

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

11 June 2015

ITEM: II.H

TOPIC: Enrollment/Completion Reporting Policy Revisions: Policy 200 (Program/Course Approval and Reporting) and Policy 205 (Student Enrollment and Completion Reporting)

BACKGROUND

The Board of Trustees approved Policy 205 (Student Enrollment and Completion Reporting) and associated revisions to Policy 200 (Program/Course Approval and Reporting) in 2014. The new and adjusted policies were needed to provide consistent definition, direction, application, and reporting for the campuses not only for reporting to the legislature, but for reporting to other stake-holders and interested parties.

After a full year of reporting under the policies and review of its provisions and results by campuses and the Office of the UCAT President, the revisions detailed on the attached policy drafts are recommended. (Due to the lengths of the two policies, only the affected sections are attached; the full policies may be viewed at <http://www.ucat.edu/ucat/policies-procedures/>):

Policy 200 (Program/Course Approval and Reporting): Adds emphasis to the definition of the new Occupational Skills Certificate for documented employer need and distinctiveness from program certificates (200.4.4).

Policy 205 (Student Enrollment and Completion Reporting): Replaces duplication of definitions in Policy 200.4 with references to the definitions (205.7.1 and 205.7.2). Provides a minimum 60-hour threshold on Occupational Skills Certificates to be reported for Utah's certificate attainment goal (205.7.3). Rewrites the section on Data Submission for clarity (205.11). Eliminates the "Interim Follow-Up Submission", which was found to be immaterial and unnecessarily burdensome (205.11.1.2). Streamlines the process for campus certification of updated placement data by providing for submission directly to the UCAT President and Board of Trustees for timely final approval (renumbered 205.11.2).

FISCAL IMPACT

None.

RECOMMENDATIONS

UCAT Administration recommends that the Board of Trustees approve the proposed revisions, as shown in the attachments, to Policy 200 (Program/Course Approval and Reporting) and Policy 205 (Student Enrollment and Completion Reporting).

Attachments:

Policy 200 revisions (Program/Course Approval and Reporting); Policy 205 revisions (Student Enrollment and Completion Reporting)





Subject:	Program/Course Approval and Reporting
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200.1 Purpose

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

200.2 Approval

UCAT Board of Trustees: January 4, 2006; Revised/replaced June 18, 2009; Revised April 10, 2014; June 12, 2014; June 11, 2015 (pending).
Effective Date: July 1, 2014

200.3 References

[UCA 53B-2a-104\(2\)\(g\)](#) Utah College of Applied Technology Board of Trustees –Powers and duties
[UCAT Policy 100](#) (UCAT Mission Statement)
[UCAT Policy 204](#) (Tuition and Fees)

200.4 Definitions

- 4.1 Program:** A combination of courses and related activities (e.g. laboratory activities and/or work-based activities), approved in accordance with this policy and by the Council on Occupational Education, that is offered by a campus to develop the competencies needed for entry into a specific occupation or set of related occupations.
- 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 campus 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, shall fully prepare a student for entry into specified employment related to the full program, and shall be included in the campus catalog.
- 4.4 Occupational Skills Certificate:** An official credential issued to a student by a campus registrar documenting that the student has completed a pre-defined course or set of courses approved as an occupational skills certificate by the campus board of directors in accordance with this policy. An occupational skills certificate shall provide mastery of a set of competencies that are documented as needed by one or more Utah employers as specified in 200.6.6, and that are not already provided as a or substantially similar to an approved campus program certificate defined in 200.4.3.
- 4.5 Substantive Change:** A change in the objectives, length, content, or other revisions equaling or exceeding 25% of an existing educational program.



Subject:	Student Enrollment and Completion Reporting
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205.1 Purpose

To specify criteria, definitions, processes, data collection, and reporting for student enrollment and completion at UCAT campuses and for the UCAT system.

205.2 Approval

UCAT Board of Trustees: April 10, 2014. Revised: June 12, 2014; June 11, 2015 (pending)
Effective Date: July 1, 2014.

