cisco - Interconnecting Cisco Networking Devices, Part 1	
Cisco - Interconnecting Cisco Networking Devices, 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

18 May 2017

ITEM: II.G

TOPIC: Capital Development Presentations

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:

<u>College</u>	<u>Project</u>	<u>Sq. Ft.</u>	<u>Cost</u>	<u>O&M</u>
BATC	Health Sciences and STEM Technology Building	94,500	\$ 29,888,375	\$ 711,900
DATC	Allied Health Building	85,000	\$ 31,242,689	\$ 661,300
MATC	Thanksgiving Point Campus Technology/Trades Building	89,000	\$ 31,829,500	\$ 692,420

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 tabulated and projects ranked by score greatest to least. That information will be provided to the Board later in the meeting for further discussion and final prioritization.

During their visit to the last Board of Trustees meeting, representatives from the State Building Board provided the following input regarding UCAT's capital development processes and submission of priorities:

- Presentations should be to the point/non-convoluted
- Show effectiveness of the projects – measurable outcomes and performance indicators that may be enhanced
- Clear demonstration of need
- Current facilities utilization/Justification for new space
- Funding plans should be clear
- Projects are cost effective – programs are of appropriate size and space
- Data presented must be accurate
- Criteria must be consistent across the system
- Cost estimates are accurate



- Clear justification for rankings
- Only a college's top priority comes forward (no number twos)

RECOMMENDATIONS

UCAT administration recommends the Board of Trustees score each capital development project based on the provided scoring criteria. After staff has tabulated and summed the scores, administration recommends that the Board review the totals and officially rank the projects in priority order for submission to the State Building Board, Legislature, and Governor's Office. Administration also recommends that the Board limit the number of submitted projects and focus on the highest priority.

Attachments:

UCA 53B-2a-112

College Capital Facilities Request Summaries

Effective 5/10/2016

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 18-19 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 Technical 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)	<u>91,500 Square Feet</u>
Remodeled Space (GSF)	_____
Space to be Demolished (GSF)	_____

TYPES OF SPACE

The Bridgerland Technical College Health Sciences and STEM 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: \$29,888,375

In an effort to comply with the Building Board requirement of identifying completed buildings of comparable size and scope, Bridgerland Tech has identified one example building that was constructed as a Health Sciences building. The Ogden-Weber Technical College completed construction of their Health Sciences building in 2011. Construction of their facility occurred during difficult economic times that resulted in favorable outcomes in the bidding process. The original budget/cost estimate of the Ogden-Weber Tech facility was approximately the same as Bridgerland Tech's original DFCM generated Cost Budget Estimate (CBE) at the time. Bridgerland Tech'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 Bridgerland Tech's Main Campus facility in 1984. Bridgerland Tech owns approximately 26.5 acres immediately adjacent to the Main Campus building that is available for this project.

Other Sources of Funding: \$ Under Development – To Be Determined

FY 2018 Requested Funding: \$29,888,375

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 the Utah System of Technical Colleges (91,500 x \$7.78/sq. ft.).

PROJECT EXECUTIVE SUMMARY

Growth/Capacity:

The need for a Bridgerland Technical College Health Sciences and STEM Technology Building can be summed up in three words: 'ROOM TO GROW.' The Nursing and Health Sciences programs at Bridgerland Tech have experienced explosive growth over the past twenty-plus years and have cannibalized the Main Campus building. This cannibalization not only limits growth for health care related programs but it has placed a chokehold on most of our other programs as well.

According to data recently obtained from the Department of Workforce Services (DWS), the openings for Registered Nurses in the Bear River Region during the last 120 days is three times the current capacity and the demand state-wide during the last 120 days is more than 100 times our current capacity. That same demand applies to all other healthcare related fields. For the first time in the history of this College, local employers are offering \$500 signing bonuses for Nurse Aids with an additional incentive for recruiting a friend.

There are two primary healthcare systems in the Bear River Region and both of them are investing millions in new facilities. Intermountain Healthcare is planning to invest \$90 million in renovations and expansion of the Logan Regional Hospital during the next several years and has just completed a project doubling the size of their medical offices. The Cache Valley Specialty Hospital, part of the Mountain Star system, is currently building a new "Women's Center." The demand for healthcare workers in the region and across the state is extreme. Bridgerland Tech was recently contacted by the University of Utah Medical Center pleading for graduates and offering clinical experiences for our students.

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, Bridgerland Tech'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 Bridgerland Tech, and across the Utah System of Technical Colleges, are an integral part of both the national and state healthcare pipeline.

Improve Effectiveness in Critical Programs:

BATC Nursing and Health Sciences programs urgently need 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 specializations regularly have licensing exam pass rates with scores significantly higher than national averages. We have great programs working out of old, outdated facilities; but more importantly, there isn't ‘ROOM TO GROW’ for Nursing, Health Sciences, or any other programs.

The cannibalization of existing facilities that places a chokehold on the other programs is significant. For example, expanding healthcare programs into the Cabinetmaking and Building Construction classrooms has limited the depth of instruction in those programs severely. Instead of teaching students how to design cabinets and then use CNC equipment to produce the parts, we are limited to teaching outdated technology.

Cost Effective:

Bridgerland Technical College 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, Bridgerland Tech 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. Bridgerland 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.

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

Bridgerland Tech has never built a “new” building. As a result, our buildings are utilitarian with structures adapted to specific purposes. They are particularly functional for our heavy industrial programs such as Diesel, Automotive Services, Auto Collision, Welding, Machining, and others. But, they are not very compatible with the needs of Nursing and Health Sciences programs. Converting or cannibalizing existing space from its intended heavy industrial use to healthcare related programs is proving to be extremely expensive. Every time an existing program is cannibalized to squeeze in health program spaces, the cost of renovation to meet accreditation standards can exceed \$1,000 per square foot or more, while barely meeting the required standards. Even if space in the existing buildings were available, renovation is far costlier than starting with a new building.

Bridgerland Tech has completed the Feasibility Study on this project as required by the Building Board and the Legislature. The study confirms the site location is available and suitable for the project. It also provided concept renderings of what a new facility might look like. However, we believe there is potential for a more cost effective solution as described below.

Cost Effective Solution:

Why reinvent the wheel? Our friends and colleagues at Ogden-Weber Tech completed construction of a new Health Sciences building in 2011. In terms of size and scope, it is exactly what Bridgerland Tech 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.

Bridgerland Tech is very appreciative of Ogden-Weber Tech's willingness to help facilitate the cost savings that can be generated by reusing their plans; therefore, Bridgerland Tech's project is ‘shovel ready.’ The site is already owned and the utilities are available. Only minor modifications and updates to the Ogden-Weber Tech plans would be needed. Their building is LEED Certified at the Gold level, exceeding the Building Board's minimum standard of Silver.

An additional cost savings measure for Bridgerland Tech'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.

Existing Building Deficiencies and Life Safety concerns:

Both buildings at the Bridgerland Technical College are more than 45 years old and have been remodeled or improved several times. The existing buildings are utilitarian and functional for the heavy industrial programs they were originally purchased and remodeled to accommodate. However, the existing buildings were never designed for use in healthcare related programs.

Using facilities that were originally designed for Cabinetmaking and Building Construction has created what some would even consider a "Life Safety" concern. The paint fumes from the Cabinetmaking spray booth are circulated through healthcare related classrooms because these rooms were originally designed for use in Cabinetmaking. As a result, students and teachers continually complain about headaches and other health issues. In an extreme example, one instructor, who is also a cancer survivor, has a suspicion her cancer was caused by constantly breathing paint fumes from the Cabinetmaking lab.

Alternate Funding Sources:

Bridgerland Technical College has formed a relationship with the Weber State University School of Nursing. This collaboration has resulted in the shared use of hospital beds, manikins, an electronic medication dispensing system, and other costly simulation equipment. Additionally, Bridgerland has varied clinical partnerships including an affiliation with Intermountain Healthcare. Our clinical partnerships have resulted in donations of electrocardiogram machines, physician office exam tables, hospital beds and cribs, and other medical-surgical equipment. As we move forward with construction of a new Health Sciences Building, our continued partnerships will provide substantial "in-kind" donations, cooperative purchasing arrangements, and will generate a substantial cost savings in equipment purchases.

In addition, Bridgerland Tech is in the process of hiring a Development Officer to pursue and secure donations, grants, community gifts, and additional "in-kind" donations for this project. While the current level of alternate funding sources would be considered immaterial, we feel confident in our ability to generate sufficient revenue to fund or partially fund the equipment needs for this project. Bridgerland Tech will vigorously pursue philanthropic donations and gifts for this project but will proceed without making any unrealistic promises.

FY 2019 Capital Development Project Request Executive Summary



Agency/Institution:	Davis Technical College
Project Name:	Allied Health Building
Agency/Institution Priority:	One
Project Scope:	85,000 square feet
Preliminary Cost Estimate:	\$31,242,689
Other Sources of Funding:	\$ 546,638 (cash) / \$15,000 (verbal commitment) / \$ 283,725 (written commitment)
FY 2019 Requested Funding:	\$ 30,397,326

Building Demand

The Davis Technical College (Davis Tech) has been educating students since 1978, and is a leader in Allied Health Training in the Utah System of Technical Colleges. Davis Tech 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 Davis Tech, 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 Davis Tech 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 Davis Tech facilities are already over capacity, necessitating using portables, Job Corps, and Freeport West space located eight miles from our main campus. 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 classrooms and labs.

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 Davis Tech. 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, Davis Tech 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, 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 **480 new openings per year** in this region with nearly 340 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.

Occupation	Ogden-Clearfield Metropolitan Statistical Area Annual Data		Salt Lake Metropolitan Statistical Area Annual Data		Statewide Long Term Data	
	Annual Growth Rate	Annual Openings	Annual Growth Rate	Annual Openings	2014 - 2024 Percent Change	Statewide Average Annual Openings
Dental Assistants	3.25%	60	2.35%	100	29.90%	260
Emergency Medical Technicians and Paramedics	2.87%	10	4.36%	70	33.60%	120
Licensed Practical and Licensed Vocational Nurses	2.25%	20	1.99%	30	21.40%	90
Medical Assistants	3.01%	80	2.63%	160	31.40%	380
Medical Records and Health Information Technicians	1.72%	10	3.29%	50	31.90%	90
Nursing Assistants	3.24%	130	3.09%	250	33.30%	610
Pharmacy Technicians	2.51%	20	3.16%	80	30.40%	140
Registered Nurses	2.49%	140	3.27%	620	32.60%	1,150
Surgical Technologists	1.76%	10	3.72%	30	35.40%	50
Total		480		1,390		2,890

Over the ten year period from 2014 to 2024, the average employment growth across all of these fields will be **31.10%**. A one-day snapshot of DWS-listed job orders showed **1,312 program-related job openings within 25 miles of Davis Tech**. Statewide, there were over 1,700 health care job orders for the same day. This suggests that growth is significantly exceeding DWS expectations.

In our current facilities, Davis Tech is only filling about 41% of the annual program-related jobs in our area. However, with the additional capacity that a new Allied Health Building will provide, Davis Tech projects to fill 65% of those job openings.

Summary

We are unable to meet current demand and with 571 new medically trained employees required in Davis County we must expand program offerings consistent with these demands. This project will help Davis Tech 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.



MOUNTAINLAND APPLIED TECHNOLOGY COLLEGE

RETHINK EDUCATION

FY 2019 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: ___ Mountainland Applied Technology College ___

Project Name: ___ Thanksgiving Point Campus Technology/Trades Building ___

Project Scope:

Total Project Space (Gross Square Feet) 89,000

New Space Requirement (Gross Square Feet) 89,000

Remodeled Space (GSF) 0

Space to be Demolished (GSF) 0

Types of Space

Approximately 13,200 square feet will be used for classroom, offices, and study areas. Approximately 4,200 square feet will be used for building support, and approximately 71,600 square feet will be used for shops, laboratories, trades classrooms, and computer labs.

Capital Funding:

Preliminary Cost Estimate: \$ 31,829,500

Previous State Funding \$ 98,500 Planning Funds

Other Sources of Funding \$ 1,577,273

The college is working through foundation efforts to secure additional funding for the development of the project. Several commitments have been secured but the amounts will not be finalized until the end of the summer. Initially, the college expended **\$1,577,273** approximately three 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. MATC has hired a Foundations Director to assist in securing funding for the project. Efforts are underway and commitments will be available for submission to the building board by the end of the summer.

FY 2019 Requested Funding \$ \$31,829,500

Ongoing Operating Budget Funding:

Increase in State Funded O&M: \$ 692,420 100 % 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. O & M costs will be updated when FY2019 recommendations are released.

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 13.0

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 and IT 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. In addition, the Information Technology companies located in the Silicon Slope area are experiencing an enormous shortage of qualified employees to fill the vacant positions. 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 two years 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 has been developed this past

year 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, information technology, 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 Xactware, Boeing, Klune, Flowserve, etc. necessitate the need to expand capacity in programs such as web development, information technology, computer science, welding, CNC/machining, automotive, diesel, advanced manufacturing, etc. to meet their employment needs.

The building has been programmed utilizing functional but affordable materials. The facility will incorporate sealed concrete floors as well as dual use classrooms for maximum efficiency at a lower cost per square foot. Also, there will be no administrative offices, auditoriums, or low use space in the building. With the proximity to the main campus there will be no need to have student services, administration, or cafeteria/commons space in this facility.

It is anticipated that the number of students to be taught in the facilities will increase substantially as will program and occupational certificates.

Growth:

The Mountainland region is experiencing a tremendous amount of growth. It is estimated that the three county region will grow to over 826,000 residents by the year 2020. The Mountainland Association of Governments project that Utah County alone will have a population of over one (1) million residents by the year 2040. The Mountainland Technology/Trades programs will help meet the needs of a growing workforce. The apprenticeship programs have grown by 89% over the past two years and the employers are begging for additional students in the trades programs. In addition, the Utah Technology Council (UTC) estimates that there are over 4,000 jobs unfilled in the Silicon Slopes area of Utah County. Despite partnering with IT businesses such as Xactware we are unable to address the employment gap. However, the huge demand for expansion of that program and others in the IT sector needs to be scaled to help address the economic growth.

In order to meet the growing demand for MATC programs we have implemented multiple program offerings in the late afternoon in between the daytime and evening programs. Also, we have been forced to lease additional building space in order to expand program offerings. Funds used for leases takes funding away from new programs or program expansion. It is imperative to secure additional space to meet the needs of a burgeoning IT industry and the growing need for trades student graduates.

Cost Effective:

The proposed technology/trades building has been designed using extensive cost savings practices. Sealed concrete floors, light utilization, no administrative offices, no large gathering facilities, dual use classrooms, and no student services are just a few of the cost saving factors incorporated in the planning. In addition, the programming is complete and the land has already been purchased by the MATC for the construction site.

Alternate Funding Sources:

Mountainland ATC has secured multiple “in kind” equipment donations in the composites, manufacturing, CNC machining, IT, and welding programs. These donations will save the taxpayers of Utah substantial funds. In addition, MATC purchased the land for the building approximately three years ago at a cost of over \$1.57 million dollars. The site is prepared to move forward with construction once funded.

Also, MATC has secured a Development Director who is working in conjunction with the Board and administration to secure funding through donations and other philanthropic ventures to help with funding of the building. Those amounts will be secured prior to the end of the summer and for presentations to the Utah Building Board.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: II.H

TOPIC: Alignment of UCAT and COE Enrollment/Outcomes Reporting Policies

BACKGROUND

In its September 2016 meeting, the Board of Trustees directed the Office of the Commissioner to continue its work to align UCAT student outcomes reporting policies with those of the Council on Occupational Education (COE). This directive was issued in response to legislative confusion over UCAT's reported enrollment numbers, and in response to the colleges' ongoing concerns regarding UCAT Policies 205 and 206. Those policies were written using differing definitions and procedures than are utilized by COE, producing different numbers that are reported to UCAT's various stakeholders. Trustees directed that UCAT policy be reexamined and improved as necessary, such that UCAT reports one set of enrollment numbers uniformly to all stakeholders, including the legislature, COE, IPEDS (Department of Education), etc. This work is to be done by June 30, 2017.

The Office of the Commissioner has convened several discussions with college presidents and instructional officers, and has thoroughly revised Policies 200, 201, 204, and 205 based upon those discussions. These revisions bring UCAT policies into alignment with COE by altering the definitions of Job Upgrade Training and Continuing Occupational Education, by focusing the reporting on graduates (i.e., individual students) instead of certificates (i.e., awards), and by removing restrictions to updating data between the end of the fiscal year and the COE annual report deadline. Additional changes have been proposed to respond to legislative confusion and to further clarify UCAT reporting schemas. Additional changes include:

- Courses taught to secondary students must provide partial or complete fulfillment of program certificate requirements, with limited exceptions to be approved by the Commissioner of Technical Education;
- Local Boards of Directors will be apprised of all stand-alone (i.e., courses which are not part of certificate programs) courses approved for instruction;
- The definition of community interest courses has been modified to provide greater clarity into which courses should or should not be included in UCAT data submissions;
- Membership hours accrued up-front for a full program shall be appropriately discounted for students who withdraw from the program early and unsuccessfully;
- Students who graduate from high school while concurrently enrolled in a course for which tuition was charged up-front will no longer have to pay prorated tuition for the remainder of the course; and
- All calculations of cost and completion rates have been removed. UCAT will make these calculations based upon the context and directives received from various stakeholders, rather than having methodology prescribed in policy language.

In addition, Policy 206 has been deemed extraneous given the proposed revisions to Policy 205. It is recommended that Policy 206, Student Placement Reporting, be repealed.

The proposed revisions to Policies 200, 201, 204, and 205, as well as the recommended repeal of Policy 206, have



been vetted and approved by all college presidents and instructional officers.

RECOMMENDATION

UCAT Administration recommends the Board of Trustees approve the proposed revisions to Policies 200, 201, 204, and 205 for implementation beginning July 1, 2017. Additionally, UCAT recommends that the Board repeal Policy 206, Student Placement Reporting, effective immediately.

Attachments: Draft Policy 200, Program/Course Approval and Reporting
 Draft Policy 201, Membership Hour Reporting
 Draft Policy 204, Tuition and Fees
 Draft Policy 205, Student Enrollment and Outcome Reporting





Subject:	Program/Course Approval and Reporting
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200.1 Purpose

To establish processes and criteria for all programs and courses offered by an applied technology college to be approved by and reported to the UCAT Board of Trustees and the legislature, in accordance with UCA 53B-2a-104(2)(i), balancing appropriate oversight and quality control with timely, market-driven college responsiveness to regional employer needs.

200.2 Approval

UCAT Board of Trustees approval: January 4, 2006. Replaced June 18, 2009. Revised April 10, 2014; June 12, 2014; June 11, 2015; June 8, 2016; September 14, 2016; May 18, 2017 (pending).

200.3 References

[UCA 53B-2a-104](#), Utah College of Applied Technology Board of Trustees – Powers and Duties
[UCAT Policy 100](#), UCAT Mission, Vision, and Guiding Principles
[UCAT Policy 204](#), Tuition and Fees

200.4 Definitions

- 4.1 Program:** A sequence of educational and skill-developing experiences that lead to workplace competencies. This mission-related, post-secondary training shall be approved in accordance with this policy and by the Council on Occupational Education.
- 4.2 Course:** A set of pre-determined, related competencies grouped into a logical sequence.
- 4.3 Program Certificate:** An official credential issued to a student by a college registrar documenting that the student has completed a program or a predefined subset of a program. Each program certificate within a program shall be defined and approved as part of the program, and shall fully prepare a student for entry into specified employment related to the full program.
- 4.4 Substantive Change:** A change in the objectives, length, content, or other revisions equaling or exceeding 25% of an existing educational program.

200.5 Approval of Courses, Programs, and Certificates

A course, program, or certificate, or a revision of an approved program or certificate, must be approved as provided herein prior to being offered by a college.

5.1 Courses

- 5.1.1 Courses within Programs:** Approval of a program as provided in this policy shall constitute approval of all courses within the program.



Subject:	Program/Course Approval and Reporting
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5.1.2 Stand-Alone Courses: Courses which are not part of an approved certificate program and which meet the requirements of 200.6 shall be approved by a college chief instructional officer designated by the college president, and reported to the college board of directors as an information item (i.e., not requiring approval) in the next regularly scheduled meeting after approval by the instructional officer. Documentation specified in 200.8 shall be retained on file by the college.

5.2 Program Certificates

5.2.1 College Board of Directors Approval: College programs and substantive changes to approved programs shall be approved by the college board of directors based on the requirements of 200.6. For programs that are less than 900 hours and are not eligible for federal financial aid, final approval is delegated to the college board, and the programs may be implemented immediately upon college board and any required accreditation approval.

