![Salt Lake Community College logo]

Board of Trustees – June 12, 2019, 8:00 a.m.
Taylorsville / Redwood Campus
4600 South Redwood Road, Salt Lake City, Utah
AAB 428 Board Room

Meeting to be conducted by Maria Farrington, Vice-Chair

Executive Session is not anticipated in connection with this meeting.

I.	BOARD BUSINESS: Maria Farrington, Vice-Chair		
	A. Recognition of Outgoing Trustee – Tim Miller		
	B. Recognitions - Outgoing Staff Association President – David Brower, Faculty Senate President – Ed Engh, and Faculty Association President-Craig Ferrin		
	C. Introduce new Faculty Senate President – Katerina Salini and Faculty Association President – Justice Morath		
	D. Oath of new Trustee and SLCC Student Association President, Mary Flanagan		
	E. Approve Meeting Schedule for 2019-20	TAB A	
	F. Vote for Trustee Chair and Vice-Chair positions		
	G. Comprehensive Campaign Update & Report on Progress, Trustee Maria Farrington, and Nancy Michalko		
	H. Mission Fulfillment - VP Jeff Aird, Trustee Brady Southwick, Trustee Shawn Newell	TAB B	
	I. Audit Committee Report, Trustee Jim Wall		
II.	CONSENT CALENDAR:		
	It is the recommendation of the Chair that the Board approve the following items on the Consent Calendar:		
	A. <u>Investment Report for March and April, 2019</u>	TAB C	
	B. <u>Minutes of Previous Meeting, April 10, 2019</u>	TAB D	
	C. <u>Executive Session</u>: Approval to hold an Executive Session or Sessions in connection with the meeting of the SLCC Board of Trustees to be held August 14, 2019 to consider matters permitted by the Utah Open and Public Meetings Act.		
	D. <u>Personnel Report for April and May, 2019</u>	TAB E	
	E. <u>Government Funding Report—Major Grants Requested/Received</u>	TAB F	
III.	PRESIDENT'S REPORT: Dr. Deneece Huftalin, President		
	A. President Huftalin		
	1. Action: Removal of Obsolete Policies	TAB G	
	2. Information: Update on Softball team		
	B. Student Life & Leadership Report – Trustee Flanagan		
	C. Academic Affairs Report – Provost Clifton Sanders		
	1. Action: Academic Curriculum Changes	TAB H	
	a. Music Technology – Certificate of Proficiency	TAB I	
	b. Geographic Information Systems – Certificate of Proficiency	TAB J	
	c. Small Unmanned Aerial Systems (sUAS) – Certificate of Proficiency (new)	TAB K	
	d. International & Global Studies (AA)	TAB L	
	e. Interdisciplinary Studies (AS)(AA)	TAB M	
	f. Journalism & Digital Media (AS)	TAB N	
	D. Business Services Report – VP Jeffrey West		
	1. Information: Annual IT Report (GUEST: Bill Zoumadakis)	TAB O	

	2. Information: Surplus Property Report (GUEST: Debra Glenn) 3. Information: Motor Vehicle Policy (1st Reading) 4. Information: Shipping & Receiving, Mail Services and Courier Policy (1st Reading)	TAB P TAB Q	
	E. Student Affairs Report – VP Chuck Lepper 1. Information: SLCCSA Exec Council Welcome 2. Information: On-Campus Internship Program	TAB R	
	F. Institutional Effectiveness Report – VP Jeff Aird 1. Information: FLSA Overtime Policy (1st Reading) 2. Information: Staff Overload Policy (1st Reading)	TAB S TAB T	
IV.	ADJOURNMENT:		

Calendar of Important Events:

Joint Board of Regents / Board of Trustees Meeting	August 1-2, 2019	Southern Utah University – Cedar City, Utah
Gail Miller Leadership Golf Tournament	September 9, 2019	Hidden Valley Country Club
Tanner Forum	October 8, 2019 with Talithia Williams	South City Campus Grand Theatre
President's Art Show Opening Reception	November 4, 2019	South City Campus Multipurpose Room

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the ADA Coordinator, at 801-957-4041, at least three working days prior to the meeting.

Board of Trustees
2019-20 Meeting Schedule

Board meetings will begin at 8:00 a.m. and be held at the Taylorsville Redwood Campus (AAB 428) unless specified otherwise. Meetings are generally held the second Wednesday of each month except for August, September, December and May.

