



SYSTEMATIC PROCESS FOR EACH PROGRAM | STANDARD 2

Last Evaluation

03/24/2026

Executive Staff Review

05/04/2026

1. Process Purpose

This process provides guidance for creating and updating programs.

Programs are created and updated in collaboration with occupational advisory committees, community educational partners, faculty, instructional administration, and statewide program alignment committees, under authority of the Mountainland Technical College (MTECH) Board of Trustees, OCHE, and USHE.

2. Definitions

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

Office of the Commissioner of Higher Education (OCHE) - the administrative arm of the **Utah System of Higher Education (USHE)**. Responsible for supporting Utah's higher education institutions.

3. References

Council on Occupational Education Handbook of Accreditation (2026 Edition), Standard 2.A.

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 - OCHE, USHE, Council on Occupational Education (COE), U. S. Department of Education

5. Process

- 5.1 MTECH has a process in place to document that all new and existing programs:
 - 5.1.1 align with the mission of the institution
 - 5.1.2 have clearly stated objectives
 - 5.1.3 have content relative to its objectives and aligned with the needs of the people and industries served by the program
 - 5.1.4 are evaluated annually to ensure currency of its objectives and content,
 - 5.1.5 include coursework that is consistent at each campus where it is offered,
 - 5.1.6 are approved and administered under established institutional policies and procedures and supervised by an administrator who is part of the institutional organization, and
 - 5.1.7 include program administrators and faculty in planning and evaluation of program performance.

6. New Program Development

- 6.1 New program proposals are considered from employers, the MTECH Board of Trustees, college employees, and the community.
- 6.2 Initial approval to explore development of a new program, is obtained from the Vice President of Instruction, who obtains approval from the College President. Space and funding requirements are addressed. If the proposed new program, or one that is substantially the same, exists at another Utah technical college, the current aligned program must first be considered for implementation.
 - 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 with faculty, and/or subject matter experts to develop the program and course objectives, along with estimated clock and credit hours.

- 6.2.3 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.
 - 6.2.3.1 The committee must verify 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.
 - 6.2.3.2 Research is conducted to verify regional demand and wages for the proposed program and collect job demand data for the Mountainland Region.
- 6.2.4 If the program appears to meet above criteria, a new program proposal is compiled, using the designated template, and sent to OCHE for review. OCHE reviews the proposal for policy compliance and eligibility for trustee approval.
 - 6.2.4.1 OCHE then forwards the proposal to the Chief Instructional Officer group for peer review.
 - 6.2.4.2 OCHE assesses the program's alignment with Board policies and checks for duplication and CIP Code compliance.
 - 6.2.4.3 OCHE submits their Assessment Report and Recommendation to the MTECH Board of Trustees.
- 6.2.5 The MTECH Board of Trustees reviews the proposal and OCHE report. It decides to approve, defer, or reject the proposal.
- 6.2.6 If approved, the Vice President of Instruction notifies OCHE of trustee approval. OCHE adds approved programs that meet policy requirements to the USHE Board Consent Calendar. Programs that are approved are added to USHE's inventory of programs, under Mountainland Technical College.
- 6.2.7 The approved program curriculum is developed, with assistance from the MTECH Office of Teaching and Learning.
- 6.2.8 The program is then submitted to COE for approval and inclusion on the list of approved programs.
- 6.2.9 If the program meets financial aid criteria, the Financial Aid Office will request approval from the Department of Education to offer Pell Grants. Approval to grant Veterans Administration benefits will also be requested.

7. Annual Evaluation of Existing Programs

- 7.1 All programs are evaluated annually by faculty and occupational advisory committees to ensure currency of its objectives and content.
- 7.2 Occupational Advisory Committee Input
 - 7.2.1 Occupational advisory committee members provide annual input on graduation requirements, and updates regarding emerging skills, certifications, and technology.
 - 7.2.2 Suggestions are taken into consideration by faculty and discussed with program directors and AVPs for possible implementation
 - 7.2.3 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 Director and Associate Vice President for that program will evaluate the need for the program in the service region, evaluate what changes need to be put in place for viability of the program, or make the decision to discontinue the program.
- 7.3 Program Update Process
 - 7.3.1 Each year, Program Directors meet with Program Coordinators or Program Leads to review and plan program updates for the following academic year. Input from advisory committees and instructional staff is considered when evaluating curriculum, supplies, equipment and software needs.
 - 7.3.2 Proposed revisions are submitted to college administration for review and approval. Any changes affecting program structure, curriculum, or delivery are reported to all stakeholders as required by college, state, federal and accreditation standards.
 - 7.3.3 Upon approval, Program Directors ensure all program documentation—including master program information software, syllabi, and course materials—is updated accordingly. The Office of Teaching and Learning reviews updated materials to confirm compliance with college standards.

8. Evaluation History

Last Evaluation	Executive Staff Review
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
10/30/2025	12/15/2025
03/24/2026	05/04/2026