

Davis Applied Technology College  
Program and Course Development, Modification, and Discontinuance Policy and Procedures  
Training Division

Board Approval: 23 September 2010

**1. Purpose**

- 1.1. Program and course development at the Davis Applied Technology College (College) is done in accordance with the policies and procedures of the Utah College of Applied Technology, the Council on Occupational Education, and Instructional Systems Design. This document clarifies the roles, responsibilities, and procedures of program development.

**2. References**

- 2.1. College Employer Advisory Team Policy
- 2.2. Council on Occupational Education Handbook of Accreditation
- 2.3. Utah College of Applied Technology Program/Course Approval and Reporting

**3. Definitions**

- 3.1. **Core** – Essential skills required for entry-level employment.
- 3.2. **Council on Occupational Education** – The accrediting agency for the Davis Applied Technology College. As articulated by its membership, the mission of the Council is “assuring quality and integrity in career and technical education.”
- 3.3. **Course** – Specific subject matter comprising part of a program for which instruction is offered within a specified time period. Course information includes a course number, title, length and description.
- 3.4. **Distance Education Programs** – Programs that make available 50% or more of their required instructional hours via distance education.
- 3.5. **Elective** – Alternative specialized courses that improve skills required for employment.
- 3.6. **Hybrid Programs** – Programs that make available 49% or less of their required instructional hours via distance education.
- 3.7. **Objectives of an Educational Program** – Statements that specify the knowledge, skills, and attitudes to be acquired by students through planned instructional activities.
- 3.8. **Program** – A combination of courses and related activities (i.e. laboratory activities and/or Work-based Learning) that lead to a credential and are offered to enable students to develop competencies required for a specific occupation.
- 3.9. **Program Employer Advisory Team** – A group of at least three persons external to the institution who are knowledgeable of occupational education and employment needs relating to

a specific occupation. Through regularly scheduled (twice annually) and documented meetings, the team provides consultative assistance to ensure that the program continually strives to meet the occupational education needs of the community.

- 3.10. **Specialization** – A track of training that enables a student to specialize with specific industry skills.
- 3.11. **Traditional Programs** – Programs that require all coursework to be completed on campus.

#### **4. Program and Course Development**

- 4.1. Programs will be supervised by an administrator who is employed by the institutional organization.
- 4.2. Program admission standards will be defined for each program and include minimal skills required to ensure students have basic entry-level skills that provide reasonable expectations for successful program completion regardless of delivery mode.
- 4.3. Program objectives will align with the College mission and the occupational needs of the people served by the College.
- 4.4. Qualitatively consistent admission standards and performance requirements will provide reasonable expectations for successful program completion regardless of delivery method.
- 4.5. Programs will include course work and competencies in:
  - 4.5.1. Academics (i.e., math, reading for information, science, writing, computer literacy)
  - 4.5.2. Job-related knowledge and skills
  - 4.5.3. Job-related health, safety, fire prevention and physical demands
  - 4.5.4. Work habits and attitudes
- 4.6. The sequence of courses required for program completion will be organized to maximize the learning of competencies essential to success in the occupation.
- 4.7. Program and course development and modification take place using defined procedures.

#### **5. Program and Course Modification**

- 5.1. Approved and implemented programs will be reviewed annually for modification and will be based on multiple inputs including industry feedback, documented market research, and recommendations from College administration. Programs will be modified mid-year only when required by industry.
- 5.2. Proposed program modifications will be reviewed by academic partners to evaluate potential impact to students.

- 5.3. Courses not included in an approved program may be modified at any time.
- 5.4. Significant change to an existing course, including a change in course length or significant change in content requires the creation of a new course and in the case of a course that is included in an approved program must follow the program modification guidelines and schedule.

## **6. Substantive Changes**

- 6.1. Changes in program objective, length, content, delivery mode, or other revisions of 25% or more will be subject to a more extensive approval process as outlined by the Council on Occupational Education substantive change requirements.
- 6.2. Substantive changes must be applied for no later than 30 days before the implementation of the change and the change may not be implemented until it has been approved.

## **7. Program Discontinuance**

- 7.1. Upon discontinuation of a program, the College Accreditation Liaison Officer will submit notification in writing to the Council on Occupational Education, the Utah College of Applied Technology, the College Board of Directors, Student Services, Financial Aid, the Marketing Department and academic partners of programs that will be discontinued.
- 7.2. Upon discontinuation of a program, the College will continue the program for a period sufficient to enable all admitted students to complete a certificate in a publicized timeframe.