August 1-2, 2019
(Joint Meeting with BOR in Cedar City)

August 14, 2019

September 11, 2019
(Retreat – Trustees only)

October 9, 2019

November 13, 2019

December 11, 2019
(Holiday Dinner in lieu of regular meeting – Trustees only)

January 15, 2020*

February 12, 2020

March 11, 2020

April 8, 2020

May 6, 2020
(Evening of Honor Dinner)

May 8, 2020
(Commencement)

June 10, 2020

* Note: this meeting is a departure from the usual schedule – it is the 3rd Wednesday of the month
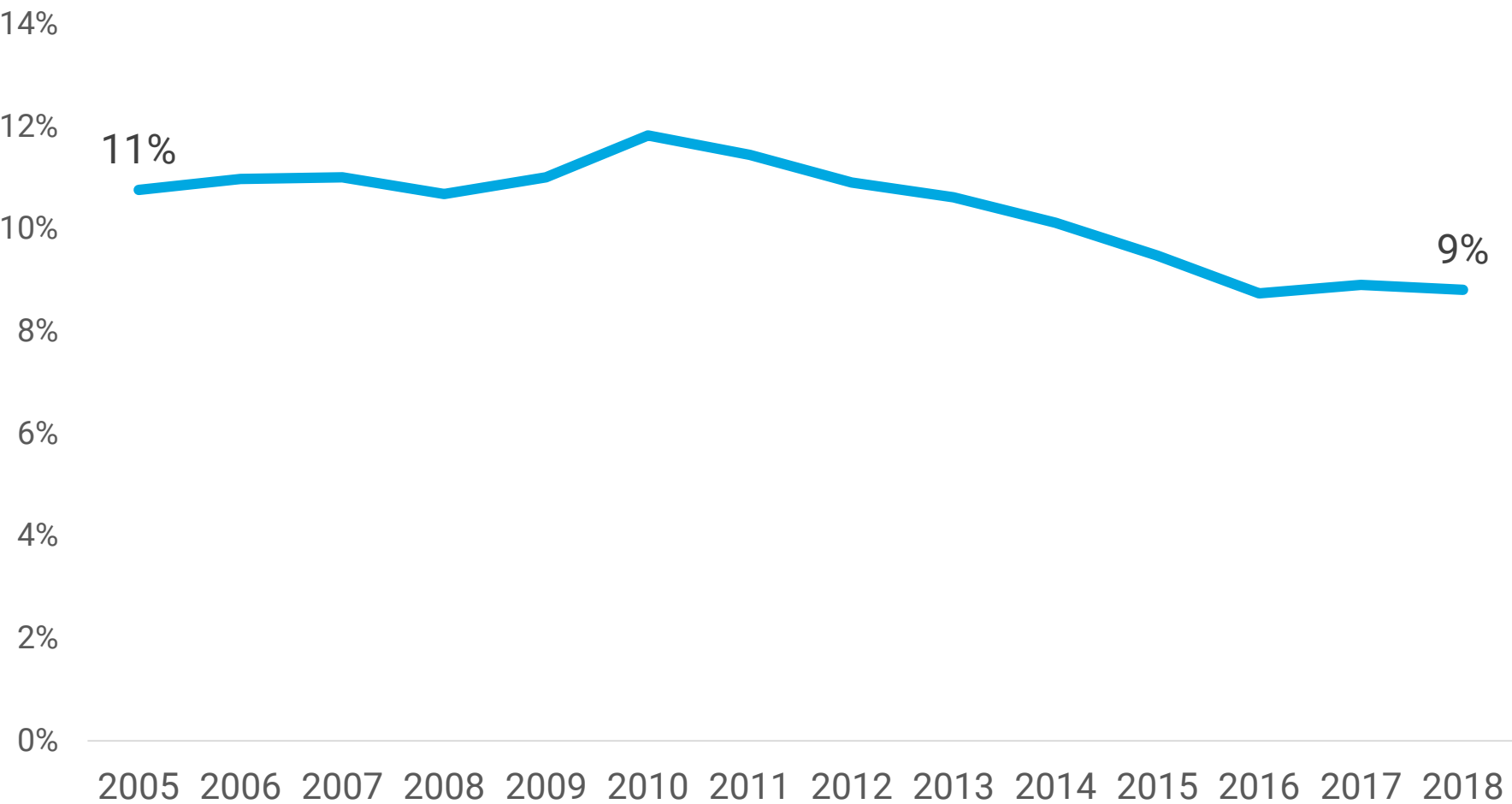
Objective A:
Provide accessible instructional programs and student services