5.2.2 College Board Approval Documentation: For programs and substantive changes approved by the college board of directors, documentation specified in 200.8 shall be forwarded to the UCAT Commissioner for review and inclusion in UCAT program inventories.

5.2.3 UCAT Commissioner Approval: College programs that are 900 hours or longer or are seeking federal financial aid eligibility, and substantive changes to these programs, which have been approved by the college board of directors shall be submitted to the UCAT Commissioner for approval. If the Commissioner concurs that the proposal meets the agreed-upon UCAT criteria established by the Board of Trustees as provided in 200.6, he or she shall approve the request within five working days. If the Commissioner does not concur that the proposal meets the agreed-upon criteria, the proposal shall be returned to the college with comments, and the college may resubmit the proposal once identified adjustments are made. For financial aid-eligible programs, final approval is delegated to the UCAT Commissioner, and the programs may be implemented immediately upon UCAT Commissioner approval.

5.2.4 Board of Trustees Information: Programs and substantive changes approved by the UCAT Commissioner under 200.5.2.3, documentation specified in 200.8 shall be submitted to the UCAT Board of Trustees in their next regularly scheduled meeting as information items.

5.2.5 Non-Substantive Changes: Program changes less than the 25% referenced in 200.4.5 shall be approved by a college chief instructional officer designated by the college president. Relevant updates to the documentation specified in 200.8.1 and 200.8.2 shall be forwarded to the UCAT Commissioner for inclusion in UCAT program inventories.



Subject:	Program/Course Approval and Reporting
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5.3 Reporting of Secondary Students' Activities: Secondary Students' educational activities or experiences shall be reported in college data summaries insofar as their enrollments may provide partial or complete fulfillment of competencies required for completion of a Program Certificate as defined in UCAT Policy 205.7.1. Exceptions to this rule shall be approved in writing by the Commissioner of Technical Education for one of the following reasons:

- 5.3.1 Rural School Exception:** Instruction is occurring in a rural area and would otherwise not occur, should the college cease providing it.
- 5.3.2 Articulation Exception:** Knowledge and/or skills acquired can provide partial or complete fulfillment of competencies required for completion of a Program Certificate offered at another UCAT college.
- 5.3.3 Pathways Exception:** The course provides introductory instruction in a field in which a Program Certificate is offered by the college, as part of an established and documented educational pathway agreement between the college, local public education provider(s), and/or other institution(s) of higher education.

200.6 Criteria for Offering Programs, Certificates, and Courses

Except for courses provided in 200.7, all courses, certificates, and programs offered by a college shall meet the following criteria as determined by the applicable approving entities specified in 200.5.

- 6.1 Course/Program/Certificate Approval:** The course/program/certificate must be approved as provided in 200.5.
- 6.2 Career and Technical Education Mission:** Except as provided in 200.7, the course/program/certificate shall be directly related to meeting the needs of Utah's employers for technically skilled workers by preparing adult and secondary students to enter, re-enter, upgrade to, or advance within current or emerging occupations that generally do not require an associate or more advanced degree, as provided in UCAT Policy 100 (UCAT Mission Statement) and UCA 53B-1-101.5(2).
- 6.3 Program Duplication:** The course/program/certificate shall not unnecessarily duplicate career and technical education programs between the college and another public or higher education institution in the region served by the college, as provided in UCA 53B-2a-112(2), and shall not include credit-based academic programs typically offered by community colleges or other institutions of higher education, as provided in UCA 53B-2a-106(4).
- 6.4 Basic Skills:** The course/program/certificate may offer basic instruction in areas such as reading, language arts, and mathematics that are necessary for student success in a chosen career and technical education or job-related program, as provided in UCA 53B-2a-106(2)(b).



Table with 2 columns: Subject, Program/Course Approval and Reporting

- 6.5 Course, Program, or Certificate Need/Market Demand: The course/program/certificate shall meet a documented need by one or more Utah employers for new trained workers or for upgraded employee skills, with the need being sufficient to merit the college resources required.
6.6 Occupational Advisory Committee Validation and Support: An occupational advisory committee shall exist for every program approved by the Council on Occupational Education.
6.7 Resource Availability: The college shall have sufficient financial, capital, and human resources to support the course/program/certificate, and the course/program/certificate need must be sufficient to justify allocation of college resources.
6.8 Course Length: Each course, whether within a program or standing alone, shall be assigned a course length which represents the expected time it would take a typical student to complete the course in a traditional classroom/lab-based format.
6.9 Program/Certificate Information: The program certificate and/or accompanying transcript for each program/certificate shall include a program/certificate title and sufficient detail such that a prospective employer or others viewing it will understand what the student accomplished in earning the certificate.

200.7 Community Interest Courses

A college may offer non-mission-related educational experiences or activities intended to enhance student skills for personal interest and to introduce the community to training opportunities at a college. As provided in UCA 53B-2a-106(2)(c), similar community offerings for these courses must be limited, and the courses must be financially self-supporting through student fees. These courses are not reported to the Council on Occupational Education nor to the state legislature.

200.8 Documentation for Course/Program/Certificate Approval

The following documentation shall be provided for approval of all courses, programs, and certificates, to be submitted and retained as provided in 200.5.

- 8.1 Program/Certificate Description: Program title, program length, Classification of Instructional Programs (CIP) code, and summary of scope and purpose.
8.2 Program/Certificate Outline: Course numbers, course titles, course descriptions and objectives, course lengths, specializations, emphases, course sequencing, and program structure as relevant.



Subject:	Program/Course Approval and Reporting
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8.3 Employer Support

8.3.1 Market Demand/Need: Summary of the criteria specified in 200.6.5, with documentation attached as needed.

8.3.2 Employer Advisory Committee: (Not required for stand-alone courses as defined in 200.5.1.2, although documented employer need/demand as provided in 200.6.5 shall be required.) Summary of the criteria specified in 200.6.6, with references to committee documentation filed with the college.

8.4 Approval: Date and reference to documentation of approval (such as signed memorandum, meeting minutes, etc.) by the person or entity specified in 200.5, with attestation that the relevant criteria specified in 200.6 have been duly reviewed, satisfied, and approved.

DRAFT



Subject:	Membership Hour Reporting
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201.1 Purpose

The Utah College of Applied Technology Membership Hour Reporting Policy specifies criteria, definitions, and explanations as to how membership hours will be measured, classified, reported, and audited for each UCAT college. Membership hours are a performance indicator measuring college instructional activities.

201.2 Approval

UCAT Board of Trustees approval: June 15, 2005. Revised: June 11, 2008; September 3, 2008. Replaced June 18, 2009. Revised: January 12, 2011; April 25, 2013; September 17, 2015; June 8, 2016; May 18, 2017 (pending).

201.3 References

[UCAT Policy 200](#), Program/Course Approval and Reporting
[UCAT Policy 204](#), Tuition and Fees

201.4 Definitions

- 4.1 Membership Hour:** A measure of instructional activities provided by a UCAT college. One membership hour equates to sixty minutes of scheduled student instruction.
- 4.2 Exit Date:** The date on which a student's access to a schedule is officially discontinued as provided in college policy, including graduation, expiration of enrollment, schedule change, withdrawal, etc. For a student who is not documented as having attended any class for ten consecutive full days of scheduled classes, and who has not otherwise exited from nor changed his or her schedule, the exit date from the scheduled class shall be the date of the tenth consecutive full day of absence from all scheduled classes.

201.5 Membership Hour Reporting

Membership hours documented as meeting all of the following criteria shall be reported to the UCAT Commissioner and Board of Trustees. Any course that does not meet all of the following criteria shall not be reported to the UCAT Commissioner and Board of Trustees.

- 5.1 Enrolled Student:** The hours were accrued by a person documented as having been formally scheduled into a course or program in accordance with college policy.
- 5.2 Approved Course/Program:** The activity was part of a course/program which was approved in accordance with UCAT Policy 200 (Program/Course Approval and Reporting).
- 5.3 Mission-related:** The course/program meets the career and technical education mission as specified in 200.6.2.
- 5.4 In-State:** The course/program offering originated within the State of Utah.



Subject:	Membership Hour Reporting
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- 5.5 **Geographic Region:** The course/program was not offered outside the geographic area served by the college without a cooperative agreement with the Utah public postsecondary institution assigned to the region in which it was offered, as provided in UCA 53B-2a-106(3)(c), unless it met the criteria prescribed in UCA 53B-2a-106(6). Exceptions are allowed only for online courses provided to students within the State of Utah.

201.6 Measurement of Membership Hours

Membership hours shall be accrued according to the applicable scheduling method:

- 6.1 **Open-exit Schedule:** For a schedule in which students are provided verified periods of time to receive instruction without a fixed course or program completion time, membership hours shall begin on the enrolled student's scheduled start date, and shall accrue up to and including the exit date as defined in 201.4.2.
- 6.2 **Defined-length Schedule:** For a schedule that does not meet the criteria of 201.7.1, membership hours shall be reported in the amount of the course length approved for the full course as provided in UCAT Policy 200.6.8. Hours for such schedules shall be accrued on the date the student enrolled as specified in 201.5.1. For a student who does not remain enrolled beyond the course's 100% refund deadline approved and published by the college, zero hours are posted regardless of hours spent or competencies completed.
 - 6.2.1 For a full program that is structured as a defined-length schedule (i.e., hours are accrued in the amount of the program length approved under 200.6.8 on the date a student enrolls), a college shall report only the scheduled instruction delivered up to and including the student's exit date for a student who withdraws from the program after the 100% refund deadline and without graduating (i.e., a college shall discount previously reported hours for students exiting a program early and unsuccessfully).

201.7 Classification of Membership Hours

Reported membership hours shall be classified by student type as follows:

- 7.1 **Secondary Hours:** Hours accrued by students who meet the definition of "Secondary Student" provided in 205.5.1.1 during the enrollment period in which hours are accrued.
- 7.2 **Postsecondary Hours:** Hours accrued by students not meeting the definition of "Secondary Student" provided in UCAT Policy 205.5.1.1 during the enrollment period in which hours are accrued.



Subject:	Tuition and Fees
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204.1 Purpose

To establish policies for setting tuition and fees to be charged to students attending UCAT colleges.

204.2 Approval

Board of Trustees approval: June 2, 2004. Revised: June 11, 2008. Replaced: September 30, 2010.
Revised: January 12, 2011; October 18, 2012; January 10, 2013; April 25, 2013; April 10, 2014;
June 8, 2016; May 18, 2017 (pending).

204.3 References

- [UCA 53B-2a-106](#), College Campuses — Duties
- [UCA 53B-2a-104](#), Utah College of Applied Technology Board of Trustees — Powers and Duties
- [UCA 53A-15-301](#), Education Programs for Students with Disabilities
- [UCA 53B-9-101\(2\)](#), Higher Education for Senior Citizens
- [Utah Administrative Code R277-419-4](#), Pupil Accounting
- [Utah Administrative Code R277-705](#), Secondary School Completion and Diplomas
- UCAT Policy 200, Program/Course Approval and Reporting
- UCAT Policy 205, Student Enrollment and Outcome Reporting

204.4 Definitions

- 4.1 Senior Citizen:** Utah residents age 62 and over.
- 4.2 Audit:** No record of competencies is posted to the student’s transcript.

204.5 Secondary Tuition

- 5.1** As prescribed in UCA 53B-2a-106, no tuition is assessed to a secondary student documented according to Policy 205.5.1.1 who is formally scheduled in an approved program (200.4.1) or course (200.4.2).
- 5.2** A secondary student shall not be charged tuition at a UCAT college, regardless of the day or time of the program, through the date that he or she no longer qualifies as a secondary student. Effective on that date, the student shall be considered a postsecondary student and shall be charged the college’s regular tuition rate. For a student whose secondary status changes while enrolled in a defined-length course, the student shall be allowed to complete the course without paying tuition for the remainder of the course.
- 5.3** A referral of a student by a public or private high school shall constitute sufficient documentation of secondary student status for tuition purposes. In the absence of a high school referral, a college shall require evidence that the student qualifies under Policy 205.5.1.1. Colleges shall not require but will encourage and facilitate referral of secondary students through public school districts.



Subject:	Tuition and Fees
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204.6 Postsecondary Tuition

- 6.1 Postsecondary Tuition:** Low cost tuition, as prescribed in UCA 53B-2a-106(1)(b)(i) and as approved by the UCAT Board of Trustees, shall be assessed to postsecondary students formally scheduled in a program (200.4.1) or course (200.4.2).
- 6.2 Tuition Hearings:** Each UCAT college shall hold a meeting to receive public input and response on any proposed tuition increases. These meetings shall follow the requirements of UCA 53B-7-101.5.
- 6.3 Fiscal Year Effective Date:** Tuition rates shall be effective for all coursework beginning July 1 of the fiscal year for which the rates are approved. Tuition for a defined-length course (201.7.2) shall be calculated and assessed for the complete course at the approved rate for the fiscal year in which the course begins, regardless of whether the final portion of the course occurs in the following year for which a different tuition rate is approved.
- 6.4 Differential Tuition:** Based on extraordinary circumstances, a college board of directors may request that the UCAT Board of Trustees approve a differential tuition rate for a specific course or program. Approved differential tuition rates shall expire on June 30 of each year. A new request and approval of the Board of Trustees is required to continue differential tuition rates past June 30 of each year.
- 6.5 Residency Classification:** Because UCAT career and technical education and basic instruction classes are short-term and non-credit, colleges are not required to determine students' state residency classification.

204.7 Senior Citizen Tuition

- 7.1 Senior Citizen Audit Waivers:** Senior citizens shall be permitted to enroll on an audit basis in courses or classes, at any UCAT college, without payment of regular tuition, subject to the following:

 - 7.1.1** Enrollment shall be on a space available basis, as determined by the college, after all students on the course waiting list (excluding programs) have been accommodated. Senior citizens seeking audit waivers shall not be permitted to place their names on course waiting lists.
 - 7.1.2** A minimum administrative fee, as determined by the college, shall be charged to cover the cost of registration, record keeping, and reporting.
 - 7.1.3** All applicable fees shall be charged, as determined by the college.
- 7.2 Payment of Tuition for Certificates:** To receive a program certificate (200.4.3) from any course or program in which he or she is enrolled, a senior citizen shall be required to pay full tuition.



Table with 2 columns: Subject, Tuition and Fees

7.3 Senior Citizen Enrollment Reporting: Senior citizens participating through the audit waiver policy shall be enrolled as senior citizens (205.5.4).

204.8 Fees

8.1 Approval and Assessment of Fees: Fees, as approved by the college board of directors, may be assessed to secondary and postsecondary students and to senior citizens formally enrolled in an approved course or program.

8.2 Notification to Secondary Education Providers: By March 31 of each year, or a later date if agreed to by the district superintendent or charter school or private school chief executive officer and the college president, each UCAT college shall provide written notification of the approved secondary student fee schedule to all secondary education providers in the geographic area served by the college, and to the UCAT Commissioner. The notification shall be provided in the following manner:

8.2.1 The college president shall provide written notification of the approved fee schedule and a list of required text and workbooks to each school district superintendent, to the chief administrative officers of charter/private schools, and to all other secondary education providers in the geographic area served by the college, and to the UCAT Commissioner.

8.2.2 Each local school district representative on the college board of directors shall provide written notification of the approved fee schedule and a list of required text and workbooks to the Board of Education president for the district he or she represents.



8.2.3 If any new programs are added by the college after March 31 of each year, for which a fee and/or text and workbooks have been approved, notification of the approved fee and required text and workbooks shall be provided in the manner described in 8.2.1 and 8.2.2 above.

8.3 Fee Waivers

8.3.1 If a secondary student is fee waiver-eligible, as determined by the local school district or charter school, a UCAT college shall waive the eligible fees for that student.

8.3.2 Reimbursement for fee waiver-eligible students' fees may be negotiated between individual UCAT colleges and local districts and charter schools.

204.9 Refunds

All UCAT colleges shall have a tuition and fees refund policy which meets, at a minimum, Council on Occupational Education requirements.



Subject:	Student Enrollment and Outcome Reporting
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205.1 Purpose

To specify criteria, definitions, and processes for college and system student enrollment and outcomes data collection and reporting.

205.2 Approval

UCAT Board of Trustees approval: April 10, 2014. Revised: June 12, 2014; June 11, 2015; September 17, 2015; June 8, 2016; September 14, 2016. Replaced: May 18, 2017 (pending).

205.3 References

- [UCA 53B-2a-104](#), Utah College of Applied Technology Board of Trustees – Powers and Duties
- [HB 2 \(2014 Legislative Session\)](#), New Fiscal Year Supplemental Appropriations Act, Lines 1391-1534 Intent Language
- [UCA 53A-15-301](#), Education Programs for Students with Disabilities
- [UCA 53B-9-101\(2\)](#), Higher Education for Senior Citizens
- [Utah Administrative Code R277-419](#), Pupil Accounting
- [Utah Administrative Code R277-705](#), Secondary School Completion and Diplomas

205.4 Provision of Data

A UCAT college shall provide student enrollment and outcomes data to the Office of the Commissioner, according to schedules and procedures outlined in the Data Dictionary (205.9) and periodic directives from the Commissioner of Technical Education. These data shall be used for legislative reporting, institutional research, and other priorities of the Office of the Commissioner and the Utah College of Applied Technology.

205.5 Classification and Conditions of Student Enrollment

An individual enrolling at a UCAT college shall be classified, documented, and reported in the most applicable of the following student enrollment categories at the time of his or her enrollment, and shall be subject to any conditions of enrollment specified for that category. A student's enrollment category shall apply for the duration of the enrollment period specified for his or her enrollment category in 205.5.1, 205.5.2, 205.5.3, or 205.5.4, and shall end upon his or her graduation or non-graduation as defined in 205.6.2 and 205.6.3. A student's enrollment category, once established as correctly representing the classification that applied at the time he or she began enrollment, shall not be changed for any portion of the specified enrollment period for that category without the student's express consent.

- 5.1 Secondary Student:** A student who is currently enrolled in grades 7-12 in a Utah public or private school, or who is eligible to enroll in such a school as documented under the following criteria in accordance with R277-419. The enrollment period for a secondary student shall be the period of time defined by his or her home high school as qualifying for a minimum increment of high school credit (e.g., term, trimester, semester, etc.), beginning with the first day of enrollment in the time period and ending on the last day of the time period.



Subject:	Student Enrollment and Outcome Reporting
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- 5.1.1 Regardless of age, the student shall not have previously earned a basic high school diploma, high school certificate of completion, adult education secondary diploma, or high school equivalency diploma (GED).
- 5.1.2 Except as provided in 205.5.1.3, the student shall be no more than 18 years old on or before September 1 of the fiscal year in which he or she is enrolled at the college.
- 5.1.3 A student who does not meet the age requirement specified in 205.5.1.2 shall be considered a secondary student if:
 - (a) The student is documented as a retained senior (as specified in R277-419-2(27)) or as having been enrolled in less than grade 12 during the previous year, and is no more than 19 years old on or before September 1 of the fiscal year in which he or she is enrolled at the college; or
 - (b) The student meets the definition of a student with a disability under UCA 53A-15, part 3, and is no more than 21 years of age on or before September 1 of the fiscal year in which he or she is enrolled at the college. For a student turning 22 after September 1 but prior to December 31, his or her classification as a secondary student shall extend to the beginning of the college's winter holiday or until the student no longer qualifies under 205.5.1.1(a). For a student turning 22 after December 31, his or her classification as a secondary student shall extend to the end of the fiscal year or until the student no longer qualifies under 205.5.1.1(a).
- 5.1.4 Application of this policy shall be limited to determination of student enrollment classification, and shall not be construed to imply admission of a student at a grade level inconsistent with ability to benefit, as determined by the college admission policy.

5.2 Students Enrolled in COE-Accredited Training

- 5.2.1 **Certificate-seeking Student:** An individual enrolled at a UCAT college who is not a secondary student (205.5.1), who is enrolled in an approved program (200.4.1), and who has indicated intent to complete a program certificate (200.4.3). The enrollment period for a certificate-seeking student shall be the duration of his or her program of enrollment, beginning with the first day of enrollment in the program and ending on the date that he or she graduates or withdraws. This mission-related, postsecondary training is approved by and reported to the Council on Occupational Education.
- 5.2.2 **Job Upgrade Student:** An individual enrolled at a UCAT college who is not a secondary student and who is enrolled in courses that are part of an accredited program and that are designed to enhance existing knowledge and skills, offered



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with the goal of providing persons in specific occupations the credentials, knowledge, and skills necessary for career advancement (as opposed to maintaining one's current occupation). The enrollment period for a job upgrade student shall be the duration of the course or courses in which he or she is scheduled, beginning with the first day of enrollment in a course and ending on the date that he or she completes the course or withdraws. This mission-related, postsecondary training is approved by and reported to the Council on Occupational Education.