## **8. Program Development Procedure**

- 8.1. The Director of Programs will work with the Director of Institutional Effectiveness and Instructional Quality on program research, planning, development and implementation.
  - 8.1.1. Considerations for program development will include, but not be limited to, alignment with College mission; industry need for the program; budget, personnel, facility, equipment and material resources required to begin the program; instructor qualifications; course to be included in the program; title, admission requirements; evaluation of programmatic accreditation and industry certification and licensing requirements; and evaluation of compliance issues.
- 8.2. Based on the outcome of program research and planning, the Director of Programs will submit the following documentation to the Director of Institutional Effectiveness and Instructional Quality:
  - 8.2.1. Program Description including a brief summary of the scope and purpose of the program.
  - 8.2.2. Program Outline showing program title, length, courses, course lengths, prerequisites, tracks and specializations with admission requirements.

- 8.2.3. Employer Support including a region-specific market analysis with Bureau of Labor Statistics or Workforce Services data.
- 8.2.4. Employer advisory committee meeting minutes and employer verification form stating entry-level hiring salary range.
- 8.2.5. Resources available to support the program including facilities, equipment, materials, instructional staff and qualifications and budget available.
- 8.3. The Director of Institutional Effectiveness and Instructional Quality will compile program approval documentation and submit to the College Board of Directors, Utah College of Applied Technology, Council on Occupational Education and Financial Aid.
- 8.4. The Director of Institutional Effectiveness and Program Quality will notify the Director of Programs, Financial Aid, Student Services and Marketing departments of program approval.
- 8.5. The Director of Institutional Effectiveness and Program Quality will ensure implementation of program application and admission requirements and will enter the program and course information in the student information system.
- 8.6. The Director of Programs will coordinate that the classroom and/or lab, instructor(s), instructional resources are in place and that scheduling requests have been submitted to Student Services.
- 8.7. The Director of Institutional Effectiveness and Program Quality will notify the Utah State Office of Education and other academic partners to ensure academic agreements accurately reflect the programs and courses available to students.

## **9. Program Modification Procedure**

- 9.1. Instructors will review feedback from institutional administrators, Employer Advisory Teams, work-based learning Site Supervisors, academic partners and students to determine if modifications need to be made to the program.
- 9.2. The Director of Institutional Effectiveness and Instructional Quality will notify instructors to submit proposed program modification requests with justification for change less than 25% by April 30. Modifications may include:
  - 9.2.1. Admission and Occupational Requirements
  - 9.2.2. Program title and length (including length of core and electives)
  - 9.2.3. Program description and objectives
  - 9.2.4. Addition or removal of electives and areas of specialization
  - 9.2.5. Addition or removal of courses and prerequisites
  - 9.2.6. Minor modification of course titles and descriptions

9.2.7. Course-sign off

- 9.3. New courses added to a program will be developed in accordance with Section 11.4 of this policy.
- 9.4. The Director of Institutional Effectiveness and Instructional Quality will report proposed program modifications to academic partners in April to evaluate potential impact to students.
- 9.5. The Director of Institutional Effectiveness and Instructional Quality will report proposed program modifications and any concerns to the Director of Programs for approval.
- 9.6. The Director of Institutional Effectiveness and Instructional Quality will enter approved program modifications in the student information system and notify Student Services and the Marketing Department of program changes by June 1.

**10. Program Discontinuance Procedure**

- 10.1. Upon discontinuation of a program, the College Accreditation Liaison Officer will submit notification in writing to the Council on Occupational Education, academic partners impacted, Student Services and the Marketing Department.

**11. Course Development Procedure**

- 11.1. New courses added to existing accredited programs will be developed following Section 9 of this policy.
- 11.2. The Director of Programs or Employer and Continuing Education Manager submits a Course Request form to the Director of Institutional Effectiveness and Instructional Quality for courses not included in accredited programs.
- 11.3. The Director of Institutional Effectiveness and Instructional Quality verifies the course or similar course does not already exist in the student information system.
  - 11.3.1. If the course or similar course already exists in the student information system, the Director of Institutional Effectiveness and Instructional Quality notifies the requestor that the course request is denied.
  - 11.3.2. If the course or similar course does not exist in the student information system, the Director of Institutional Effectiveness and Instructional Quality creates the course in the student information system and submits the form to Student Services, where sessions are created.
- 11.4. Courses that include computer software will include a software version number, allowing students to return to the College to upgrade their skills.
- 11.5. Courses included on a program training plan will be ordered in the sequence in which they should be taken.

- 11.6. Course numbering will reflect 1000 level numbers for first year courses and 2000 level numbering for second year courses.

**12. Course Modification Procedure**

- 12.1. The Director of Programs or Employer and Continuing Education Manager notifies the Director of Institutional Effectiveness and Instructional Quality of course modification needs.
- 12.2. The Director of Institutional Effectiveness and Instructional Quality modifies the existing course or creates a new course following the Course Development Procedure in the student information system.

**13. Course Discontinuance Procedure**

- 13.1. Courses are evaluated annually to determine which will be discontinued in the following year.
- 13.2. Courses that will be discontinued are removed from the assigned training plan in the student information system.