



SYSTEMATIC PROCESS FOR EACH PROGRAM | STANDARD 2

## **Last Evaluation**

3/26/2024

## **Executive Staff Approval**

4/29/2024

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### **1. Process Purpose**

This process provides guidance for creating and updating programs.

### **2. Definitions**

**Council on Occupational Education (COE)** - Mountainland Technical College's (MTECH) accrediting body.

### **3. Process Statement**

Programs are created and updated in collaboration with faculty, instructional administration, Occupational Advisory Committees, and community educational partners, under authority of the MTECH Board of Trustees.

### **4. Stakeholders**

**Internal** - Students, MTECH faculty and staff, and MTECH Board of Trustees

**Community** - Occupational Advisory Committees, community members, business and industry, Higher Education and K-12 Partners

**Authorizing** - Utah System of Higher Education (USHE), Council on Occupational Education (COE), U. S. Department of Education

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### **5. Process**

5.1 MTECH has a process in place to develop new programs and to review current programs to ensure they are current and meet the needs of industry.

- 5.1.1 Each program is approved and administered under established institutional policies and procedures and is supervised by an administrator who is part of the MTECH organization.
- 5.2 Programs on multiple campuses involve faculty, coordinators, and directors in planning educational activities and updating curriculum. All sections of the program, regardless of campus, use a common, approved curriculum.
- 5.3 Occupational Advisory Committees play a crucial role in determining program skill competencies, curriculum needs, and graduation requirements.

## **6. New Program Development**

- 6.1 New program proposals are considered from the MTECH Board of Trustees, college employees, community members and Occupational Advisory Committees. New programs must:
  - 6.1.1 Align with the mission of the institution
  - 6.1.2 Have clearly stated objectives
  - 6.1.3 Have content relative to its objectives and align with the needs of the people and industries served by the program
  - 6.1.4 Be evaluated annually to ensure currency of the objectives and content
  - 6.1.5 Have varied assessment methodologies that reflect established occupational competencies
  - 6.1.6 Include coursework that is qualitatively and quantitatively consistent regardless of where the program is offered
- 6.2 Initial approval to proceed with development of a new program, is obtained from the College President and the Vice President of Instruction.
  - 6.2.1 The Vice President of Instruction notifies the USHE Associate Commissioner of Technical Education of the intent to develop the program.
  - 6.2.2 The Program Director and Associate Vice President work together to assemble an Occupational Advisory Committee to collect input and suggestions for the development of the program. These committees indicate that there is a need for the program, it provides employment at a livable wage, and has sufficient projected job growth to sustain the program. Research is conducted to verify

regional demand and wages for the proposed program and collect job demand data for the Mountainland Region.

- 6.2.3 The Office of Teaching and Learning assists faculty and administration in developing the program and course objectives.
  - 6.2.4 The program is reviewed by the Vice President of Instruction and the Executive staff. It is taken to the MTECH Board of Trustees for approval.
  - 6.2.5 The Instructional Department prepares and submits a USHE program application.
- 6.3 After initial development of the program, a request is made to the USHE Associate Commissioner of Technical Colleges for approval of the new courses and course numbers. The program is then shared with the Commissioner of Higher Education, who approves its addition to the USHE Inventory.
- 6.3.1 The program is submitted to COE for approval and inclusion on the list of approved programs.
  - 6.3.2 If the program is 600 hours or more in length, the Financial Aid Office will request approval from the Department of Education to offer Pell Grants. It will also be submitted for consideration of Veterans Administration benefits.

## **7. Annual Evaluation of Existing Programs**

- 7.1 Occupational Advisory Committee Input
  - 7.1.1 Relevance and currency of program curriculum is decided by members of the Advisory Committee for each program. Advisory meetings are held once per year, and curriculum is reviewed and discussed at each meeting. Advisory members review the total hours and credits of the program and recommend any changes needed. They also review curriculum, textbooks, software, and Canvas courses to ensure that the program meets the needs of industry and is of sufficient depth and quality for employment eligibility upon graduation. Requirements for completion are also reviewed and discussed.
  - 7.1.2 Each program reports completion, placement, and licensure data for adult students, where applicable. If minimum benchmarks of 60% completion, 70% placement, and 70% licensure are not met, the program will be placed on warning status with COE. The Director and Associate Vice President for that program will evaluate the need

for the program in the service region, writing a plan of improvement, if the Vice President of Instruction decides to keep the program running.

7.2 Program Update Process

- 7.2.1 Each year, Program Directors meet with Program Coordinators and Instructors in department meetings to discuss updates for the following school year (1 year in advance). Input from the Occupational Advisory Committee is discussed, and instructors review textbooks and software to determine if changes are warranted. Student supply needs are updated, and fee costs are adjusted for every campus where the program is taught.
- 7.2.2 Program Directors take all approved changes to the Associate Vice President for approval. Once approved, they are sent to the Vice President of Instruction for approval. Changes in program name, credits, hours, locations, or substantive changes in program focus or curriculum require a notification sent to the Utah System of Higher Education, COE, the Veterans Administration, and the Department of Education, as needed.
- 7.2.3 Program Master sheets are updated by the Program Directors and Associate Vice Presidents and are the source of all information for the website and publications.
- 7.2.4 After approval for changes is obtained, the faculty, Program Directors and Coordinators begin the process of updating course information, including courses in Canvas, the program master, and each program’s syllabus.
- 7.2.5 The Office of Teaching and Learning reviews each Canvas course and syllabus to ensure that they meet College standards.

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**8. Evaluation History**

Last Evaluation	Executive Staff Approval
3/18/2021	
11/18/2022	
5/22/2023	6/5/2023
10/6/2023	11/20/2023
1/5/2024	1/29/2024
3/26/2024	4/29/2024