5.3 Continuing Occupational Education Student: An individual who is not a secondary student, who is enrolled at a UCAT college in educational activities or experiences that are approved by the college instructional officer, do not lead to a credential, and are designed to assist in the development of knowledge and skills with the goal of maintaining one's current professional occupation (as opposed to advancing one's career). Continuing Occupational Education students are assumed to have previously attained a basic level of education, training, or experience in the occupational area in which they are enrolling. The enrollment period for a Continuing Occupational Education student shall be the duration of the course or courses in which he or she is scheduled, beginning with the first day of enrollment in a course and ending on the date that he or she completes the course or withdraws. This mission-related, postsecondary training is not approved by nor reported to the Council on Occupational Education.

5.4 Students Enrolled in Other Training: Individuals who are not secondary students, who are enrolled in mission-related educational activities or experiences that do not fit into one of the above categories (205.5.1-3). Students enrolled in other training include those who are unemployed and seeking short-term training to re-enter the workforce, students enrolled in basic skills instruction (200.6.4), senior citizens enrolling under an audit waiver (204.7), and students enrolled in accredited programs or Continuing Occupational Education for personal interest unrelated to a career. The enrollment period for a student enrolled in other training shall be the duration of the course or courses in which he or she is scheduled, beginning with the first day of enrollment in a course and ending on the date of completion or withdrawal as defined in 205.6.1.4. This mission-related, postsecondary training is not approved by nor reported to the Council on Occupational Education.

205.6 Student Graduation

A UCAT college shall document, classify, and report every certificate-seeking and secondary student who was enrolled during a given reporting period with one of the following outcome types for each program in which he or she was enrolled.

- 6.1 Still Enrolled:** A student who has not yet exited from the program (either through graduation or withdrawal) in which he or she is enrolled at the end of the reporting period.
- 6.2 Graduate:** A student who is not still enrolled, who has demonstrated the competencies required for a certificate in an approved program and has been awarded a program certificate on his or her transcript.



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6.3 Non-graduate: A student who has exited from his or her program without qualifying as a graduate.

205.7 Credentials

A UCAT college shall document and report the following metrics of program certificate attainment:

- 7.1 Program Certificate:** A program certificate (200.4.3) may be issued only to students in the secondary or certificate-seeking enrollment categories specified in 205.5 who qualify for the certificate. A credential awarded for a program that has been approved in accordance with 200.4.1 and is reported as an “Occupational Upgrade Program” for accreditation purposes is considered a Program Certificate.
 - 7.1.1** A college shall report a student’s certificate attainment only upon the student’s exit from a distinct program (i.e., graduation or withdrawal).
 - 7.1.2** For students issued more than one credential in a single program, the college shall report only the highest award attained (i.e., the certificate requiring the greatest number of membership hours).
 - 7.1.3** When reporting a college’s total credentials awarded, a college shall sum all of the highest awards attained by distinct students from distinct programs (subject to the reporting provisions of 205.7.1.1 and 205.7.1.2).
 - 7.1.4** When reporting a college’s total number of students who received awards, the number shall include only the number of distinct students who received any awards (subject to the reporting provisions of 205.7.1.1 and 205.7.1.2), and shall not reflect multiple certificates attained by a single student in multiple programs.
- 7.2 Weighted Average Certificate Length:** The average length of all program certificates (205.7.1) awarded and reported during a reporting period.
 - 7.2.1** Weighted average certificate length is calculated by totaling the program lengths (expected completion time as approved in Policy 200.7.1) for all program certificates that were awarded to students and reported during the reporting period, and dividing it by the total number of program certificates awarded and reported. Example: Web (1170) + CNA (120) + Auto (630) + CNA (120) = 2040 hours ÷ 4 certificates = 510 weighted average.
 - 7.2.2** The weighted average certificate length shall be included in all reporting of program certificate attainment, including counts of credentials awarded, graduation rates, costs per certificate, etc.



Subject:	Student Enrollment and Outcome Reporting
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205.8 Student Placement

For each certificate-seeking student from a distinct program during a reporting period, a UCAT college shall classify and report the most applicable of the placement categories (i.e., placed, unplaced, not seeking employment, or not applicable) provided under the current year’s policies and procedures published by the Council on Occupational Education.

205.9 UCAT Data Dictionary

The Office of the UCAT Commissioner shall provide specifications to the colleges in the form of a UCAT Data Dictionary detailing definitions and processes for the consistent application, collection, submission, and reporting of data elements as shall be required by this policy, the UCAT Board of Trustees, the Commissioner of Technical Education, and other UCAT stakeholders. The Data Dictionary and revisions thereto shall be approved annually by the UCAT Board of Trustees prior to the fiscal year for which it is applicable, or during the year if needed.

205.10 College Data Submission and Certification

A UCAT college shall submit data to the Office of the UCAT Commissioner from its student information system in accordance with the UCAT Data Dictionary or as required by the Office of the UCAT Commissioner. Following the conclusion of each fiscal year, a college shall have final data submissions certified and formally approved as specified in this section, and as shall be detailed in the UCAT Data Dictionary.

10.1 Preliminary Year-end Data Submission: The college preliminary year-end data submission shall include enrollment (headcount and membership hour), certificate, and placement data for all students enrolled during the complete fiscal year reporting period of July 1 through June 30, and shall be submitted by July 31 (31 calendar days after the fiscal year end).

10.1.1 College President Review and Certification: Each college president shall, in conjunction with the college instructional and student services officers, conduct a thorough review of the college preliminary year-end data submission, and shall provide written certification that to the best of the president and his or her staff’s knowledge, the college data:

- (a) Are complete and accurate, and in agreement with UCAT summaries of the data; and
- (b) Comply with the criteria outlined in UCAT Policies 200, 201, and 205, and any local college policies.

10.1.2 College Board of Directors Notification: The college president’s data review and certification of the preliminary year-end data submission shall be presented to the college board of directors in an official board meeting as an information item not requiring approval.



Subject:	Student Enrollment and Outcome Reporting
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- 10.1.3 UCAT Board of Trustees Approval:** The Office of the UCAT Commissioner shall review each college president's certification of the preliminary year-end data submission, and the UCAT Commissioner shall report UCAT administration acceptance and approval to the UCAT Board of Trustees in an official board meeting by September 30.
- 10.1.4 Data Use and Publication:** Upon approval of the college preliminary year-end data submissions and certification by the UCAT Board of Trustees, the data shall be clearly designated as preliminary for publication in reports pertaining to the fiscal year, pending the final year-end data submission (205.10.2).
- 10.2 Final Year-end Data Submission:** The college final year-end data submission shall include updated completion and placement data for all students who appeared in the certified preliminary year-end data submission, and shall be submitted five business days after the COE annual report deadline in December.
- 10.2.1 College President Review and Certification:** Each college president shall, in conjunction with the college instructional and student services officers, conduct a thorough review of the college final year-end data submission, and shall provide written certification to the UCAT Commissioner at least one week prior to the January UCAT Board of Trustees meeting that the final year-end data, to the best of the president and his or her staff's knowledge:
- (a) Are complete and accurate, and in agreement with UCAT summaries of the data; and
 - (b) Comply with the criteria outlined in UCAT Policies 200, 201, and 205, and any local college policies.
- 10.2.2 College Board of Directors Approval:** The college president's data review and certification of the final year-end data submission shall be presented to the college board of directors as an action item for approval in the next scheduled board meeting after the certification is completed, preferably prior to the first regular-scheduled meeting of the UCAT Board of Trustees in the new calendar year.
- 10.2.3 UCAT Board of Trustees Approval:** The Office of the UCAT Commissioner shall review each college president's certification, and the UCAT Commissioner shall report UCAT administration acceptance and approval to the UCAT Board of Trustees in an official board meeting in January.
- 10.2.4 Data Use and Publication:** Upon approval of the certified college final year-end data submission by the Board of Trustees, the data shall be designated as official for publication in all reports pertaining to the fiscal year. Summaries of this data shall be published as a supplement to preliminary reports.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: II.I

TOPIC: FY 2018 Data Dictionary

BACKGROUND

The UCAT Data Dictionary is maintained by the Office of the Commissioner of Technical Education as a guiding document to the colleges in the data collection and reporting processes. Updates are approved annually by the Board of Trustees to provide oversight to the colleges in assuring that data definitions are current and consistently applied. College data representatives have recommended the attached Data Dictionary revisions for FY 2018. Upon approval from the Board, changes described herein shall be effective beginning July 1, 2017.

RECOMMENDATION

UCAT Administration recommends the Board approve and adopt the UCAT Data Dictionary for FY 2018 with the revisions described herein.

Attachments: UCAT Data Dictionary FY 2018 Summary of Recommended Revisions



FY 2018 UCAT Data Dictionary

Summary of Proposed Changes

The FY 2017 Data Dictionary has been revised to implement proposed changes to UCAT Policies 200, 201, 204, and 205 that are consequent to our realignment with the policies of the Council on Occupational Education (COE). All revisions are intended to provide greater clarity to the colleges in data collection procedures and data quality standards. Upon Trustees' approval, these changes will be implemented in FY 2018.

A summary of proposed revisions to the Data Dictionary is included below. These revisions have been discussed and recommended by college data stewards.

Enrollment Objective Codes

- Policy 205, upon approval of the Board of Trustees, now differentiates between already-employed students who are seeking training to advance in their career (“Job Upgrade Students”) as opposed to maintaining their current position (“Continuing Occupational Education Students”). In the student information system, these individuals will be differentiated using a combination of their enrollment objectives and program category types. To implement this policy, the definition of “Occupational Upgrade” has been revised in the Data Dictionary; the corresponding enrollment code will now be used to denote all employed students who are not seeking a certificate.

Matriculation Codes

- In previous years, several colleges employed matriculation policies that required students to meet certain requirements before becoming eligible for federal financial aid and reportable to COE. As part of our policy restructuring, college presidents and instructional officers have agreed to align their matriculation dates with their 100% refund deadlines. Now, any student who does not withdraw prior to the refund deadline may be eligible for federal financial aid and will be reported to the accrediting body. This change makes the matriculation field obsolete in college data submissions. That field has been removed from the Data Dictionary.

First-time Type Codes and Dates

- First-time type codes and dates are used to identify new students who enroll in postsecondary education for their first time. These students are placed in a cohort and tracked for the purpose of federal reporting. The Data Dictionary has been amended to facilitate and streamline data collection for these students.

Exit Codes

- UCAT policy revisions clarify student completion statuses, and exit codes in the Data Dictionary have been revised accordingly. Students shall not be labeled as graduates until they exit from a particular program, even if those students are awarded sub-certificates therein.

Student Outcome Codes

- The Council on Occupational Education allows for students who leave a program unsuccessfully to be counted as “non-graduate completers” if they enroll at another postsecondary institution and there is a valid articulation agreement between the two colleges. An outcome code has been added to differentiate between continuing education with an articulation agreement and continuing education without an agreement.
- The matrix of acceptable combinations of enrollment objectives, exit codes, and outcome codes has been revised to no longer permit Personal Interest, Job Re-entry, or Occupational Students to earn a program certificate. This is in accordance with proposed revisions to UCAT Policy 205.7.1. If one of these students desires a certificate, he/she must declare him/herself as a certificate-seeking student.

CIP Codes

- New CIP codes have been added to the Data Dictionary for:
 - 48.0303 Upholstery/Upholsterer
 - 51.2603 Medication Aide
 - 52.0204 Office Management and Supervision

Budget Codes

- Proposed revisions to UCAT Policy 201 have made budget codes obsolete. This field has been removed from the Data Dictionary.

Program Category Type Codes

- Occupational Skills Certificates and Campus Credential codes have been removed. This field now differentiates only between education as part of a COE-approved program and education in a stand-alone course that does not lead to a certificate.

Perkins Grant Cohort Codes

- Fields have been added to the Data Dictionary that will identify CTE Participants, Concentrators, and Completers. These fields are required for participation in the federal Carl D. Perkins Grant, and have been collected for several years. The addition of these fields to the Data Dictionary brings the document into greater alignment with college practice and serves as the official location of Perkins Grant definitions in UCAT policy.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: II.J

TOPIC: Coordination with Secondary Education Providers Policy

BACKGROUND

In September 2015 the Legislative Auditor General issued report 2015-09, "A Review of Secondary Coordination and Program Duplication between Public Education and UCAT". This report examined efforts to coordinate between the applied technology colleges and Local Education Agencies (LEAs) in the colleges' geographic service regions, with the intent to better serve students and more efficiently utilize appropriated funds. Legislative auditors concluded that coordination between the two systems appears adequate and unnecessary duplication of effort is not widespread.

While the legislative audit was largely positive in its conclusions, auditors did note that some articulation agreements between the colleges and LEAs included obsolete information and had not been updated since 2007. Auditors recommended that the UCAT Board of Trustees develop policies for the regular reviewing and renewing of articulation agreements.

In response to legislative auditors' concerns, the Office of the Commissioner has developed UCAT Policy 207, Coordination with Secondary Education Providers. The policy requires that colleges annually review all existing and potential articulation agreements with the intent to create, modify, or discontinue agreements as necessary. This policy has been reviewed and approved by college presidents and instructional officers.

RECOMMENDATION

UCAT Administration recommends the Board of Trustees approve Policy 207, Coordination with Secondary Education Providers, for immediate implementation.

Attachments: Draft Policy 207, Coordination with Secondary Education Providers





Subject:	Coordination with Secondary Education Providers
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207.1 Purpose

To provide for the continued coordination between applied technology colleges and local secondary education providers in the establishment and renewal of articulation agreements.

207.2 Approval

UCAT Board of Trustees approval: May 18, 2017 (pending).

207.3 References

[Legislative Auditor General report number 2015-09](#), A Review of CTE Coordination and Program Duplication between Public Education and UCAT
[UCAT Policy 200](#), Program/Course Approval and Reporting

207.4 Definitions

- 4.1 **Local Secondary Education Provider:** As used herein, a Local Education Agency, charter school, private school, or other institution approved to award secondary credit by the Utah State Board of Education, operating in a region served by an applied technology college.
- 4.2 **Articulation Agreement:** As used herein, an agreement between an applied technology college and a local secondary education provider allowing for educational credits, activities, or experiences obtained from the local secondary education provider to apply towards the requirements of an approved Program Certificate as defined in Policy 200.4.3. Articulation agreements are designed such that secondary students may pursue a Program Certificate without repeating previously completed coursework.

207.5 Creation and Renewal of Articulation Agreements

- 5.1 **Crediting Competencies Fulfilled:** To the extent that secondary credits, activities, or experiences provide competencies required for the completion of a Program Certificate, and to the extent allowed and deemed appropriate by the college's accrediting body, licensing organizations, and college executive and instructional staff, an applied technology college shall apply said competencies to a student's progress in fulfillment of program requirements, such that secondary students may pursue a Program Certificate without repeating previously completed coursework.
- 5.2 **Articulation Agreements:** Where deemed appropriate by college executive and instructional staff, an applied technology college shall enter articulation agreements with local secondary education providers establishing specific secondary courses that will provide partial or complete fulfillment of Program Certificate requirements.
- 5.3 **Annual Review:** At least annually, executive and/or instructional staff from an applied technology college shall review existing and potential articulation agreements with



Subject:	Coordination with Secondary Education Providers
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authorized individuals representing applicable local secondary education providers with the intent to create, renew, modify, or discontinue articulation agreements.

- 5.4 Reporting:** An applied technology college shall annually submit a list of all articulation agreements in place for the upcoming school year to its Board of Directors, the Commissioner of Technical Education, and all relevant secondary education providers by January 1.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: II.K

TOPIC: Commissioner's Office Information Technology Acceptable Use Policy

BACKGROUND

The Office of the Commissioner has been evaluating its current policies and procedures, identifying and ameliorating shortcomings. As part of this effort, staff has drafted and here presents Policy 516, Information Technology Acceptable Use. The policy provides greater guidance to employees of the Office of the Commissioner regarding acceptable use of hardware, software, internet, telephones, and shared IT resources within the office. Also included are provisions relating to IT inventories and replacement schedules, IT use monitoring, and employee onboarding/offboarding procedures. This policy shall be reviewed and accepted by all current and future staff members prior to accessing office IT resources.

This policy is specific to the Office of the Commissioner, and has no effect on the applied technology colleges comprising UCAT.

RECOMMENDATION

UCAT Administration recommends the Board of Trustees approve Policy 516, Information Technology Acceptable Use, for immediate implementation.

Attachments: Draft Policy 516, Information Technology Acceptable Use
Information Technology Acceptable Use Agreement





Subject:	Information Technology Acceptable Use
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516.1 Purpose

To establish guidelines and expectations for the acceptable use of information technology resources belonging to the Office of the Commissioner of Technical Education.

516.2 Approval

UCAT Board of Trustees approval: May 18, 2017 (pending).

516.3 References

UCAT Policy 507, Personal Conduct
UCAT Policy 525, Evaluation, Corrective Action, and Termination of Staff Personnel
UCA 76-10-1204.5, Reporting of Child Pornography by a Computer Technician

516.4 Definitions

- 4.1 Information Technology (“IT”) Resource:** A resource used for electronic storage, processing, or transmitting of any data or information, as well as the UCAT data or information itself. This definition includes but is not limited to: electronic mail, voice mail, local databases, externally accessed databases, software, computers and tablets, servers, removeable file storage, digital recordings, photographs, digitized information, student and institutional data, etc.
- 4.2 User:** Any person who accesses and uses UCAT IT resources, including members of the UCAT staff, contractors, consultants, interns, temporary employees, etc.
- 4.3 IT Resource Administrators:** The UCAT staff members designated by the Commissioner of Technical Education, who have policy level responsibility for determining what IT resources will be stored, who will have access thereto, what security and privacy risks are acceptable, and what measures will be taken to prevent the loss of information technology resources.
- 4.4 Private Sensitive Information:** Private information that identifies or describes an individual (information owner), including but not limited to his or her name, Social Security Number, date of birth, and financial matters. Access to such data is governed by state and federal law, both in terms of protection of the data and requirements for disclosing the data to the individual to whom it pertains. Private sensitive information does not include “public information” as defined by the Utah Government Records Access and Management Act (GRAMA), or in the case of student records, “directory information” as defined by the Family Education Rights and Privacy Act (FERPA).
- 4.5 Confidential Information:** Any information classified as confidential by the Commissioner of Technical Education or the cognizant associate or assistant commissioner.



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516.5 Use of Office-owned Information Technology Resources

5.1 Official Business: Employees of the Office of the Commissioner of Technical Education are expected to use office-owned information technology (“IT”) resources (including hardware, software, access to the internet, etc.) primarily for official business in connection to their job responsibilities, and not for personal use or entertainment. Staff members shall spend on-duty time (not including periodic or lunch breaks) on official business in connection to their jobs and not on personal affairs or entertainment. This expectation is qualified by normal allowance for emergencies that may arise, and for reasonable socializing that facilitates effective working relationships.

5.2 Office Breaks, Travel, or at Home: During break time or in the case of portable IT resources used while traveling or at home, UCAT policy does not prohibit limited personal use of IT resources, subject to the provisions below. “Limited” is to be interpreted literally, meaning a very small portion of the total use of IT resources.

5.2.1 Allowable Limited Personal Use: Limited personal use may include:

- (a) Using an office phone on occasion to make necessary calls;
- (b) Faxing an important document if necessary;
- (c) Accessing the Internet for reasonable and appropriate personal use, for educational or research projects, to retrieve news stories or other information of general interest, to participate in professional or civic organizations, or to perform nonprofit or community service; or
- (d) Using email to send or receive occasional brief messages to or from personal contacts.

5.2.2 Prohibited Limited Personal Use: Limited personal use of office-owned IT resources shall not:

- (a) Directly or indirectly interfere with UCAT operations or IT resources;
- (b) Compromise the security or reputation of UCAT;
- (c) Burden UCAT with noticeable incremental cost;
- (d) Infringe the copyright or other intellectual property rights of third parties; or
- (e) Involve any activity prohibited under 516.15 or by generally accepted standards of computer ethics and etiquette.

5.2.3 Staff Liability for Unauthorized and Personal Use: Staff members shall exercise reasonable precautions in caring for any IT resources authorized for use



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off premises, and are personally responsible for any damage resulting from personal use or use by unauthorized persons.

- 5.3 Security and Confidentiality Agreements:** All UCAT employees shall sign a security and confidentiality agreement and must acknowledge in writing that they have read, understand, and agree to the terms contained in Policy 516, Information Technology Acceptable Use.

516.6 User Authentication

Access to UCAT IT resources must be authenticated using a PIN at a minimum, and a user ID and password when available. Users are responsible for the confidentiality and selection of passwords to ensure that unauthorized use of their UCAT user accounts does not occur.