205.7 Credentials

A UCAT campus shall document and report the following credentials awarded to students who qualify as specified. For students issued more than one credential, each award shall be reported for the qualifying student. For reported counts of *total credentials awarded*, the number shall include all of the awards issued to students. For reported counts of *students who received awards*, the number shall include only the number of distinct students who received any award and shall not reflect multiple certificates for a student.

7.1 Program Certificate: ~~A credential defined in Policy 200.4.3 documenting that a student has completed a program or predefined subset.~~ A Program Certificate as defined in Policy 200.4.3 may be issued to any student in any enrollment category specified in 205.5 who qualifies for the certificate. For students issued more than one Program Certificate, each award shall be reported for the qualifying student. 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.

7.2 Occupational Skills Certificate: ~~A credential defined in Policy 200.4.4 documenting that a student has completed a pre-defined course or set of courses approved by the campus board of directors that are needed by one or more employers and are not provided as a program certificate.~~ An Occupational Skills Certificate as defined in Policy 200.4.4 may be issued to any Secondary, Occupational Upgrade, or Other Post-Secondary student who qualifies for the certificate.

7.3 Utah Certificate Attainment Reporting: Program Certificates and Occupational Skills Certificates 60 hours or more in length, shall each be identified and reported for the Utah goal set forth in Senate Concurrent Resolution 5 (SCR-5), 2013 General Legislative Session, that 66% of Utah’s adults will hold a postsecondary degree or certificate by the year 2020.

205.11 Campus Data Submission and Certification

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



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~~11.1 Annual Data Submission and Certification Schedule~~

~~11.1.1 Enrollment/Completion Year-End Data Submission:~~

~~**Reporting Period:** Complete fiscal year (July 1 through June 30).
Data Submission Deadline: July 31 (31 days after fiscal year end).
Data Content: enrollment (headcount and membership hour), completion, and placement data for all students enrolled during the reporting period.
Data Use: enrollment and completion (except Non-Graduate Completion) shall be considered final for UCAT Annual Report and other fiscal year reports. Placement data (including Non-Graduate Completion) will be noted as preliminary and pending final follow-up submission.
Campus Certification/Campus Board Approval Deadline: September 15.
UCAT Board of Trustees Approval: September 30.~~

~~11.1.2 Placement/Completion Interim Follow-Up Submission:~~

~~**Reporting Period:** Complete fiscal year (July 1 through June 30).
Data Submission Deadline: September 30.
Data Content: placement data for Certificate-Seeking students enrolled during the reporting period, updated as of September 30.
Data Use: Updated placement data only (including Non-Graduate Completion) shall be updated to the Enrollment/Completion Year-End Data Submission and included in the UCAT Annual Report, and shall be footnoted as preliminary and pending final follow-up submission.
Campus Certification/Campus Board Approval Deadline: Interim data—final certification not required.
UCAT Board of Trustees Approval: Interim data—final approval not required.~~

~~11.1.3 Placement/Completion Final Follow-Up Submission:~~

~~**Reporting Period:** Complete fiscal year (July 1 through June 30).
Data Submission Deadline: Five business days after the COE annual report deadline in December.
Data Content: placement data for Certificate-Seeking students enrolled during the reporting period, updated as of the COE annual report deadline in December.
Data Use: Updated placement data only (including Non-Graduate Completion) shall be updated to the Enrollment/Completion Year-End Data Submission, shall be considered final for all fiscal year reports, and shall be published as a supplement to the UCAT Annual Report.
Campus Certification/Campus Board Approval Deadline: December 31.
UCAT Board of Trustees Approval: January 15.~~

~~11.2 Annual Data Certification Process~~

~~11.2.1 Campus Review and Certification: Each campus president shall, in conjunction with the campus instructional and student services officers, conduct a thorough review of each campus data submission, and shall provide written~~