6.1 Password Requirements

- 6.1.1** Individual user-IDs and passwords shall not be shared. No employee, including IT staff and an employee's supervisor, shall request another person's password(s).
- 6.1.2** User passwords should not be written down.
- 6.1.3** Passwords used on UCAT IT resources should not be used on non-UCAT IT resources.
- 6.1.4** Passwords should be changed regularly, even for applications that do not systematically require the change. When changing passwords, users should not reuse passwords that have previously been used for that specific IT resource.
- 6.1.5** Wherever possible, passwords should be sufficiently complex to minimize the potential for unauthorized access to UCAT IT resources. Care should be taken to include a mix of upper and lower-case letters, numbers, and special characters/symbols in all passwords.
- 6.1.6** Wherever possible, two-factor authentication is recommended.

- 6.2 Use of Third-party Password Management Services:** UCAT employees are allowed to use third party password management services (e.g., LastPass, etc.), but must ensure that corresponding login credentials are of sufficient length and complexity to minimize the potential for unauthorized access to UCAT IT resources. All password requirements described in 516.6.1 shall apply to passwords for third-party password management services.

516.7 Internet Use



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7.1 Internet Access and Use: Staff members are expected to exercise sound judgment in limiting their use of internet access to official business-related purposes during normal business hours. Any personal uses of office-provided internet capacity must be limited to breaks, lunch hour, or other off-duty time, and must be in keeping with standards of ethical behavior. IT resource administrators are instructed to monitor and periodically check the websites addressed using office internet access.

7.2 Downloaded Materials: Staff members must take care when downloading any materials from the internet, verifying the authenticity of material publishers and ensuring the security of UCAT IT resources. Staff members must not download any items with unrecognizable file extensions (e.g., .exe, .scr, .pif, .cmd, .cpl, and .hta.) or from unverifiable sources.

7.3 Social Computing: UCAT employees are discouraged from publicly discussing work-related matters, regardless of their level of confidentiality and regardless of whether the employee is on company or personal time, outside of appropriate work channels, including through social media, online chat rooms or forums, personal blogs, etc. An employee engaging in these and other like mediums must:

- 7.3.1 Make it clear that the views expressed are the employee's alone and do not necessarily represent the views of UCAT;
- 7.3.2 Respect UCAT's confidentiality and proprietary information;
- 7.3.3 Ask his or her manager if there are any questions about what is appropriate to include in a social media or blog post, chat room or forum comment, etc.;
- 7.3.4 Be respectful to UCAT and its employees, customers, partners, and competitors;
- 7.3.5 Understand and comply when UCAT asks that topics not be discussed for confidentiality or legal compliance reasons; and
- 7.3.6 Ensure that social media activities, blogging, etc. do not interfere with UCAT work commitments.

516.8 Electronic Messaging System

8.1 Use of the Messaging System: The UCAT messaging system consisting of email/calendaring client software, email/calendaring servers, and supporting infrastructure is the property of UCAT and shall be used for legitimate UCAT business purposes. Users are permitted access to the messaging system to assist them in performing their responsibilities within UCAT. Use of the messaging system is a privilege that can be revoked at any time.

8.2 Users Responsible for Messages: Users are responsible for any messages sent or forwarded from their email account. Users shall take care upon receiving any message from an unknown person or website, and shall not select any hyperlinks or open any



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attachments from unfamiliar sources or with unfamiliar file extensions (e.g., .exe, .scr, .pif, .cmd, cpl, and .hta.).

- 8.3 Account Management:** IT resource administrators have primary responsibility for the UCAT messaging system. Accounts are available only to current UCAT staff, excepting recently-separated staff subject to the provisions of 516.18.2. Special consideration may be made for outside affiliates and consultants, and must be approved in writing by the Commissioner of Technical Education.
 - 8.3.1** No user shall be allowed more than one mailbox in the messaging system.
 - 8.3.2** Messaging system user IDs must be unique and in the form of a UCAT ID as issued by UCAT. The canonical email address for a user will be based on the messaging system user ID. Exceptions shall be allowed for work group resources (conference rooms, IT resources, and generic work group email addresses).
 - 8.3.3** Users are responsible for safeguarding their passwords. Individual passwords must not be printed, stored online, or given to others (including family members).
 - 8.3.4** The automatic forwarding of email to non-UCAT addresses is prohibited.
 - 8.3.5** Unsolicited email (spam) and offensive external messages are to be deleted. Users should not respond to unsolicited e-mails, even to request removal from the mailing list.
- 8.4 Delegated (Proxy) Access:** A user may grant delegated (proxy) access to another user in the email system. Requests for delegated (proxy) access must be approved in writing by the user whose account will be accessed. Individuals who request and receive access to another person's email shall not receive permission to directly access the email account, but will be allowed to choose email messages they would like printed or forwarded to them that directly relate to the issue(s) described in their request.
- 8.5 Distribution or Storage of Prohibited Materials:** Email may not be used for dissemination or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (i.e., viruses), or any other unauthorized use.
- 8.6 Waste of Messaging System Resources:** Users may not deliberately perform acts that waste messaging system resources or unfairly monopolize resources to the exclusion of others. These acts include but are not limited to mass mailings, chain letters, or otherwise creating unnecessary network traffic. IT resource administrators, upon consultation with the Commissioner of Technical Education, reserve the right to disable mailboxes that are creating system-wide problems.



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8.6.1 Users may not initiate or forward chain messages. Chain messages are defined as messages sent to a number of people asking each recipient to send copies of the same request to a number of other recipients.

8.6.2 Mass email is a message that is sent to a large number of recipients. All mass email must be approved in writing by the Commissioner of Technical Education or his or her designee before dissemination.

8.7 **Personal Use:** Limited personal use is allowed so long as it does not interfere with the operation of the email system and does not provide an added burden for UCAT messaging system administration.

8.8 **Sensitive Data:** Users shall not send email containing private sensitive or confidential information without proper data security protocols (i.e., encryption). Examples include but are not limited to FERPA and/or HIPPA-protected student information, login credentials, etc.

8.9 **E-Mail Access on Mobile Devices:** Users are permitted to access their UCAT email accounts through mobile communication devices, in addition to an applicable mail client's web interface. Standard IT support shall be provided for mobile device integration.

8.10 **Mail Retention and Backup:** Email users and those in possession of UCAT records in the form of electronic mail are cautioned to be prudent in their reliance on electronic mail for purposes of maintaining a lasting record. Sound business practice suggests that consideration be given to transferring (if possible) electronic mail to a more lasting medium/format, such as acid free paper or backed-up portable document formats (.pdf). Users shall back up and retain emailed messages in accordance with established backup and retention schedules.

8.11 **Monitoring:** All electronic messages transmitted on UCAT IT resources are subject to appropriate and periodic monitoring by IT resource administrators, as set forth in 516.16.

516.9 Telephone Use

9.1 **Use of Telephone Systems:** UCAT telephone systems and equipment are provided for the conduct of official business. Use of these facilities for personal business shall be kept to a minimum. Usage reports for all UCAT phones may be monitored for abnormally high usage volumes. Office telephone numbers shall not be formally published in connection to personal business. Office phone numbers should not be given out for incoming personal calls. These phone numbers are strictly for the use of UCAT clients, or prospective clients, to be used when contacting UCAT regarding official business.

9.2 **Long Distance and Toll Calls:** Long distance and other toll calls for personal use made through the UCAT telephone system should be charged to an individual's personal calling card. If this is not possible, a record of such calls made at UCAT expense must be kept and repayment must be made upon receipt of the telephone bill. IT resource



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administrators and the Assistant Commissioner for Planning, Finance, and Facilities are responsible to prevent abuse and ensure that repayment is made. Personal collect calls shall not be accepted.

- 9.3 No Cellular Use while Operating a Motor Vehicle:** Employees shall not use cellular telephones to conduct UCAT business while operating a motor vehicle.

516.10 Shared File Space

Users shall treat institutional data and files as confidential unless otherwise noted pursuant to state or federal statute, regulation, law, or Board of Trustees policy. Users shall not access files or documents in a shared file space (e.g., file closets, shared computer drives or email accounts, Microsoft SharePoint, etc.) without proper authorization or unless pursuant to routine system administration. With authorization, users shall access and use information only in a manner consistent with their job function(s). Users are responsible for safeguarding the integrity and confidentiality of all information to which they have access, and shall not store personal sensitive or confidential information on an IT resource unless appropriate safeguards are in place. Users shall not use external, non-UCAT IT resources to access UCAT IT resources without prior written approval, and shall not attempt to circumvent access or accounting controls in place.

516.11 Wireless and Remote Access

Office employees are permitted to occasionally access UCAT IT resources remotely, though care should be taken such that remote access does not become a habit. UCAT employees are expected to complete their work at the office via normal IT resource channels. Remote access users: (1) shall access the UCAT network only through approved channels; (2) are responsible for adhering to all UCAT policies while accessing the system; (3) shall protect UCAT information and assets while accessing the UCAT network; (4) shall not connect to multiple networks at the same time without prior IT resource administrator approval; and (5) shall not download private sensitive or confidential information to non-UCAT systems, including home computers, personal storage drives, and mobile communication devices.

516.12 Hardware

- 12.1 Inventory Control:** An IT resource administrator, in consultation with the Assistant Commissioner for Planning, Finance, and Facilities, shall maintain an inventory of all physical IT resources purchased using UCAT funds.
- 12.2 Provision of IT Resources to Staff Members:** Each user shall be provided physical, UCAT-owned IT resources with which to fulfill his or her job responsibilities. An IT resource administrator shall document each physical IT asset provided to a user. Upon provision of physical IT resources to a user, responsibility for the physical security of the resources shall rest upon the user. Users shall be held liable for lost or damaged hardware due to negligence or noncompliance with this policy. Unused UCAT-owned hardware in the possession of a user shall be returned to an IT resource administrator to protect against future liability.



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12.3 Prohibited Activities: Users shall not install, reconfigure, or remove any hardware from UCAT IT resources without written authorization from an IT resource administrator. Users also shall not connect non-UCAT hardware directly to the UCAT network or UCAT IT resources. Exceptions shall be allowed for personal mobile phone access to wireless internet for acceptable use as described in 516.5.1-2.

12.4 Physical Security: Users are responsible for assuring that all electronic information, hard copy information, and hardware devices in their possession are physically protected at all times. IT resources containing private sensitive or confidential information shall never be left unattended without first securing physical access thereto.

12.4.1 Hardware containing private sensitive or confidential information, including CDs, flash or external drives, tablets, etc., must be kept in locked drawers, filing cabinets, or other secure places when not in use or when the work area is unattended.

12.4.2 Users shall not remove hardware containing private sensitive or confidential information from UCAT premises without the cognizant associate or assistant commissioner's approval. All transport activities shall be controlled and documented.

12.4.3 Users assigned to offices with locks shall lock their doors at the end of the workday.

12.4.4 Workstations, servers, mobile IT resources, and other computing devices shall be locked when left unattended.

12.4.5 Hardware found unattended or in inappropriate areas shall be returned to the owner, if known, or removed and securely stored until the owner is found or identified.

12.4.6 No staff member, contractor, or visitor shall compromise or evade physical restriction of access to the UCAT building or work areas.

516.13 Software

13.1 Authorization and Installation of Software: Software installed on UCAT IT resources shall be owned by the office and installed by an IT resource administrator or his or her designee. Installation of personal copies of software (e.g., video games, movie players, etc.) or installation of software by other staff members is prohibited unless written consent is granted by an IT resource administrator. This policy is intended to ensure compliance with software licensing obligations, safeguard against avoidable intrusion of computer viruses/malware, and avoid unnecessary overloading of memory and hard disc storage capacity of office-owned IT resources. Need for specialized software packages (apart from office-wide standard software modules) must be verified in writing by the cognizant



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associate or assistant commissioner, charged to the applicable cost center budget, and installed by an IT resource administrator or his or her designee.

- 13.2 Downloading Software:** Persons with internet access on office-owned IT resources may download documents related to their official duties, but are prohibited from downloading any software without first checking with an IT resource administrator to ensure both compliance with licensing requirements and protection against interference with other installed software.
- 13.3 Prohibition on Copying Office Installed Software:** Under no circumstances shall individual staff members copy office-owned software for installation on personal or any other IT resources.

516.14 Private Sensitive and Confidential Information

Private sensitive and confidential information requires specific protections. Unauthorized access or disclosure may result in reputation, regulatory, and/or financial harm to UCAT, its staff, and/or its clients. All information systems—automated and manual—used by UCAT must adhere to levels of security consistent with the sensitivity of the information contained therein. In the absence of specific direction, information shall be treated as confidential.

- 14.1 Private Sensitive and Confidential Information:** Users shall not retain private sensitive information (516.4.4) or confidential information (516.4.5) on UCAT-owned IT resources, unless: (1) the user requires such private sensitive or confidential information to perform duties that are necessary to conduct the business of UCAT; (2) the cognizant associate or assistant commissioner grants written permission to the user; and (3) the user takes reasonable precautions to secure private sensitive information, including the use of encryption on portable or mobile IT resources. Users shall not retain UCAT private sensitive or confidential information on non-UCAT-owned IT resources.
 - 14.1.1** Private sensitive or confidential Information shall not be left on printers, copy or fax machines, etc. for extended periods of time. Information shall not be left on white boards, flip charts, or in conference rooms. Information found in inappropriate areas should be returned to the owner, if known, or removed and securely stored until the owner is found or identified.
- 14.2 Encryption:** Encryption methods must be employed to protect private sensitive information contained on mobile or other portable devices, and information sent over public computer networks.
- 14.3 Backups:** Critical UCAT information which is stored on mobile IT resources shall be regularly backed up and these backups shall be protected against disclosure, theft, or loss.
- 14.4 Release of Information:** A nondisclosure agreement shall be signed by all UCAT employees (including full- and part-time employees), contractors, interns, etc. who will



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have access to private sensitive and confidential information. Legal agreements assuring the protection of private sensitive information shall be in place prior to the exchange, release, or transfer of such information to external users, including the Utah State Board of Education, the Utah System of Higher Education, the Utah Department of Workforce Services, etc.

205.15 Prohibited Activities

No UCAT IT resource shall be used in any way that violates UCAT's Information Technology Acceptable Use Policy (516), state or federal law, or generally accepted standards of computer ethics and etiquette. This includes, but is not limited to, the generation of threatening, harassing, abusive, obscene, or fraudulent messages. IT resources may not be used in a manner that involves or facilitates any of the following prohibited uses, even during limited personal use:

- 15.1** Any infringement or misappropriation of copyrighted material or software, trade secrets, or other intellectual property;
- 15.2** Any attempt to gain or help others gain unauthorized access to, or anything that jeopardizes the security of IT resources, data, or confidential information, or the privacy rights of others;
- 15.3** Engaging in or facilitating any crime, fraud, or illegal act, including gambling and sports pools;
- 15.4** Racist, sexist, stalking, harassing, or threatening communications (See Policy 502, Sexual Harassment and Consensual Relationships);
- 15.5** Any use that is for the personal gain of an employee or another person, including selling access to UCAT material; personal business; endorsement of products, services, or commercial enterprise; or to solicit for charitable organizations not approved and sponsored by UCAT;
- 15.6** Any misrepresentation of identity in accessing confidential information or in sending an electronic message, including sending a message as an official UCAT communication without appropriate permission. Users shall take steps to correct misrepresentations if they have mistakenly falsely identified themselves;
- 15.7** Distribution, communication, access, download, or display of pornography or material that is sexually explicit, excessively violent, harassing, or otherwise offensive;
- 15.8** Destruction, damage to, or alteration of any UCAT IT resource or property without proper authorization, or any unauthorized change to the design or configuration of IT resources, including the installation of non-UCAT-approved screen savers or downloading executable software that is not approved by an IT resource administrator;



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- 15.9 Any unauthorized activity that interferes with or adversely affects the performance of the employee's work or the work or responsibilities of others using UCAT's networks and systems, such as implementing or propagating a computer virus, using destructive software, inappropriate game playing, or monopolizing information resources for entertainment or personal use;
- 15.10 Sending or forwarding unsolicited bulk e-mail, chain letters, or "spam";
- 15.11 Any attempt to circumvent or disable security, monitoring, filtering, auditing, or other UCAT systems; engage in any activity that might be harmful to systems or information stored thereon; or interfere with the operation thereof by disrupting services or damaging files. Examples include but are not limited to: running "password cracking" programs, attempting to read or change administrative or security files, attempting to or running administrative programs for which permission has not been granted, using false identification on a computer or system or using an account assigned to another, forging mail or news messages, etc. Exceptions are to be approved by the Commissioner of Technical Education and shall be reserved only for approved "penetration tests" and other information security reviews;
- 15.12 Any attempt to monitor or tamper with another user's electronic communications, or to copy, change, or delete another user's files or software without the explicit agreement of the owner(s); and
- 15.13 Campaigning or other political activities, including lobbying Congress or any government agency.

516.16 Monitoring

- 16.1 **Privacy and Security:** Users shall respect others' legitimate expectations of privacy. However, the security and privacy of electronic records cannot be guaranteed. Appropriate administrators may require access to users' email and other electronic records typically taken to be private:
 - 16.1.1 Individuals having electronic communication system administration responsibilities, who cannot perform their work without access to email and other records in the possession of others, may access such information as needed for their job responsibilities.
 - 16.1.2 Through the course of system maintenance, IT resources administrators may view the contents of records as they are processed through the electronic communications system. However, these staff members are expected to maintain the confidentiality of any data they encounter in accordance with this policy. Not doing so may subject IT resources administrators to disciplinary action up to and including termination.



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- 16.1.3 Electronic documents may be disclosed pursuant to public records law or in the discovery process.
- 16.2 **Monitoring:** UCAT reserves the right to monitor any or all aspects of its IT resources. UCAT may monitor IT resources as a routine matter to the extent permitted by law, when monitoring is deemed necessary to maintaining the integrity and effective operation of its IT resources. UCAT may also engage in “responsive monitoring” in response to a particular problem, complaint, investigation of a claim, or lawsuit. Such responsive monitoring will be approved by the Commissioner of Technical Education. All monitoring shall comply with the following restrictions:
 - 16.2.1 All monitoring shall be relevant to a specific UCAT purpose, problem, complaint, investigation of a claim, or lawsuit;
 - 16.2.2 Disclosure and use of resulting data shall be restricted to UCAT-related purposes; and
 - 16.2.3 Monitoring a person's email must be approved in writing by the Commissioner of Technical Education.
 - 16.2.4 Advice from legal counsel may be sought before permission to monitor is granted.
- 16.3 **Monitoring Activities:** To conduct its monitoring activities, UCAT may:
 - 16.3.1 Record telephone calls made by or placed to staff members;
 - 16.3.2 Generate telephone usage reports;
 - 16.3.3 Review computer and network usage;
 - 16.3.4 Scan, review, and record incoming/outgoing email and instant message activity;
 - 16.3.5 Track every instance of internet connection and specific website access; and
 - 16.3.6 Review system resource usage logs including disk space, remote access, log-in, and other system logs.
- 16.4 **Child Pornography:** As provided in UCA 76-10-1204.5, IT resource administrators who, through the course of their employment, view an image on a computer or other electronic device that is or appears to be child pornography shall immediately report the finding of the image to a state or local law enforcement agency, or to the Cyber Tip Line at the National Center for Missing and Exploited Children. The IT staff shall also report the finding to the Commissioner of Technical Education. An IT resource administrator who willfully does not report such an image is subject to punitive action(s) described in Utah Criminal Code.



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516.17 Incident Reporting and Disciplinary Action

17.1 Security Incident Reporting: All suspected or actual security breaches of UCAT IT resources shall immediately be reported to an IT resource administrator. IT Resource Administrators shall report security incidents to the Commissioner of Technical Education.

17.1.1 If private sensitive information has been accessed or compromised by unauthorized persons or organizations, the IT resource administrator responsible for the information shall consult with the Commissioner of Technical Education and any applicable external resources necessary (e.g., Division of Risk Management, Attorney General's Office, etc.) to assess the level of threat and/or liability posed to UCAT and to those whose private sensitive information was accessed. Based on an assessment of the risk, UCAT may decide to notify individuals whose private sensitive information was accessed or compromised and provide information regarding measures to be taken to protect themselves from identity theft.

17.1.2 Mobile IT resources must be sanitized if lost or stolen when applicable technology and functionality exists.

17.1.3 If a virus is suspected, users shall notify an IT resource administrator immediately.

17.2 Report Non-compliance: Incidents of actual or suspected non-compliance with this policy shall be immediately reported to the IT resource administrator.

17.3 Suspension of Access

17.3.1 An IT resource administrator may immediately suspend a user's access to IT resources when the administrator reasonably believes:

(a) The user has violated office policies or law; and

(b) The user's continuing use of IT resources will result in: (1) damage to IT resource systems; (2) further violations of law or policy; or (3) the destruction of evidence of such a violation.

17.3.2 A user whose access to UCAT IT resources has been suspended shall be informed of his or her right to immediately appeal such a suspension to the Commissioner of Technical Education. The Commissioner shall be the final arbiter over the matter.

17.3.3 Users who are not UCAT employees may have their access to IT resources unilaterally revoked without warning if they violate this policy.



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17.4 Disciplinary Action: Personal use of UCAT's IT resources is a privilege rather than a right. Staff members using the systems in an appropriate manner and on an occasional personal basis need not be concerned about monitoring activities or possible disciplinary actions. However, misuse of any of these systems or other violation of this policy may subject a staff member to disciplinary action up to and including termination of employment in accordance with Policy 525, Evaluation, Corrective Action, and Termination of Staff Personnel.

516.18 Staff Separation

18.1 Preparing for Separation: A UCAT employee, upon deciding or learning of an impending separation from the organization, shall work with an IT resource administrator to establish procedures for: (1) the archival of applicable UCAT information in the employee's possession in accordance with established record retention schedules; (2) the return of UCAT-owned IT resources in a timely and efficient manner that does not interfere with the employee's remaining operations; and (3) the deletion of UCAT materials on privately-owned IT resources.

18.2 Retained Access to Email: UCAT Employees shall retain access to their business email accounts for thirty days after separation from the organization, after which time access shall be terminated. Former employees are still expected to adhere to the Information Technology Acceptable Use policy (516) until their email access is terminated.

18.3 UCAT Access to Former Employees' Email: UCAT reserves the right to examine and indefinitely retain electronic messages contained in a former employee's email account for such time as the information is required or may prove useful to UCAT business operations. Unauthorized access to former employees' email accounts, or access thereto for non-business-related purposes, is strictly prohibited.

18.4 Deletion of Email Accounts: Former employees' email accounts, including all messages contained therein, shall be deleted when applicable records retention requirements have been satisfied and the information is no longer useful.

516.19 Final Disposition of Information Technology Resources

19.1 IT Replacement Schedules: An IT resource administrator shall work with the Assistant Commissioner for Planning, Finance, and Facilities to identify and maintain replacement schedules for all inventoried IT resources (516.12.1).

19.2 IT Resource Sanitization: IT resources that have been replaced or are otherwise no longer necessary shall be thoroughly sanitized, ensuring the complete destruction of private sensitive and confidential information.

19.3 Final Disposition: IT resources that have been replaced or are otherwise no longer necessary, and that have been thoroughly sanitized, shall be disposed of in accordance with established surplus/disposal procedures.



Utah College of Applied Technology Office of the Commissioner
Information Technology Acceptable Use Acknowledgement and Agreement

The Utah College of Applied Technology Office of the Commissioner (UCAT) supplies its employees with information technology (IT) resources including computers, laptops and tablets, phones, email accounts, software, etc. in accordance with UCAT policy. UCAT IT resources may be used only for official UCAT business purposes, with exceptions outline in UCAT policy 516, Information Technology Acceptable Use.

Employees to whom UCAT IT resources are issued are assigned stewardship over said resources and are responsible for the physical and electronic security thereof. Employees are expected to be familiar with UCAT Policy 516, Information Technology Acceptable Use, and to utilize IT resources within the acceptable parameters described therein.

Employees should understand that while they are entitled to a basic expectation of privacy, UCAT will actively monitor use of its IT resources to ensure policy compliance, protection of physical and intellectual property, and security of students' private sensitive information. Staff members using IT resources in an appropriate manner need not be concerned about monitoring activities or possible disciplinary actions. However, misuse of any of these systems or violation of the Information Technology Acceptable Use policy may subject a staff member to disciplinary action up to and including termination of employment in accordance with Policy 525, Evaluation, Corrective Action, and Termination of Staff Personnel.

Any questions about this agreement or UCAT Policy 516, Information Technology Acceptable Use, should be directed to an IT resource administrator.

I, the undersigned, hereby acknowledge that I have read, understand, and agree to abide by the policies, provisions, and procedures contained in UCAT Policy 516, Information Technology Acceptable Use. I understand that I may be liable for activities outside of acceptable use of IT resources, and that inappropriate use of said resources may result in disciplinary action up to and including termination of employment. I accept responsibility for the protection and proper use of all UCAT IT resources provided to me as outlined in this agreement and policy. I agree that UCAT may monitor my use of UCAT IT resources according to the provisions set forth in the acceptable use policy. I agree to surrender all UCAT IT resources in my possession immediately upon request or upon termination of my employment.

I have read, understand, and agree to the terms set forth above.

Signed: _____ Printed Name: _____

Date: _____ Supervisor's Signature: _____

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: II.L

TOPIC: FY 2018 Proposed Tuition Adjustments

BACKGROUND

Per UCA 53B-2a-104, the UCAT Board of Trustees approves tuition rates for the applied technology colleges.

On April 25, 2013, the Board of Trustees approved two tiers of tuition to allow colleges the option of assessing tuition rates that vary across the system. Allowing for regional differences has served the colleges well for the four years the option has existed, but consensus among UCAT administration and college presidents is that referring to different tiers may cause confusion and is unnecessary.

Administration believes that colleges may still assess individual tuition rates based on regional needs and other factors without differentiating between Tier 1 or Tier 2. Rather, the recommendation will be to consider each college's proposed tuition rate independently with no "tier" designations.

UCA53B-7-101.5 also requires state institutions of higher education to conduct public hearings regarding possible tuition increases. Each college requesting a tuition increase has held its required hearings, and the information is included. After required input and other considerations, college boards and administration are requesting approval for the following tuition rates:

	FY 2017 Rate	Proposed FY 18 Rate	Per Hour Increase	% Increase
BATC	1.85	1.90	0.05	2.7%
DATC	2.05	2.10	0.05	2.4%
DXATC	2.25	2.25	-	0.0%
MATC	2.00	2.00	-	0.0%
OWATC	1.90	1.95	0.05	2.6%
SWATC	1.80	1.95	0.15	8.3%
TATC	1.80	2.00	0.20	11.1%
UBATC	2.00	2.00	-	0.0%



RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees consider each college's proposed post-secondary tuition rate and approved the proposed rates or set different rates as the Board deems appropriate. Administration also recommends that any tier designations be eliminated.

Attachment:
FY 2018 Tuition Hearing Memos



March 1, 2017

Commissioner David Woolstenhulme
Utah College of Applied Technology
2801 Ashton Blvd
Lehi, UT 84043

Dear Commissioner:

The BATC Board of Directors recommends a \$.05 increase in tuition from \$1.85 per membership hour to \$1.90 per membership hour for Fiscal Year 2018. This recommendation followed Board discussion at their February 27, 2017, meeting along with BATC faculty, staff, and administration discussion at the Faculty Senate meeting held February 23, 2017.

Since 1979, BATC has increased an average of \$.05 per year. Increasing at a small consistent rate is preferable over large increases.

I would like to respectfully request approval of this new tuition rate for the 2018 Fiscal Year.

Sincerely,

A handwritten signature in black ink that reads 'K. Chad Campbell'. The signature is written in a cursive style with a large initial 'K'.

K. Chad Campbell
College President



M E M O

To: Utah System of Technical Colleges Board of Trustees

From: Michael J. Bouwhuis, Davis Technical College President

Date: March 31, 2017

Subject: Regular Tuition Rate, Differential Tuition Rate Request

The institution published two notices of a FY 2018 proposed tuition increase of \$0.05¢ per hour during the period prescribed by law and held a formal public hearing on March 21, 2017, at 3:15 p.m. The parent of one student attended, and no electronic correspondence was received from the student body.

The Davis Technical College Board of Directors' met on March 23, 2017, and approved the proposed tuition increase of \$0.05 cents per hour. With approval of this tuition increase, tuition will be charged at the combined rate of \$2.10 per hour for regular courses during FY 2018.

Differential Tuition Rate Request

UCAT Policy 204, Tuition and Fees, provides a mechanism for a differential tuition rate to be applied for a specific course or program due to a unique or extraordinary circumstance. A campus Board of Directors' may request from the Utah System of Technical Colleges Board of Trustees' a one-year waiver.

The Davis Technical College Board of Directors' approved a \$1.00 per hour differential tuition. Academic learning services are provided by the college to assist students in the development of fundamental academic skills for successful enrollment in Davis Technical College's technical programs and success in employment. These programs do not generate a college certificate. College administration recommends approval of a differential tuition rate intended to improve skill attainment for enrolling students who fail to pass math, literacy and writing levels required for program entry.

The Davis Technical College now requests approval of the Utah System of Technical Colleges Board of Trustees for these tuition rates.



March 28, 2017

Commissioner Dave Woolstenhulme
Utah College of Applied Technology
2801 Ashton Blvd
Lehi, Utah 84043

Dear Dave:

The Ogden-Weber Tech College has two tuition proposals which require UCAT Board approval:

Tuition Increase

The college supports, with full college board approval, a tuition increase of five cents per hour for FY18.

Differential Tuition

In accordance with UCAT Policy Number 204.6-6.4, "Differential Tuition," please accept this letter as Ogden-Weber Applied Technology College's (OWATC) official request for a differential tuition rate in FY18 as described below. The OWATC Board of Directors has given unanimous support to continue this differential tuition rate in FY18.

Academic Learning Services:

All students: \$20/month

Justification: Academic learning services are provided by the college to assist students in the development of fundamental skills required for successful enrollment in college technical programs and eventual employment. Completion of academic learning courses do not result in a college post-secondary certificate but does prepare students for success in their chosen instructional program and as a productive member of a technically-trained workforce. Mirroring successful academic learning programs offered at other institutions, the request to establish a differential tuition rate is intended to reduce economic barriers to skill attainment in areas such as remedial math, literacy, and writing. Academic learning services also support high school completion for YouthBuild students. Upon successful skill attainment, students are either co-enrolled or fully-enrolled in college certificate programs. The regular UCAT approved tuition is applied to courses leading to an OWATC post-secondary certificate of completion.

On behalf of the Ogden-Weber Applied Technology College Board of Directors, I respectfully request approval of the tuition increase and differential tuition rate for FY18.

Sincerely,



Collette Mercier
President

/tms



Truth in Tuition Hearing

April 11, 2017; 12:00 p.m.

Proposed tuition increase: \$0.00 - \$0.15 per hour (8.3% increase from \$1.80 to \$1.95)

Current enrollment (through 2/28/2017): 1,703 students; 166,376.9 membership hours

Tuition revenues (through 2/28/2017): \$474,549

Projected student enrollment growth for FY 2018: 0%

Projected 2018 tuition revenue increase: \$0 - \$23,624

How increased tuition revenues will be spent:

Salaries and benefits	100%
-----------------------	------

Time, date and place of final determination: May 18, 2017; Utah College of Applied Technology, 2801 Ashton Blvd, Lehi, UT 84043



April 6, 2017

Board of Trustees
Utah College of Applied Technology
2801 Ashton Blvd.
Lehi, Utah 84043

Please accept this letter as Tooele Applied Technology College's (TATC) official request to increase tuition from \$1.80 per hour to \$2.00 per hour. The attached letter to Commissioner Woolstenhulme, dated April 5, 2017 describes the process taken and information provided as required by Utah Code 53B-7-101.5.

Kent Thygerson, Vice President of Finance and Operations conducted two public hearings on April 4, 2017 to discuss a proposed tuition increase – see attached Public Hearing Participants Memorandum, dated April 4, 2017.

Mr. Thygerson reported that “there was one attendee during the noon meeting and no attendees during the 5 p.m. meeting. With the attendee, we discussed the proposed tuition increases, the additional revenue anticipated and the use of those funds. There were no expressed concerns with the proposed tuition increase.”

The TATC Board of Directors voted in support of this request during their April 5, 2017 Board meeting.

Additionally, TATC requests to continue offering a differential tuition rate of \$20 per month for students enrolling in Learning Center coursework.

Sincerely,

Joyce Hogan
Chair, Tooele Applied Technology College Board of Directors

c: Thomas Bingham, Vice Chair, Board of Directors, TATC
Kent Thygerson, Vice President of Finance and Operations, TATC
David Woolstenhulme, Commissioner, UCAT

Attachments: Public Hearing Participants Memorandum – April 4, 2017
Commissioner David Woolstenhulme Letter – April 5, 2017





Memorandum

To: PUBLIC HEARING PARTICIPANTS

From: Scott J. Snelson, President

Date: April 4, 2017

Re: Proposed Tuition Increase

Tooele Applied Technology College (TATC) is proposing to increase student tuition rates from the current \$1.80 per hour to \$1.90 or \$2.00 per hour. The proposed increase will fall within the range of 5.6% to 11.1%, which is an increase of \$9.60 or \$19.20 per month for a student who enrolls for 24 hours per week.

In accordance with Utah Code Section 53B-7-101.5, the following information is provided for all who attend the scheduled Truth in Tuition public hearing concerning the proposed tuition increase.

1. Anticipated current year adult student enrollment: 650
2. Anticipated total tuition revenue for the current year: \$250,920
3. Projected adult student enrollment growth for the next school year: 750
4. Projected tuition revenue increase from anticipated growth: \$20,070
5. Projected tuition revenue with .10 cent tuition increase: \$35,125
6. Projected tuition revenue with .20 cent tuition increase: \$50,180
7. How increased tuition revenue will be spent: Additional tuition revenue will be used to provide staff for the administration of Federal Financial Aid.

The final decision to increase tuition will be determined by the TATC Board of Directors when they meet on April 5, 2017. The TATC Board meets from 12:00 noon to 2:00 pm in the TATC Board Room.



Memorandum

To: TATC Board of Directors

From: Scott J. Snelson, President

A handwritten signature in black ink, appearing to be 'SJS', is written over the name 'Scott J. Snelson, President'.

Date: April 4, 2017

Re: Truth in Tuition Hearing

TATC is requesting a tuition increase for the 2017 – 2018 school year. In compliance with Utah Code 53-B-7-101.5 - Proposed Tuition Increases / Notice / Hearings, TATC conducted Truth in Tuition Hearings on April 4, 2017 from 12:00 – 1:00 pm and again from 5:00 – 6:00 pm at requesting public comment.

As per state statute, TATC is required to post notices and advertise the hearing at least ten days prior to the hearing. TATC posted a notice in the institutional newsletter and website, on the Utah Public Notice website, and advertized the hearing on flyers posted throughout the college and in classrooms. Publishing of these postings and advertisements began on Monday, March 20, 2017.

TATC is also required to provide hearing participants with information on the current year's student enrollment, total tuition revenues for the current school year, projected student enrollment growth for the next school year and projected tuition revenue increases from anticipated growth, and a detailed accounting of how and where the increased tuition revenues will be spent. This information is located on the attached Memo to Public Hearing Participants, dated April 4, 2017.

Board discussion of the proposed tuition increase is requested.



March 15, 2017

UCAT Board of Trustees
2801 Ashton Blvd.
Lehi, UT 84043

Dear Trustees,

UBATC does not intend to have an increase in the tuition rate for FY2018 as discussed in the March 15, 2017 Board of Directors meeting.

Please contact me if I can be of further assistance.

Sincerely,

Aaron K. Weight,
College President

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: II.M

TOPIC: FY 2018 Proposed Differential Tuition Rates

BACKGROUND

UCAT policy 204.6.4 provides for differential tuition rates based on extraordinary circumstances. The following courses at BATC, DATC, OWATC and UBATC were identified to be considered for differential tuition rates and have previously been approved for differential rates. Requests for differential tuition rates are presented to the Board of Trustees annually, as approved differential tuition rates expire each year on June 30.

BATC:

Farm and Ranch Management - \$210 per year for beginning students, \$240 for advanced students,
Academic Learning Center - \$20 per month

DATC:

Academic Learning Center - \$1.00 per hour

OWATC:

Academic Learning Center - \$20 per month

TATC:

Academic Learning Center - \$20 per month

UBATC:

Farm and Ranch Management - \$204 per year for beginning students, \$240 for advanced students

RECOMMENDATIONS

UCAT administration recommends the Board of Trustees approve the requested differential tuition rates.

Attachments:

Letters from BATC, DATC, OWATC, TATC and UBATC requesting approval for differential tuition rates





March 1, 2017

Commissioner David Woolstenhulme
Utah College of Applied Technology
2801 Ashton Blvd
Lehi, UT 84043

Dear Commissioner:

In accordance with UCAT Policy Number 204.6-6.4, "Differential Tuition," please accept this letter as Bridgerland Applied Technology College's (BATC) official request for differential tuition rates in Fiscal Year 2018 as described below.

1. Farm /Ranch Business Management:

Beginning students: \$210/annually

Advanced students: \$240/annually

Justification: The Farm/Ranch Business Management Program began in the early to mid-1980s in an effort to help small- and medium-sized farms and ranches become successful. For each year of its existence, it has operated with a differential tuition rate. In prior years, the process of renewing the differential rate was virtually automatic and occurred at the same time the regular tuition rate was approved. With the development and approval of the newest version of UCAT Policy Number 204.6-6.4, BATC is now required to request approval of this differential rate on an annual basis.

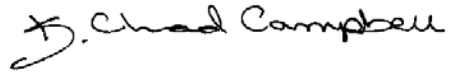
2. Academic Learning:

All students: \$20/month

Justification: The Academic Learning Center exists as a resource to assist students in transitioning from wherever they are academically, to a level that will ensure success in their chosen training program. The Academic Learning Center does not result in an occupational credential but rather prepares students for success in both their chosen training program and eventual occupation. This center has also existed since the mid-1980s and has always operated with a differential tuition rate. The rate has been established as a means of removing or at least reducing barriers to enrollment as students move through the remedial math, English, and/or reading curriculum at their own pace. Upon successful completion of the curriculum, students are then prepared to enter one of BATC's more than 30 training programs (with over 40 career paths) and will be charged the UCAT approved tuition rate for their chosen occupational program.

Because of the reasons stated above, and on behalf of the Bridgerland Applied Technology College Board of Directors, I would like to respectfully request approval of these differential tuition rates for the 2018 Fiscal Year.

Sincerely,

A handwritten signature in black ink that reads "K. Chad Campbell". The signature is written in a cursive style with a large initial "K" and a long, sweeping underline.

K. Chad Campbell
College President



M E M O

To: Utah System of Technical Colleges Board of Trustees

From: Michael J. Bouwhuis, Davis Technical College President

Date: March 31, 2017

Subject: Regular Tuition Rate, Differential Tuition Rate Request

The institution published two notices of a FY 2018 proposed tuition increase of \$0.05¢ per hour during the period prescribed by law and held a formal public hearing on March 21, 2017, at 3:15 p.m. The parent of one student attended, and no electronic correspondence was received from the student body.

The Davis Technical College Board of Directors' met on March 23, 2017, and approved the proposed tuition increase of \$0.05 cents per hour. With approval of this tuition increase, tuition will be charged at the combined rate of \$2.10 per hour for regular courses during FY 2018.

Differential Tuition Rate Request

UCAT Policy 204, Tuition and Fees, provides a mechanism for a differential tuition rate to be applied for a specific course or program due to a unique or extraordinary circumstance. A campus Board of Directors' may request from the Utah System of Technical Colleges Board of Trustees' a one-year waiver.

The Davis Technical College Board of Directors' approved a \$1.00 per hour differential tuition. Academic learning services are provided by the college to assist students in the development of fundamental academic skills for successful enrollment in Davis Technical College's technical programs and success in employment. These programs do not generate a college certificate. College administration recommends approval of a differential tuition rate intended to improve skill attainment for enrolling students who fail to pass math, literacy and writing levels required for program entry.

The Davis Technical College now requests approval of the Utah System of Technical Colleges Board of Trustees for these tuition rates.



March 28, 2017

Commissioner Dave Woolstenhulme
Utah College of Applied Technology
2801 Ashton Blvd
Lehi, Utah 84043

Dear Dave:

The Ogden-Weber Tech College has two tuition proposals which require UCAT Board approval:

Tuition Increase

The college supports, with full college board approval, a tuition increase of five cents per hour for FY18.

Differential Tuition

In accordance with UCAT Policy Number 204.6-6.4, "Differential Tuition," please accept this letter as Ogden-Weber Applied Technology College's (OWATC) official request for a differential tuition rate in FY18 as described below. The OWATC Board of Directors has given unanimous support to continue this differential tuition rate in FY18.

Academic Learning Services:

All students: \$20/month

Justification: Academic learning services are provided by the college to assist students in the development of fundamental skills required for successful enrollment in college technical programs and eventual employment. Completion of academic learning courses do not result in a college post-secondary certificate but does prepare students for success in their chosen instructional program and as a productive member of a technically-trained workforce. Mirroring successful academic learning programs offered at other institutions, the request to establish a differential tuition rate is intended to reduce economic barriers to skill attainment in areas such as remedial math, literacy, and writing. Academic learning services also support high school completion for YouthBuild students. Upon successful skill attainment, students are either co-enrolled or fully-enrolled in college certificate programs. The regular UCAT approved tuition is applied to courses leading to an OWATC post-secondary certificate of completion.