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~~certification that the campus data comply with the criteria outlined in Utah Code 53B-2a-102, UCAT Policies 200, 201, and 205, and any local campus policy(s).~~

~~**11.2.2 Campus Board of Directors Approval:** The campus board of directors shall be presented the campus president's data review and certification in an official board meeting and approve the campus president's review and certification as an action item. The campus president shall submit a letter to the UCAT President indicating that the review, certification and board approval have been accomplished.~~

~~**11.2.3 UCAT Board of Trustees Approval:** The Office of the UCAT President shall review each campus certification and campus board approval, and the UCAT President shall report UCAT administration acceptance and approval to the UCAT Board of Trustees. Upon acceptance and approval of the campus data submission and certification by the Board of Trustees, the approved information shall be designated the official data to be published in reports pertaining to the fiscal year.~~

11.1 Year-End Data Submission: The campus Year-End Data Submission shall include enrollment (headcount and membership hour), completion, 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).

11.1.1 Campus President Review and Certification: Each campus president shall, in conjunction with the campus instructional and student services officers, conduct a thorough review of the campus Year-End Data submission, and shall provide written certification that the campus data: (a) are complete and accurate, and in agreement with UCAT summaries of the data; and (b) comply with the criteria outlined in Utah Code 53B-2a-102, UCAT Policies 200, 201, and 205, and any local campus policy(s).

11.1.2 Campus Board of Directors Approval: The campus president's data review and certification of the Year-End Data Submission shall be presented to the campus board of directors in an official board meeting as an action item for approval. The campus president shall submit a letter to the UCAT President by September 15 indicating that the review, certification and board approval have been accomplished.

11.1.3 UCAT Board of Trustees Approval: The Office of the UCAT President shall review each campus president certification and campus board approval of the Year-End Data Submission, and the UCAT President shall report UCAT administration acceptance and approval to the UCAT Board of Trustees in an official board meeting by September 30.

11.1.4 Data Use and Publication: Upon approval of the campus Year-End Data Submission and certification by the Board of Trustees, the data shall be designated as official for publication in reports pertaining to the fiscal year. Enrollment and completion elements of the Year-End Data (except Non-



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Graduate Completion) shall be considered final for the fiscal year. Placement data (including Non-Graduate Completion) shall be noted as preliminary and pending the Placement Update Submission (205.11.2)

11.2 Placement Update Submission: The campus Placement Update Submission shall include only updated placement data for Certificate-Seeking students that appeared in the certified Year-End Data Submission (205.11.1) as of the COE annual report deadline in December, and shall be submitted five business days after the COE annual report deadline in December.

11.2.1 Campus President Review and Certification: Each campus president shall, in conjunction with the campus instructional and student services officers, conduct a thorough review of the campus Placement Update submission, and shall provide written certification to the UCAT President at least one week prior to the January UCAT Board of Trustees meeting that the Year-End Data certified in 205.11.1, with the Placement Updates described in this section: (a) are complete and accurate, and in agreement with UCAT summaries of the data; and (b) comply with the criteria outlined in Utah Code 53B-2a-102, UCAT Policies 200, 201, and 205, and any local campus policy(s).

11.2.2 UCAT Board of Trustees Approval: The Office of the UCAT President shall review each campus president certification, and the UCAT President shall report UCAT administration acceptance and approval to the UCAT Board of Trustees in an official board meeting in January.

11.2.3 Campus Board of Directors Notification: The campus president's data review and certification of the Year-End Data with Placement Updates shall be presented as an information item that does not require campus board approval in the next scheduled board meeting after the certification is completed.

11.2.4 Data Use and Publication: Upon approval of the certified campus Year-End Data with Placement Updates by the Board of Trustees, the data shall be designated as official for publication in reports pertaining to the fiscal year. Updated placement data only (including Non-Graduate Completion) shall be incorporated into the preliminary Year-End Data reported in 205.11.1.4, shall be considered final for all fiscal year reports, and shall be published as a supplement to preliminary reports.