On behalf of the Ogden-Weber Applied Technology College Board of Directors, I respectfully request approval of the tuition increase and differential tuition rate for FY18.

Sincerely,



Collette Mercier
President

/tms



April 6, 2017

Board of Trustees
Utah College of Applied
Technology 2801 Ashton Blvd.
Lehi, Utah 84043

Please accept this letter as Tooele Applied Technology College's (TATC) official request to increase tuition from \$1.80 per hour to \$2.00 per hour. The attached letter to Commissioner Woolstenhulme, dated April 5, 2017 describes the process taken and information provided as required by Utah Code 53B-7-101.5.

Kent Thygerson, Vice President of Finance and Operations conducted two public hearings on April 4, 2017 to discuss a proposed tuition increase - see attached Public Hearing Participants Memorandum, dated April 4, 2017.

Mr. Thygerson reported that "there was one attendee during the noon meeting and no attendees during the 5 p.m. meeting. With the attendee, we discussed the proposed tuition increases, the additional revenue anticipated and the use of those funds. There were no expressed concerns with the proposed tuition increase."

The TATC Board of Directors voted in support of this request during their April 5, 2017 Board meeting.

Additionally, TATC requests to continue offering a differential tuition rate of \$20 per month for students enrolling in learning Center coursework.

Sincerely,

A handwritten signature in black ink that reads "Joyce Hogan". The signature is fluid and cursive.

Joyce Hogan
Chair, Tooele Applied Technology College Board of Directors

c: Thomas Bingham, Vice Chair, Board of Directors, TATC
Kent Thygerson, Vice President of Finance and Operations,
TATC David Woolstenhulme, Commissioner, UCAT

Attachments: Public Hearing Participants Memorandum -April
4, 2017 Commissioner David Woolstenhulme
letter-April 5, 2017





March 8, 2017

Jim T. Evans, Chairman
UCAT Board of Trustees
2801 Ashton Boulevard
Lehi, UT 84043

Dear Chairman Evans:

As the UCAT Board of Trustees approves the tuition, we would appreciate their consideration in keeping some of the differential tuition rates which we have followed for many years. One of the core values of UCAT is flexibility which allows for us to respond to requests in a manner which is appropriate for that situation. Farm and Ranch Management is where we would urge the board to consider some flexibility in the way we apply our tuition policy.

For many years, the Farm and Ranch Management programs within UCAT have followed their own membership hour and tuition policy. This policy was developed with the input of all the instructors and the agricultural specialist from the Utah State Office of Education. Because of the unique nature of this program, the policy has done a very good job of providing a pricing structure which was acceptable to the market and accounted for membership hours in a way that treated it in a manner which is very comparable to other UCAT programs.

Duchesne County is one of the highest beef producing counties in the state. The skills taught in the program help farmers and ranchers develop management practices based on sound economic principles. The agricultural lending institutions encourage their clients to complete the Farm and Ranch Business Management program as a condition of the lending process. This program is primarily an occupational upgrade program which helps the businesses be more competitive in the market place. Without our program, there would not be another training program to take its place.

By requiring the normal tuition rate, the cost would rise from \$204 to \$960 a year. This would create an economic hardship on the farming families who need this training. We therefore request approval to continue to utilize a differential tuition rate of \$204 for the 480 hour basic course and \$240 for the 690 hour advanced course.

Thank you for your consideration.

A handwritten signature in blue ink that reads "William A. Ryan".

William A. Ryan,
Chairman – UBATC Board of Directors

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: II.N

TOPIC: UCAT Office Lease and MATC Transition to Existing UCAT Building

BACKGROUND

On January 12, 2017, the Board of Trustees authorized UCAT Administration to explore potential locations to move the Commissioner's Office to downtown Salt Lake City and for MATC to occupy the current UCAT Administration Building for instructional purposes after the move.

A location has been identified, and the move will likely take place this September.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the lease agreements as attached.

Attachments:

310 Main Building Information

Proposed Floor Design

310 Main Lease Proposal (Pending Negotiation and Document Prep)

MATC lease for current UCAT Administration Building (Forthcoming, Pending Document Preparation)



12TH FLOOR
AVAILABLE



310 MAIN

LIFE ELEVATED

Put your new office on Salt Lake's front line. Located adjacent to the Gallivan Plaza Trax Station and along the revitalized pedestrian-friendly corridor of 300 South, 310 Main offers unparalleled transportation and dining options. **Major common area renovations are planned, including a fitness facility and bike storage.** This will make 310 Main the place to live a (work) life elevated.

PROPERTY FEATURES

- 7,336 RSF available on the 12th Floor
- Lease Rate: \$19.50/RSF/YR Full Service
- Generous Tenant Improvement Allowance Available
- Three on-site parking stalls and ample parking within one block
- Amenities:
 - Full Service cafeteria open for breakfast & lunch
 - TRAX stop on corner of 300 South & Main Street
 - Located next to U.S. Courthouse and Market Street
 - Over 25 restaurants within walking distance



STANDARD FINISH



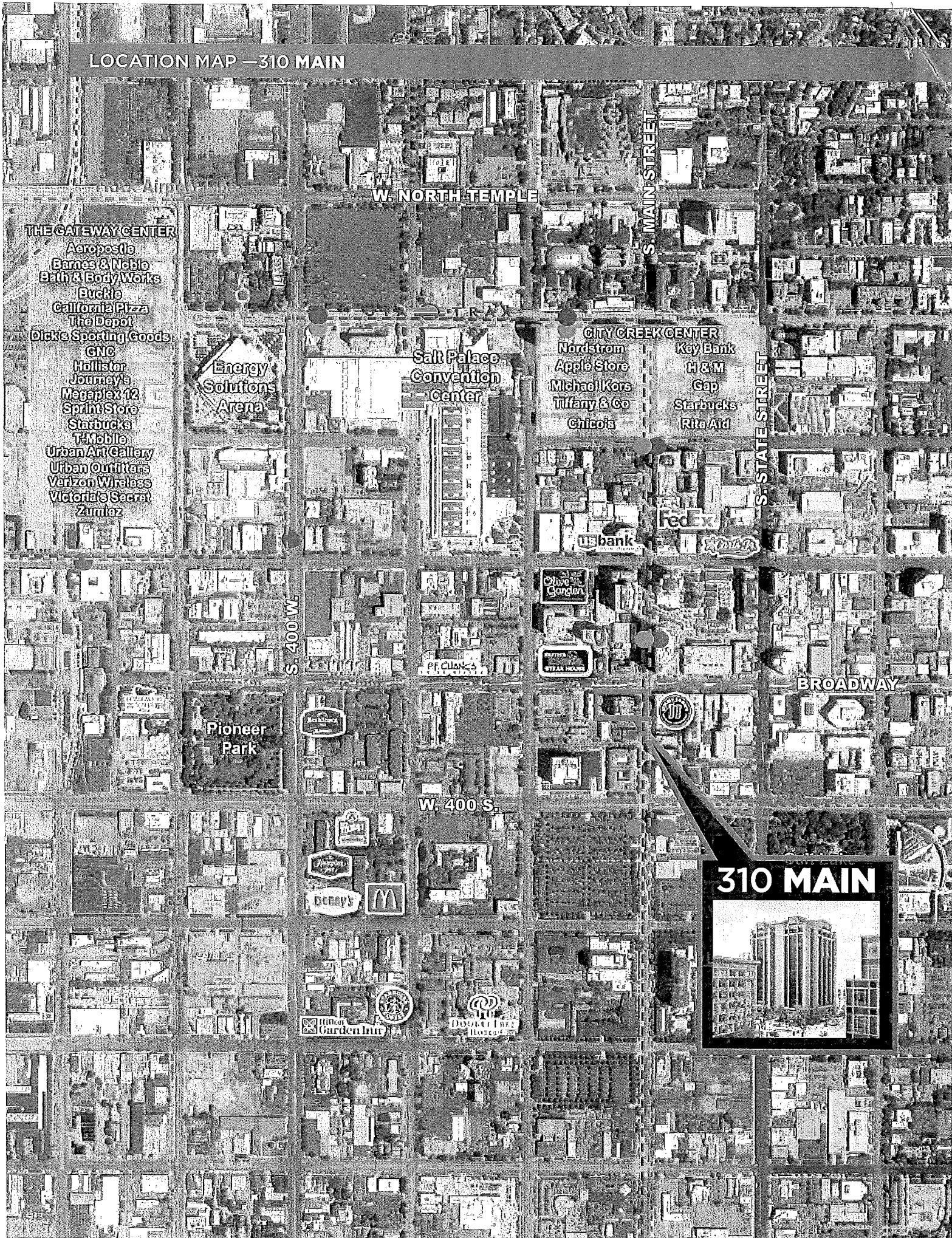
ON-SITE CAFETERIA



POTENTIAL SPACE



LOCATION MAP — 310 MAIN



THE GATEWAY CENTER

- Aeropostle
- Earnes & Noble
- Bath & Body Works
- Buckle
- California Pizza
- The Depot
- Dick's Sporting Goods
- GNC
- Hollister
- Journey's
- MegaPlex 12
- Sprint Store
- Starbucks
- T-Mobile
- Urban Art Gallery
- Urban Outfitters
- Verizon Wireless
- Victoria's Secret
- Zumiez

Energy Solutions Arena

Salt Palace Convention Center

CITY CREEK CENTER

- Nordstrom
- Apple Store
- Michael Kors
- Tiffany & Co
- Chico's
- Key Bank
- H & M
- Gap
- Starbucks
- Rita's

USbank

FedEx

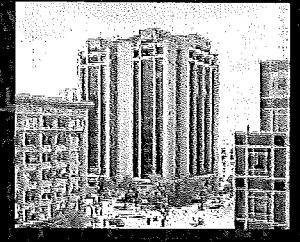
S. 400 W.

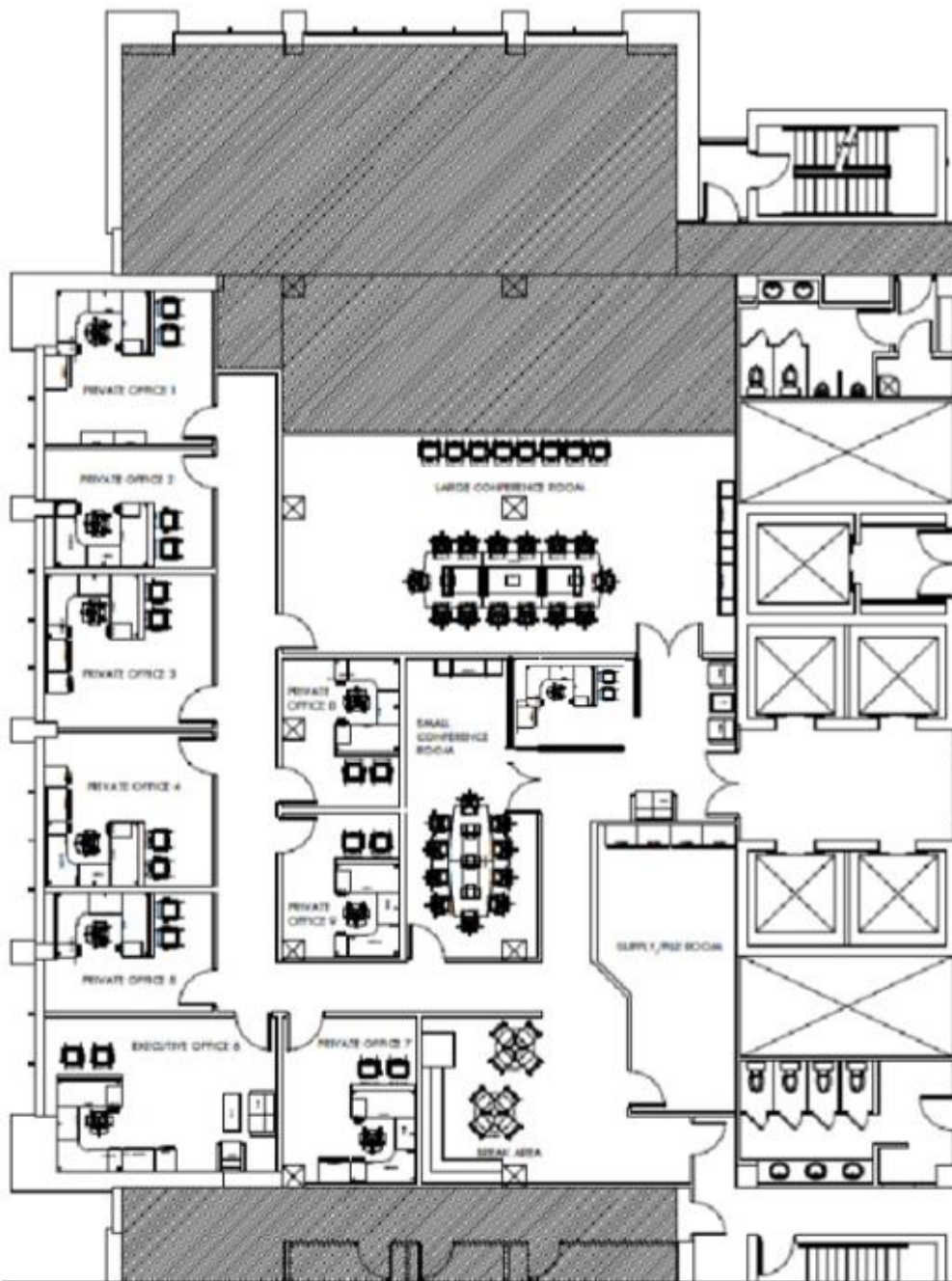
Pioneer Park

W. 400 S.

BROADWAY

310 MAIN





Inside Out Office Interiors
 479 South 700 East
 Salt Lake City, Utah

PROJECT:
301 S MAIN
 12th Floor
 (+/- 4450 S.F.)

DATE:
 05/10/17

REVISIONS:

SHEET TITLE:
FLOOR PLAN
TEST FIT

April 20, 2017

JLL

Attn: Jami March

90 400 West, Suite 100

Salt Lake City, Utah 84101

RE: LEASE PROPOSAL FOR THE STATE OF UTAH – UTAH COLLEGE OF APPLIED TECHNOLOGY (“TENANT”) FOR SPACE LOCATED AT 310 MAIN – LEVEL 12

Dear Jami,

The State of Utah - DFCM Real Estate on behalf of UCAT would like to submit this lease proposal for space at 310 Main Street for your consideration. We look forward to receiving a response from you regarding this proposal.

Building: 310 South Main
SLC, Utah

Premises: The south portion of the 12th floor, comprising between 5,000 to 6,000 RSF as determined by final office design layout.

Lease Term: This proposal is based on a sixty (60) month lease term.

Lease Commencement: September 1st, 2017

Delivery Date: August 14th, 2017 (early delivery to allow Tenant access to the space for setup)

Rental Rate: The rental rate for the building shall be at \$19.00 per rentable square foot, Full Service lease.

Escalation: The lease rate shall increase by 2 % annually starting in the second year of the lease.

Rent Abatement: The Landlord will provide the Tenant with 2 months of rent abatement at the beginning of the term

- Tenant Improvements:*** Landlord shall provide tenant
- Build out of the space for Tenant's office needs as aligned to general office standards.
 - Hiring a space planner to assist with office buildout needs.
 - Sink installed in the breakroom
- Signage:*** Landlord shall provide directory and suite signage.
- Lease Securitization:*** Tenant will not be required to provide a security deposit
- Lease Renewal:*** Tenant will be granted one (1) five (5) year option to renew at \$21.00 per RSF with the rent amount increased 2% annually. Tenant will provide six (6) months prior written notice for this right to renew.
- Parking:*** Tenant shall be provided 2 unreserved parking stalls on site at no additional cost.
- Representation:*** No commission due for Tenant's representation.

It is expressly understood and agreed that this document is not a binding agreement between the parties, but is intended only to outline the proposed terms and conditions under which the parties may consider entering into a definitive agreement. Neither party shall have a binding contractual obligation to the other unless and until a formal lease agreement has been prepared, executed and delivered. This letter supersedes any and all past writings and/or oral communications by any parties hereunder or their respective representative. We will look forward to receiving feedback from you on this proposal and would appreciate a response by Wednesday April 26, 2017 if possible.

Sincerely,

Lee Fairbourn, CCIM
DFCM Real Estate Manager
801-538-3799
lfairbourn@utah.gov

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: II.P

TOPIC: Approval of FY 2019 Capital Development Priorities

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:

<u>College</u>	<u>Project</u>	<u>Sq. Ft.</u>	<u>Cost</u>	<u>O&M</u>
BATC	Health Sciences and STEM Technology Building	94,500	\$ 29,888,375	\$ 711,900
DATC	Allied Health Building	85,000	\$ 31,242,689	\$ 661,300
MATC	Thanksgiving Point Campus Technology/Trades Building	89,000	\$ 31,829,500	\$ 692,420

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 tabulated and projects ranked by score greatest to least. That information will be provided to the Board later in the meeting for further discussion and final prioritization.

During their visit to the last Board of Trustees meeting, representatives from the State Building Board provided the following input regarding UCAT's capital development processes and submission of priorities:

- Presentations should be to the point/non-convoluted
- Show effectiveness of the projects – measurable outcomes and performance indicators that may be enhanced
- Clear demonstration of need
- Current facilities utilization/Justification for new space
- Funding plans should be clear
- Projects are cost effective – programs are of appropriate size and space
- Data presented must be accurate
- Criteria must be consistent across the system
- Cost estimates are accurate



- Clear justification for rankings
- Only a college's top priority comes forward (no number twos)

RECOMMENDATIONS

UCAT administration recommends the Board of Trustees score each capital development project based on the provided scoring criteria. After staff has tabulated and summed the scores, administration recommends that the Board review the totals and officially rank the projects in priority order for submission to the State Building Board, Legislature, and Governor's Office. Administration also recommends that the Board limit the number of submitted projects and focus on the highest priority.

Attachments:

UCA 53B-2a-112

College Capital Facilities Request Summaries

Effective 5/10/2016

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 18-19 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 Technical 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 Bridgerland Technical College Health Sciences and STEM 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:

\$29,888,375

In an effort to comply with the Building Board requirement of identifying completed buildings of comparable size and scope, Bridgerland Tech has identified one example building that was constructed as a Health Sciences building. The Ogden-Weber Technical College completed construction of their Health Sciences building in 2011. Construction of their facility occurred during difficult economic times that resulted in favorable outcomes in the bidding process. The original budget/cost estimate of the Ogden-Weber Tech facility was approximately the same as Bridgerland Tech's original DFCM generated Cost Budget Estimate (CBE) at the time. Bridgerland Tech'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 Bridgerland Tech's Main Campus facility in 1984. Bridgerland Tech owns approximately 26.5 acres immediately adjacent to the Main Campus building that is available for this project.

Other Sources of Funding: \$ Under Development – To Be Determined

FY 2018 Requested Funding: \$29,888,375

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 the Utah System of Technical Colleges (91,500 x \$7.78/sq. ft.).

PROJECT EXECUTIVE SUMMARY

Growth/Capacity:

The need for a Bridgerland Technical College Health Sciences and STEM Technology Building can be summed up in three words: 'ROOM TO GROW.' The Nursing and Health Sciences programs at Bridgerland Tech have experienced explosive growth over the past twenty-plus years and have cannibalized the Main Campus building. This cannibalization not only limits growth for health care related programs but it has placed a chokehold on most of our other programs as well.

According to data recently obtained from the Department of Workforce Services (DWS), the openings for Registered Nurses in the Bear River Region during the last 120 days is three times the current capacity and the demand state-wide during the last 120 days is more than 100 times our current capacity. That same demand applies to all other healthcare related fields. For the first time in the history of this College, local employers are offering \$500 signing bonuses for Nurse Aids with an additional incentive for recruiting a friend.

There are two primary healthcare systems in the Bear River Region and both of them are investing millions in new facilities. Intermountain Healthcare is planning to invest \$90 million in renovations and expansion of the Logan Regional Hospital during the next several years and has just completed a project doubling the size of their medical offices. The Cache Valley Specialty Hospital, part of the Mountain Star system, is currently building a new "Women's Center." The demand for healthcare workers in the region and across the state is extreme. Bridgerland Tech was recently contacted by the University of Utah Medical Center pleading for graduates and offering clinical experiences for our students.

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, Bridgerland Tech'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 Bridgerland Tech, and across the Utah System of Technical Colleges, are an integral part of both the national and state healthcare pipeline.

Improve Effectiveness in Critical Programs:

BATC Nursing and Health Sciences programs urgently need 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 specializations regularly have licensing exam pass rates with scores significantly higher than national averages. We have great programs working out of old, outdated facilities; but more importantly, there isn't ‘ROOM TO GROW’ for Nursing, Health Sciences, or any other programs.

The cannibalization of existing facilities that places a chokehold on the other programs is significant. For example, expanding healthcare programs into the Cabinetmaking and Building Construction classrooms has limited the depth of instruction in those programs severely. Instead of teaching students how to design cabinets and then use CNC equipment to produce the parts, we are limited to teaching outdated technology.

Cost Effective:

Bridgerland Technical College 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, Bridgerland Tech 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. Bridgerland 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.

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

Bridgerland Tech has never built a “new” building. As a result, our buildings are utilitarian with structures adapted to specific purposes. They are particularly functional for our heavy industrial programs such as Diesel, Automotive Services, Auto Collision, Welding, Machining, and others. But, they are not very compatible with the needs of Nursing and Health Sciences programs. Converting or cannibalizing existing space from its intended heavy industrial use to healthcare related programs is proving to be extremely expensive. Every time an existing program is cannibalized to squeeze in health program spaces, the cost of renovation to meet accreditation standards can exceed \$1,000 per square foot or more, while barely meeting the required standards. Even if space in the existing buildings were available, renovation is far costlier than starting with a new building.

Bridgerland Tech has completed the Feasibility Study on this project as required by the Building Board and the Legislature. The study confirms the site location is available and suitable for the project. It also provided concept renderings of what a new facility might look like. However, we believe there is potential for a more cost effective solution as described below.

Cost Effective Solution:

Why reinvent the wheel? Our friends and colleagues at Ogden-Weber Tech completed construction of a new Health Sciences building in 2011. In terms of size and scope, it is exactly what Bridgerland Tech 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.

Bridgerland Tech is very appreciative of Ogden-Weber Tech's willingness to help facilitate the cost savings that can be generated by reusing their plans; therefore, Bridgerland Tech's project is ‘shovel ready.’ The site is already owned and the utilities are available. Only minor modifications and updates to the Ogden-Weber Tech plans would be needed. Their building is LEED Certified at the Gold level, exceeding the Building Board's minimum standard of Silver.

An additional cost savings measure for Bridgerland Tech'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.

Existing Building Deficiencies and Life Safety concerns:

Both buildings at the Bridgerland Technical College are more than 45 years old and have been remodeled or improved several times. The existing buildings are utilitarian and functional for the heavy industrial programs they were originally purchased and remodeled to accommodate. However, the existing buildings were never designed for use in healthcare related programs.

Using facilities that were originally designed for Cabinetmaking and Building Construction has created what some would even consider a "Life Safety" concern. The paint fumes from the Cabinetmaking spray booth are circulated through healthcare related classrooms because these rooms were originally designed for use in Cabinetmaking. As a result, students and teachers continually complain about headaches and other health issues. In an extreme example, one instructor, who is also a cancer survivor, has a suspicion her cancer was caused by constantly breathing paint fumes from the Cabinetmaking lab.

Alternate Funding Sources:

Bridgerland Technical College has formed a relationship with the Weber State University School of Nursing. This collaboration has resulted in the shared use of hospital beds, manikins, an electronic medication dispensing system, and other costly simulation equipment. Additionally, Bridgerland has varied clinical partnerships including an affiliation with Intermountain Healthcare. Our clinical partnerships have resulted in donations of electrocardiogram machines, physician office exam tables, hospital beds and cribs, and other medical-surgical equipment. As we move forward with construction of a new Health Sciences Building, our continued partnerships will provide substantial "in-kind" donations, cooperative purchasing arrangements, and will generate a substantial cost savings in equipment purchases.

In addition, Bridgerland Tech is in the process of hiring a Development Officer to pursue and secure donations, grants, community gifts, and additional "in-kind" donations for this project. While the current level of alternate funding sources would be considered immaterial, we feel confident in our ability to generate sufficient revenue to fund or partially fund the equipment needs for this project. Bridgerland Tech will vigorously pursue philanthropic donations and gifts for this project but will proceed without making any unrealistic promises.

FY 2019 Capital Development Project Request Executive Summary



Agency/Institution:	Davis Technical College
Project Name:	Allied Health Building
Agency/Institution Priority:	One
Project Scope:	85,000 square feet
Preliminary Cost Estimate:	\$31,242,689
Other Sources of Funding:	\$ 546,638 (cash) / \$15,000 (verbal commitment) / \$ 283,725 (written commitment)
FY 2019 Requested Funding:	\$ 30,397,326

Building Demand

The Davis Technical College (Davis Tech) has been educating students since 1978, and is a leader in Allied Health Training in the Utah System of Technical Colleges. Davis Tech 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 Davis Tech, 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 Davis Tech 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 Davis Tech facilities are already over capacity, necessitating using portables, Job Corps, and Freeport West space located eight miles from our main campus. 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 classrooms and labs.

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 Davis Tech. 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, Davis Tech 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, 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 **480 new openings per year** in this region with nearly 340 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.

Occupation	Ogden-Clearfield Metropolitan Statistical Area Annual Data		Salt Lake Metropolitan Statistical Area Annual Data		Statewide Long Term Data	
	Annual Growth Rate	Annual Openings	Annual Growth Rate	Annual Openings	2014 - 2024 Percent Change	Statewide Average Annual Openings
Dental Assistants	3.25%	60	2.35%	100	29.90%	260
Emergency Medical Technicians and Paramedics	2.87%	10	4.36%	70	33.60%	120
Licensed Practical and Licensed Vocational Nurses	2.25%	20	1.99%	30	21.40%	90
Medical Assistants	3.01%	80	2.63%	160	31.40%	380
Medical Records and Health Information Technicians	1.72%	10	3.29%	50	31.90%	90
Nursing Assistants	3.24%	130	3.09%	250	33.30%	610
Pharmacy Technicians	2.51%	20	3.16%	80	30.40%	140
Registered Nurses	2.49%	140	3.27%	620	32.60%	1,150
Surgical Technologists	1.76%	10	3.72%	30	35.40%	50
Total		480		1,390		2,890

Over the ten year period from 2014 to 2024, the average employment growth across all of these fields will be **31.10%**. A one-day snapshot of DWS-listed job orders showed **1,312 program-related job openings within 25 miles of Davis Tech**. Statewide, there were over 1,700 health care job orders for the same day. This suggests that growth is significantly exceeding DWS expectations.

In our current facilities, Davis Tech is only filling about 41% of the annual program-related jobs in our area. However, with the additional capacity that a new Allied Health Building will provide, Davis Tech projects to fill 65% of those job openings.

Summary

We are unable to meet current demand and with 571 new medically trained employees required in Davis County we must expand program offerings consistent with these demands. This project will help Davis Tech 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.

Other Sources of Funding \$ 1,577,273 _____

The college is working through foundation efforts to secure additional funding for the development of the project. Several commitments have been secured but the amounts will not be finalized until the end of the summer. Initially, the college expended **\$1,577,273** approximately three 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. MATC has hired a Foundations Director to assist in securing funding for the project. Efforts are underway and commitments will be available for submission to the building board by the end of the summer.

FY 2019 Requested Funding \$ 31,829,500 _____

Ongoing Operating Budget Funding:

Increase in State Funded O&M: \$ 692,420 ___ **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. O & M costs will be updated when FY2019 recommendations are released.

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 13.0

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 and IT 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. In addition, the Information Technology companies located in the Silicon Slope area are experiencing an enormous shortage of qualified employees to fill the vacant positions. 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 two years 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 has been developed this past

year 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, information technology, 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 Xactware, Boeing, Klune, Flowserve, etc. necessitate the need to expand capacity in programs such as web development, information technology, computer science, welding, CNC/machining, automotive, diesel, advanced manufacturing, etc. to meet their employment needs.

The building has been programmed utilizing functional but affordable materials. The facility will incorporate sealed concrete floors as well as dual use classrooms for maximum efficiency at a lower cost per square foot. Also, there will be no administrative offices, auditoriums, or low use space in the building. With the proximity to the main campus there will be no need to have student services, administration, or cafeteria/commons space in this facility.

It is anticipated that the number of students to be taught in the facilities will increase substantially as will program and occupational certificates.

Growth:

The Mountainland region is experiencing a tremendous amount of growth. It is estimated that the three county region will grow to over 826,000 residents by the year 2020. The Mountainland Association of Governments project that Utah County alone will have a population of over one (1) million residents by the year 2040. The Mountainland Technology/Trades programs will help meet the needs of a growing workforce. The apprenticeship programs have grown by 89% over the past two years and the employers are begging for additional students in the trades programs. In addition, the Utah Technology Council (UTC) estimates that there are over 4,000 jobs unfilled in the Silicon Slopes area of Utah County. Despite partnering with IT businesses such as Xactware we are unable to address the employment gap. However, the huge demand for expansion of that program and others in the IT sector needs to be scaled to help address the economic growth.

In order to meet the growing demand for MATC programs we have implemented multiple program offerings in the late afternoon in between the daytime and evening programs. Also, we have been forced to lease additional building space in order to expand program offerings. Funds used for leases takes funding away from new programs or program expansion. It is imperative to secure additional space to meet the needs of a burgeoning IT industry and the growing need for trades student graduates.

Cost Effective:

The proposed technology/trades building has been designed using extensive cost savings practices. Sealed concrete floors, light utilization, no administrative offices, no large gathering facilities, dual use classrooms, and no student services are just a few of the cost saving factors incorporated in the planning. In addition, the programming is complete and the land has already been purchased by the MATC for the construction site.

Alternate Funding Sources:

Mountainland ATC has secured multiple "in kind" equipment donations in the composites, manufacturing, CNC machining, IT, and welding programs. These donations will save the taxpayers of Utah substantial funds. In addition, MATC purchased the land for the building approximately three years ago at a cost of over \$1.57 million dollars. The site is prepared to move forward with construction once funded.

Also, MATC has secured a Development Director who is working in conjunction with the Board and administration to secure funding through donations and other philanthropic ventures to help with funding of the building. Those amounts will be secured prior to the end of the summer and for presentations to the Utah Building Board.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: II.Q

TOPIC: Approval of FY 2018 Commissioner's Office Budget

BACKGROUND

The Office of the UCAT President is primarily 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 budget for funds appropriated to The Office of the UCAT Commissioner for the fiscal year ending June 30, 2018.

RECOMMENDATIONS

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

Attachments: FY 2018 Commissioner's Office Budget



*Utah System of Technology Colleges
Office of the Commissioner*

Office Budget FY 2018

Revenue

UTech Administration Ongoing Appropriation	1,950,500
Equipment Appropriation	17,700
Custom Fit Appropriation	3,959,200
Perkins Leadership Fund for Professional Development	35,000
College Support for Northstar	170,000
SLDS Grant	165,000
Custom Fit Flow Through to Colleges	(3,950,000)
Admin Line Item to Colleges (Jobs Now)	<u>(400,000)</u>
Total Budget for the Commissioner's Office	<u><u>1,947,400</u></u>

Expenditures

Salaries, Payroll Tax & Benefits	1,562,760
Building Occupancy Costs	141,000
Professional Development Conference	35,000
Equipment Purchases	17,700
Employee Travel	20,000
Board Meetings	25,000
Staff & System Meetings	14,500
Public Relations/Marketing	30,000
Automobile Expenses	20,000
Supplies & Misc. Expenses	45,240
IT Support & Upgrades	14,000
Memberships	<u>22,200</u>
Total Expenditures	<u><u>1,947,400</u></u>

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: III.S

TOPIC: OWATC Presidential Search Committee and Process

BACKGROUND

On February 22, 2017, President Collette Mercier of Ogden-Weber Applied Technology College announced her retirement, effective July 1, 2017. President Mercier's impending departure necessitates the search for and selection of a new president of the college.

UCAT Policy 111 establishes procedures for the selection of a new applied technology college president. The policy mandates that a Search Committee be formed and comprised of individuals representing the Board of Trustees, the local Board of Directors, the Commissioner of Technical Education, and up to five additional members representing college stakeholders such as faculty/staff, students, community leaders, education partners, etc. The Search Committee is tasked with developing a schedule for the presidential search and selection process, and determining the criteria by which applications and interviews shall be scored.

Upon the release of the position posting, applicants have 30 days to submit all required materials, after which the Search Committee shall score them and interview up to eight candidates. Of those interviewed, the Search Committee shall identify up to four finalists to be interviewed by the Board of Trustees. After the Board completes its interviews, and upon consultation with the Chair of the college Board of Directors, the Board of Trustees shall appoint a new college president.

Search Committee members are listed in the attached committee roster. Also attached is a timeline for the search and selection process, and the final position posting, released publicly on March 17, 2017.

The committee completed an initial screening of applicants, and the first round of interviews will be held on Monday, May 22.

RECOMMENDATION

Information/discussion only.

Attachments: OWATC Presidential Search Committee Roster and Timeline
OWATC Presidential Search Position Posting



Ogden Weber Applied Technology College
 President Search Committee and Proposed timeline
 Trustee Moore (Search Committee Chair)

Committee Member	Organization	Phone Number	EMAIL
Dave Woolstenhulme	UCAT Commissioner	435-823-2294	dave@ucat.edu
Steve Moore	UCAT Trustee (Chair of Committee)	801-388-1734	srmoore48@gmail.com
Scott Theurer	UCAT Trustee	435-757-7742	slttheurer@gmail.com
Dale Cox	UCAT Trustee	801-971-5568	dalecox@utahaflcio.org
Matt Wardle	OWATC BOD	801-782-4274	mdwardle@jdmachine.com
Joyce Wilson	OWATC BOD	801-644-5712	wilsonj@ogdensd.org
Jerry Ropelato	OWATC BOD	801-721-6277	jerry@whiteclouds.com
Chad Burchell	OWATC Employee	801-627-8388	burchelc@owatc.edu
Tina Smith	OWATC Employee	801-627-8304	smitht@owatc.edu
Nalley Ruiz	OWATC Employee	801-627-8324	ruizn@owatc.edu
Dr. Dave Ferro	WSU Dean of Engineering & Applied Science	801-626-6304	dferro@weber.edu
Cindy Purcell	OWATC Foundation Board	801-540-4535	cindy@swanfound.org

Proposed Timeline

DATE	ACTION	INVOLVED	LOCATION
3/17/17	Post Announcement	Commissioner's Office	Commissioner's Office
4/14/17	Applications Due	Commissioner's Office	Commissioner's Office
4/21/17	Applications Sent to Committee	Commissioner's Office	
4/21/17 to 4/28/17	Scoring of Applicants	Search Committee	
4/28/17 to 5/5/17	Scoring of Applications Complied	Commissioner's Office	Commissioner's Office
5/5/17	Select Candidates to Interview and Interview Details	Search Committee	Conference Call or OWATC
5/18/17	Interviews	Search Committee	OWATC
5/18/17	Search Committee Complete		
5/26/17	Notify Finalists	Commissioner's Office	Commissioner's Office
6/2/17	Background and Reference Checks Complete	Commissioner's Office	Commissioner's Office
6/15/17	Final Interviews	Board of Trustees and OWATC Board of Directors	OWATC



Ogden-Weber Applied Technology College **PRESIDENT SEARCH**

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

In support of the Ogden-Weber Applied Technology College's mission, "We build a prosperous community by creating a technically-skilled workforce one student at a time," the institution serves Weber County from a main campus in Ogden and a branch campus at the Business Depot. The college provides upwards of 1,186,392 hours of instruction each year to more than 5,835 part-time, full-time, adult, and secondary students. Ogden-Weber Applied Technology College offers 53 accredited occupational certificate programs and many other skills training courses.

PRESIDENT PROFILE

The Ogden-Weber Applied Technology College President is the executive officer of the OWATC 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 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.
- Master's degree is required.
- Proven record of administrative and leadership experience at a senior management level.
- 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:

For a complete list of College President duties and functions, refer to [UCAT Policy 110](#) at <http://ucat.edu/ucat/policies-procedures/>.

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 referenced 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) April 14, 2017**.

For further information visit: www.ucat.edu and www.owatc.edu.

Please submit completed applications by e-mail to:

Tyler Brinkerhoff, Assistant Commissioner
tbrinkerhoff@ucat.edu | Phone: (801) 341-6003

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: III.T

TOPIC: Nominations/Recommendations for UCAT Board Members 2017-2021

BACKGROUND

As discussed in the March Board meeting, the terms of office for eight Board members will expire on June 30, 2017. There are also two vacancies due to an unfilled appointment and a resignation, and the two non-voting positions representing other boards will be eliminated under Senate Bill 238.

The BATC, DATC, OWATC, TATC, and SWATC Boards of Directors submitted nominations to Governor Herbert in March for their Board positions. The Commissioner's Office also forwarded names to be considered for five industry sector positions. It is anticipated that the Governor will select and forward appointments to the Senate in the middle of May. The Senate would then conduct committee hearings to consider the Governor's appointments, for consent by the full Senate in the middle of June.

The attached document which was provided to the Board in the March meeting is included again for reference. The Board will be provided with an update during the meeting on any updates to the status of the appointments.

RECOMMENDATION

Information/discussion only

Attachments: UCAT Board of Trustees Appointments and Terms of Office



UTAH COLLEGE OF APPLIED TECHNOLOGY Board of Trustees Appointments & Terms of Office

Constituency	Name	Appointment	Term Expiration	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
College Representatives (appointed by Governor from two or more nominations by local Applied Technology College Board of Directors)																	
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 Representatives (transition to Industry Sector Representatives 2016-2019, per SB-131/2016)																	
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 Sector Representatives Region⁴																	
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 (positions will be discontinued July 1, 2017 per SB-238/2017)																	
Utah State Board of Regents	Jesselle Anderson	April 10, 2014	June 30, 2019														
Utah State Board of Education	Michelle Boulter	January 1, 2017	June 30, 2017														

To be filled from Industry Sectors upon expiration of Trustees' current terms.

¹ Elected Board of Trustees Chair on April 6, 2016. Board Officer 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. Board Officer 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 after current term expires, 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.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: III.U

TOPIC: Programs Approved: MATC

BACKGROUND

The UCAT Board of Trustees, as provided in UCAT Policy 200.5.2.3, directs and authorizes the Commissioner of Technical Education to approve college programs that are 900 hours or longer or are seeking federal financial aid eligibility, and substantive changes thereto, if the Commissioner concurs that the proposals meet the agreed-upon UCAT criteria established by the Board in [Policy 200.6](#). The Commissioner's approval is considered final, and program documentation is to be submitted to the Board in its next regularly scheduled meeting as an information item. Accordingly, the Commissioner's Office has reviewed requests for approval of the following certificate programs and concurred that the proposals satisfy the agreed-upon criteria, and Commissioner Woolstenhulme has approved the programs:

<u>Campus</u>	<u>Program Title</u>	<u>Length (hours)</u>	<u>Approval Date</u>
MATC	Culinary Arts I ¹	600	4/5/2017
	Culinary Arts II ¹	600	4/5/2017
	Information Technology - Technician ¹	675	4/5/2017
	Information Technology – Administrator <i>(Name change: previously "Information Technology")</i>	1,170	4/5/2017
	Digital Media I ¹	600	4/5/2017
	Precision Machining ²	1,317	4/5/2017
	Hair Design	1,200	4/5/2017

¹Formerly separate certificates within larger programs; now restructured as separate programs leading to employment.

²Will replace Machine Tool Technology (990 hrs.) and CNC Machining (630), which will be deleted after June 2018 teach-out.

Documentation for the approved programs is attached for the information of the Board.

RECOMMENDATIONS

None - information only.

Attachments: Program descriptions and outlines for the programs approved



Mountainland Applied Technology College

UCAT Program Approval Application

Program Titles: **Culinary Arts I (600 Hours)**

Culinary Arts II (600 Hours)

Financial Aid: Financial Aid Eligible

Approvals:

- **Campus Instructional Officer:** 1/10/2017 Holly Peterson, VP Instruction
- **Board Approved:** 1/18/2017
- **UCAT President:** Pending

Program CIP Code: 12.0505

Background:

Culinary Arts is currently listed on the COE Approved Program List at 1200 hours for the full program. However, MATC has offered an exit point at 600 Hours since 2006, when first accredited by the Council on Occupational Education. Most students sign up for Culinary I initially, and then they sign up for Culinary II after they have completed Culinary I. Due to clarification from COE on what constitutes a program, MATC must now get separate program approval for Culinary I and Culinary II, at 600 hours each.

Program Descriptions:

Culinary Arts I: Culinary professionals prepare a wide range of foods including proteins, vegetables, fruits and starches. They inspect food for safety and quality, while monitoring temperatures and preventing waste. Professional cooks must understand cost control, budgeting and profitability as well as plate presentation, measuring accuracy, organization and time management. Many people have dietary restrictions, and today's cooks must know how to properly and adequately address those requirements. Culinary I students will learn food safety, kitchen safety and sanitation. They will learn how to properly cook most meats, vegetables, starches and other foods. Students will also learn how to display them using proper food plating techniques. Culinary I students will learn how to adapt and prepare food to meet the dietary requirements of today's customers. Restaurants, hotels, resorts, hospitals and other institutions that offer food services have varied menus with options; because of this, culinary professionals must understand the importance of preparing food properly to meet the ever changing demands of the public. MATC Culinary students learn the skills needed to become productive, successful culinary professionals through course curriculum, competitions and practical kitchen application.

Culinary Arts II: Today's professional chefs oversee entire food service operations and are responsible for food safety, food quality, scheduling, budgeting, purchasing, customer service, inventory and much

more. The work of a chef involves inspecting food for safety, freshness and quality; supervising the activities of cooks and other food preparation workers; developing recipes and menus that take dietary restrictions into account; maintaining equipment and inspecting work areas for cleanliness and functionality; hiring, training and supervising cooks and food service workers and monitoring food safety and sanitation practices to insure kitchen safety standards are upheld. Culinary II students have the opportunity to gain management experience through the curriculum, and through the Fine Dining events which they plan, implement and manage. Students will gain professional experience as they complete inventories, plan events, create menu plans and gain organizational and time management experiences. MATC Culinary II students will also develop a stronger knowledge of food and food preparation as they prepare dishes in the lab daily.

Certificate Titles & Lengths:

Culinary Arts I (600 Hours)

Culinary Arts II (600 Hours)

Course Descriptions: See Attached Program Sheet

Program Outline: See Attached Program Sheet

Market Demand/Need:

- These programs have already demonstrated market needs with the results of the past ten years. The program had 91% Completion and 84% Placement for the last reporting period.
- The Mountainland Region currently has over 3600 unfilled jobs in Culinary Arts. The State of Utah has over 4700 jobs open.
- DWS Market Information is attached, showing faster than average employment growth with a high volume of annual job openings.

Program Duplication:

- Culinary Arts has been taught by both MATC and UVU for over ten years. Students who come to the MATC are usually looking to get out into the job market quickly. They are preparing only for the technical skills and don't wish to take general education. MATC is currently working with the UVU Technology Department on course to course articulation for the students.

Employer Advisory Committee:

- MATC has a well-established advisory committee for Culinary Arts. They are updated yearly on curriculum updates and actively participate in oversight. They have approved the entire Culinary Arts program, including Culinary Arts I and Culinary Arts II, each year since the program was implemented.

Mountainland Applied Technology College

UCAT Program Approval Application

Program Titles: **Information Technology- Technician (675 Hours)**

Financial Aid: Financial Aid Eligible

Approvals:

- **Campus Instructional Officer:** 12/9/2016 Holly Peterson, VP Instruction
- **Board Approved:** 1/18/2017
- **UCAT President:** Pending

Program CIP Code: 47.0104

Background:

MATC has offered the Information Technology Program at 1170 Hours since 2006, when first accredited by the Council on Occupational Education. It has had an exit point at 675 hours since that time. Due to clarification from COE on what constitutes a program, MATC must now get separate program approval for the 675 hour Information Technology- Technician Program.

Program Descriptions: Information Technology technicians analyze, troubleshoot and evaluate computer network problems. They play an important role in the daily upkeep of their organization's networks by finding solutions to problems as they occur. Solving an IT problem in a timely manner is important because organizations depend on their computer systems. Technicians may provide assistance to the organization's computer users through phone, email or in-person visits. They often work under network and computer systems administrators, who handle more complex tasks.

Certificate Titles & Lengths:

Information Technology- Administrator (1170 Hours)

Information Technology- Technician (675 Hours)

Course Descriptions: See Attached Program Sheet

Program Outline: See Attached Program Sheet

Market Demand/Need:

- These programs have already demonstrated market needs with the results of the past ten years. The program had 74% Completion and 86% Placement for the last reporting period.

- The Mountainland Region currently has over 3600 unfilled jobs in Information Technology and Web Programming. The State of Utah has over 4700 jobs open.
- DWS Market Information is attached, showing a five star rating, with much faster than average employment growth with a high volume of annual job openings

Program Duplication:

- Information Technology has been taught by both MATC and UVU for over ten years. Students who come to the MATC are usually looking to get out into the job market quickly. They are preparing only for the technical skills, and don't wish to take general education. MATC is currently working with the UVU Technology Department on course to course articulation for the students.

Employer Advisory Committee:

- MATC has a well-established advisory for Information Technology. They are updated yearly on curriculum updates, and actively participate in oversight. They have approved the entire IT program, including the 675 hour exit point every year.

Mountainland Applied Technology College

UCAT Program Approval Application

Program Title: Digital Media I (600 Hours)

Financial Aid: Financial Aid Eligible

Approvals:

- **Campus Instructional Officer:** 1/10/2017 Holly Peterson, VP Instruction
- **Board Approved:** 1/18/2017
- **UCAT President:** Pending

Program CIP Code: 11.0801

Background:

MATC has offered the Digital Media Technology Program at 1230 Hours at TGP since 2013, and at SF since 2015, when first accredited by the Council on Occupational Education. It has had an exit point at 600 hours since that time. Due to clarification from COE on what constitutes a program, MATC must now get separate program approval for the 600 hour Digital Media Technology Program.

Program Descriptions: In the digital media profession, designers combine art and technology to communicate ideas through images and the layout of web screens and printed pages. They may use a variety of artistic or decorative effects. They develop the overall layout and production design for advertisements, brochures, magazines, and corporate reports.

Certificate Titles & Lengths:

Digital Media Technology (1230 Hours)

Digital Media I (600 Hours)

Course Descriptions: See Attached Program Sheet

Program Outline: See Attached Program Sheet

Market Demand/Need:

- This program has already demonstrated market needs with the results of the past ten years. The program had 85% Completion and 73% Placement at TGP and 88% Completion and 71% Completion at SF for the last reporting period.
- DWS Market Information is attached, showing a 3-4 star rating, with a high volume of annual job openings due to business expansion.

Program Duplication:

- Digital Media Technology has been taught by both MATC and UVU for over ten years. Students who come to the MATC are usually looking to get out into the job market quickly. They are preparing only for the technical skills, and don't wish to take general education. MATC is currently working with the UVU Technology Department on course to course articulation for the students.

Employer Advisory Committee:

- MATC has a well-established advisory for Digital Media Technology. They are updated yearly on curriculum updates, and actively participate in oversight. They have approved the entire Digital Media Technology program, including the 600 hour exit point every year.

Mountainland Applied Technology College

UCAT Program Approval Application

Program Titles: **Precision Machining Program - (1,317 Hours)**

Financial Aid: Pending

Approvals:

- **Campus Instructional Officer:** 1/10/2017 Holly Peterson, VP Instruction
- **Board Approved:** 3/15/2017
- **UCAT President:** Pending

Program CIP Code: 48.0510

Background:

MATC has offered the Machine Tool Technology Program and the CNC Machining Program at the Orem Campus since 2013, when first accredited by the Council on Occupational Education. The CNC Machining Program has struggled to meet student count minimums, because students exit the Machine Tool Technology Program, obtain employment, and fail to return for CNC Machining. Employers have a great need for CNC Machinists, so MATC is combining both programs together into one program called Precision Machining at 1317 hours. Students will be taught essentials of Machine Tool Technology, and then continue directly into CNC Machining. Current students in the two former programs will be taught out, and then MATC will drop those two programs from the COE Approved Programs list. Move to the new format will start on July 1, 2017.

Program Descriptions:

Machinists use machine tools that are either conventionally controlled or computer numerically controlled, such as lathes, milling machines, and grinders, to produce precision metal parts. Students will learn the essentials of machining including shop mathematics, blueprint reading, machine tool operation and selection emphasizing safety in the learning process. The program prepares students for a smooth transition into the manufacturing industry work-force and/or to upgrade skills for career advancement. The program stresses hands-on individualized instruction, through project construction and classroom work. Students will also learn the essentials of setting up, operating and programming Computer Numerically Controlled Machine tools, emphasizing safety in the learning process. This includes the essentials of Computer Aided Manufacturing Software. The program prepares students for a smooth transition into the manufacturing industry work-force and/or to upgrade skills for career advancement.

Certificate Titles & Lengths:

Precision Machining Program Certificate – (1,317 Hours)

Course Descriptions: See Attached Program Sheet

Program Outline: See Attached Program Sheet

Market Demand/Need:

- This program has already demonstrated market needs with the results of the past ten years. The CNC Machining program had 100% Completion and 100% Placement and Machine Tool Technology had 89% Completion and 96% Placement at Orem for the last reporting period.
- O-Net indicates expected job growth of 36% over the next ten years.
- DWS Market Information is attached, showing a four star rating, with much faster than average employment growth with a high volume of annual job openings.

Program Duplication:

- MATC is the only Higher-Ed institution teaching Machining Technology in the Mountainland Region.

Employer Advisory Committee:

- MATC has a well-established advisory for the Precision Machining Program. They are updated yearly on curriculum changes and actively participate in oversight. They have approved the Machine Tool Technology Program and the CNC Program and the curriculum for both on a yearly basis.

Mountainland Applied Technology College

UCAT Program Approval Application

Program Titles: **Hair Design Program (1,200 Hours)**

Financial Aid: This program will be eligible for Federal Financial Aid

Approvals:

- **Campus Instructional Officer:** 3/22/2017 Holly Peterson, VP Instruction
- **Board Approved:**
- **UCAT President:** Pending

Program CIP Code: 12.0401

Background:

MATC has offered the Cosmetology Program since 2006, when first accredited by the Council on Occupational Education. During the 2017 Legislative Session, a bill was passed that allows licensing for a shorter, hair only curriculum at 1200 hours. MATC is requesting approval to move forward and make this available to students.

Program Descriptions:

Students training in this program will be taught hair design skills: styling, dressing, curling, permanent waving, shampooing, bleaching, tinting, coloring, wigs, hair extensions, barbering, cutting, clipping, shaving, or trimming the hair by the use of shears, and clippers.

Certificate Titles & Lengths:

Hair Design	Program Certificate	1,200 Hours
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Course Descriptions: See Attached Program Sheet

Program Outline: See Attached Program Sheet

Market Demand/Need:

- The Cosmetology Program has demonstrated market need during the years since its inception. Placement results for the last reporting period were 94% for the Thanksgiving Point Campus, and 88% for the Spanish Fork Campus. O’Net indicates expected job growth of 36% over the next ten years.
- DWS Market Information is attached, showing a one star rating for the state, but a three star rating for Utah County. Growth is expected, with much faster than average employment growth due to expansion. O’Net indicates even stronger expected growth. Wages continue to be below most of the country, but they are rising.

Program Duplication:

- There are 8 private schools in Utah County that teach Cosmetology. There is one in Wasatch County. MATC works with the private schools and has limited enrollment to 5 students per high school.

- **Employer Advisory Committee:**

- MATC has a well-established advisory for the Hair Design Program. They are updated yearly on curriculum changes and actively participate in oversight. The advisory approved going forward with the Hair Design Program, and accepted the curriculum outline proposed, during the February 27, 2017 Advisory Meeting.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 March 2017

ITEM: III.V

TOPIC: UCAT Commissioner's Office Budget Report

BACKGROUND

Per UCAT policy 555.4.5, "A report detailing revenue and expenditures for all budget categories and an investment report reflecting cash and investment balances as of the month most recently ended 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 April 30, 2017 as well as the check register for March - April 2017.

RECOMMENDATIONS

Information/discussion only

Attachments: Check/Disbursement Register
Budget Progress Report
Cash & Investment Balances



Utah College of Applied Technology
Check Register
March through April 2017

Type	Date	Num	Name	Amount
Bill Pmt -Check	03/09/2017	EFT	WF Card - 0028	-40.00
Bill Pmt -Check	03/09/2017	EFT	WF Card - 2369	-267.00
Bill Pmt -Check	03/09/2017	EFT	WF Card - 4403	-10.00
Bill Pmt -Check	03/21/2017	11251	Bennett Olsen	-812.50
Bill Pmt -Check	03/21/2017	11252	DXATC	-1,500.00
Bill Pmt -Check	03/21/2017	11253	Fuelman	-197.99
Bill Pmt -Check	03/21/2017	11254	John Sargeant	-200.00
Bill Pmt -Check	03/21/2017	11255	Joseph Demma	-491.00
Bill Pmt -Check	03/21/2017	11256	Lindsey Smith	-812.50
Bill Pmt -Check	03/21/2017	11257	MATC	-364,954.18
Bill Pmt -Check	03/21/2017	11258	OWATC	-5,000.00
Bill Pmt -Check	03/21/2017	11259	UETN	-3,960.00
Bill Pmt -Check	03/21/2017	11260	Utah Dept of Admin Services	-47,772.18
Bill Pmt -Check	03/21/2017	11261	Utah Manufacturers Association	-360.00
Bill Pmt -Check	03/30/2017	EFT	WF Card - 0028	-10.00
Bill Pmt -Check	03/30/2017	EFT	WF Card - 2369	-117.42
Bill Pmt -Check	03/30/2017	EFT	WF Card - 4403	-284.55
Bill Pmt -Check	03/30/2017	EFT	WF Card - 4625	-10.00
Bill Pmt -Check	03/30/2017	EFT	WF Card - 5285	-8,466.29
Bill Pmt -Check	04/12/2017	11262	BATC	-186,943.00
Bill Pmt -Check	04/12/2017	11263	Bennett Olsen	-406.88
Bill Pmt -Check	04/12/2017	11264	Brad Tanner	-55.64
Bill Pmt -Check	04/12/2017	11265	Dale Cox	-97.37
Bill Pmt -Check	04/12/2017	11266	DATC	-195,150.00
Bill Pmt -Check	04/12/2017	11267	Dave Ulery	-114.49
Bill Pmt -Check	04/12/2017	11268	DXATC	-118,175.00
Bill Pmt -Check	04/12/2017	11269	Education Commission of the States	-8,462.50
Bill Pmt -Check	04/12/2017	11270	Fluid Studio	-270.00
Bill Pmt -Check	04/12/2017	11271	Fuelman	-539.85
Bill Pmt -Check	04/12/2017	11272	Joseph Demma	-626.81
Bill Pmt -Check	04/12/2017	11273	MATC	-176,575.00
Bill Pmt -Check	04/12/2017	11274	Mike Angus	-242.89
Bill Pmt -Check	04/12/2017	11275	OWATC	-190,675.00
Bill Pmt -Check	04/12/2017	11276	Sherry Harward	-78.95
Bill Pmt -Check	04/12/2017	11277	Snow College	-68,750.00
Bill Pmt -Check	04/12/2017	11278	Steve Moore	-206.52
Bill Pmt -Check	04/12/2017	11279	SWATC	-117,450.00
Bill Pmt -Check	04/12/2017	11280	TATC	-111,550.00
Bill Pmt -Check	04/12/2017	11281	UBATC	-150,000.00
Bill Pmt -Check	04/12/2017	11282	USU Eastern	-62,500.00
Bill Pmt -Check	04/12/2017	11283	Zachary Barrus	-42.00



Utah College of Applied Technology

Office of the Commissioner

Fiscal Year 2017 Office Budget

Revenue	<u>Budgeted</u>	<u>Year to Date</u>	<u>%</u>
UCAT Administration Ongoing Appropriation	1,868,900	1,868,900	100.0%
Equipment Appropriation	1,161,100	1,161,100	100.0%
Custom Fit Appropriation	3,959,200	3,959,200	100.0%
Perkins Leadership Fund for Professional Development	30,000	-	0.0%
Campus Support for Northstar	170,000	85,000	50.0%
SLDS Grant	135,000	56,268	41.7%
Equipment Flow Through to Campuses	(1,143,400)	(1,143,400)	100.0%
Custom Fit Flow Through to Campuses	(3,950,000)	(3,950,000)	100.0%
Admin Line Item to Campuses	<u>(400,000)</u>	<u>(400,000)</u>	<u>100.0%</u>
Total State Budget for President's Office	<u>1,830,800</u>	<u>1,637,068</u>	<u>89.4%</u>

Expenditures

Salaries, Payroll Tax & Benefits	1,410,011	1,128,763	80.1%
Building Occupancy Costs	131,000	128,424	98.0%
Professional Development Conference	40,000	-	0.0%
Equipment Purchases*	17,700	49,814	281.4%
Employee Travel	15,000	17,226	114.8%
Board Expenses	9,000	4,523	50.3%
UCAT System Meetings	11,000	9,626	87.5%
Marketing	84,000	23,117	27.5%
Automobile Expenses	12,000	4,057	33.8%
Annual Report	7,500	-	0.0%
Supplies & Misc. Expenses	65,240	44,319	67.9%
Memberships	22,200	28,163	126.9%
Unallocated/(Covered by Reserves)	<u>6,149</u>	<u>-</u>	<u>0.0%</u>
Total Expenditures	<u>1,830,800</u>	<u>1,438,032</u>	<u>78.5%</u>

*Includes vehicle purchase as discussed in January meeting

Utah College of Applied Technology

Office of the Commissioner

Fiscal Year 2017 Office Budget

CASH AND INVESTMENTS

as of

April 30, 2016

<u>Name of Bank</u>	<u>Type of account</u>	<u>Rate %</u>	<u>Dollar Amount</u>
Utah PTIF	Savings	1.222 \$	1,254,715.02
Wells Fargo	Checking	0.010 \$	325,167.00

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: II.O

TOPIC: Utah System of Technical Colleges Logo

BACKGROUND

On March 24, 2017, Governor Gary R. Herbert signed into law Senate Bill 238. Among other modifications to higher education code, SB 238 renames the Utah College of Applied Technology the Utah System of Technical Colleges and changes the name of each member college of the Utah System of Technical Colleges from an applied technology college to a technical college.

On July 1, 2017, the legislation takes legal effect for the Utah System of Technical Education and its member colleges. A component of administrative compliance with the new law includes updating branding to reflect the change including, but not limited to: stationary, signage, logo, official seal, website URL (uniform resource locator), and website design.

At minimal cost, the Commissioner's Office has contracted with a graphic designer to assist with creation of a new logo and branding concept to execute across all current and future communication platforms.

The directive to the designer is to create a classy, formal logo that identifies the system as a statewide entity with the ability to easily execute it in both formal and less formal situations.

RECOMMENDATION

The Commissioner's Office recommends Board approval of the logo and branding concept under item "O" and to direct the office to proceed with new system branding, including securing the rights to a new URL at UTECH.EDU.

Attachments: Forthcoming



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: II.R

TOPIC: Audit Committee Report

BACKGROUND

UCAT Policy 301, "Audit Committees," provides for the Trustees Audit Committee "to assist the Board in fulfilling its oversight responsibilities for financial matters." The Audit Committee will meet prior to the Board meeting on May 18, and Trustee Dale Cox, who chairs the committee, will report on the committee's meeting.

RECOMMENDATIONS

Information/discussion only

Attachments: None

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

16 May 2017

ITEM: II.W

TOPIC: UCAT Master Calendar

BACKGROUND

Each of the colleges will submit their notable and important meetings and events to the Commissioner's Office to be placed on a master calendar. The master calendar will be distributed to the Trustees for their information each Board of Trustees Meeting.

RECOMMENDATIONS

Information/Discussion Only

Attachments: UCAT Master Calendar for May and June





UCAT MASTER CALENDAR

MAY

May 18	MATC Graduation	UVU	7:00 pm-8:30 pm
May 19	SWATC Aerospace Pathway Graduation	SWATC	7:30 am-9:30 am
May 24	Presidents' Cabinet Meeting	IVC	10:00 am-1:00 pm
May 25	OWATC Board of Directors Meeting	OWATC	4:00 pm
May 25	SWATC Graduation	SWATC	6:00 pm
May 31	DXATC Graduation	DXATC	6:00 pm-8:00 pm

JUNE

June 5	DXATC Board of Directors Meeting	DXATC	3:00-5:00 pm
June 7	TATC Board of Directors Meeting	TATC	12:00-2:00 pm
June 7	BATC Graduation	BATC	6:30 pm-8:00 pm
June 9	UCAT Professional Develop Conference	OWATC	8:00 am-4:00 pm
June 14	Presidents' Cabinet Meeting	UCAT	10:00 am-1:00 pm
June 20	Legislature Appropriations Committees	Capitol	8:30-11:00 am & 1:15-3:45 pm
June 21	Collette Mercier Retirement Reception	OWATC	3:15 pm-4:30 pm
June 21	Legislature Interim Committees	Capitol	8:30-11:00 am & 1:15-3:45 pm
June 22	OWATC Board of Directors Meeting	OWATC	4:00 pm
June 22	DATC Board of Trustees Meeting	DATC	3:30 pm
June 28-30	National Forum on Education Policy	San Diego	8:00 am-5:00 pm
June 28	Presidents' Cabinet Meeting	IVC	10:00 am-1:00 pm