Core Theme Indicator #1:
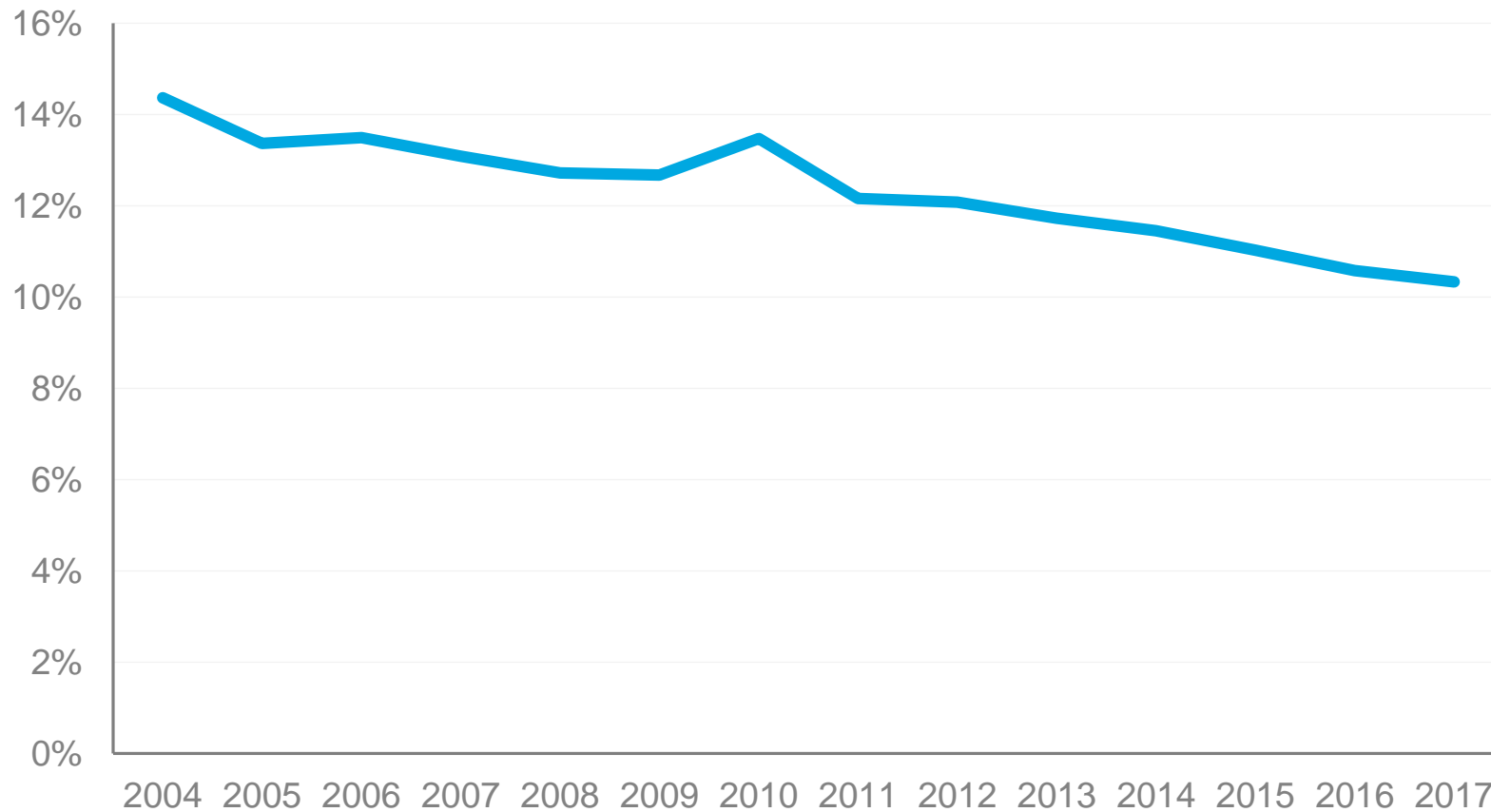## Community Access Rate

Community Access Rate

The SLCC annual headcount as a proportion of the Salt Lake County college-aged population (15 to 44); 2005 - 2018

Source: SLCC Data Warehouse, EMSI population

Declining college participation

Proportion of Salt Lake County residents age 15-34 who attended a USHE institution, Fall semesters 2004-2017

10%

of Salt Lake County residents attended a USHE institution in Fall 2017

Analysis by SLCC Office of Data Science and Analytics. Data provided by Utah System of Higher Education.
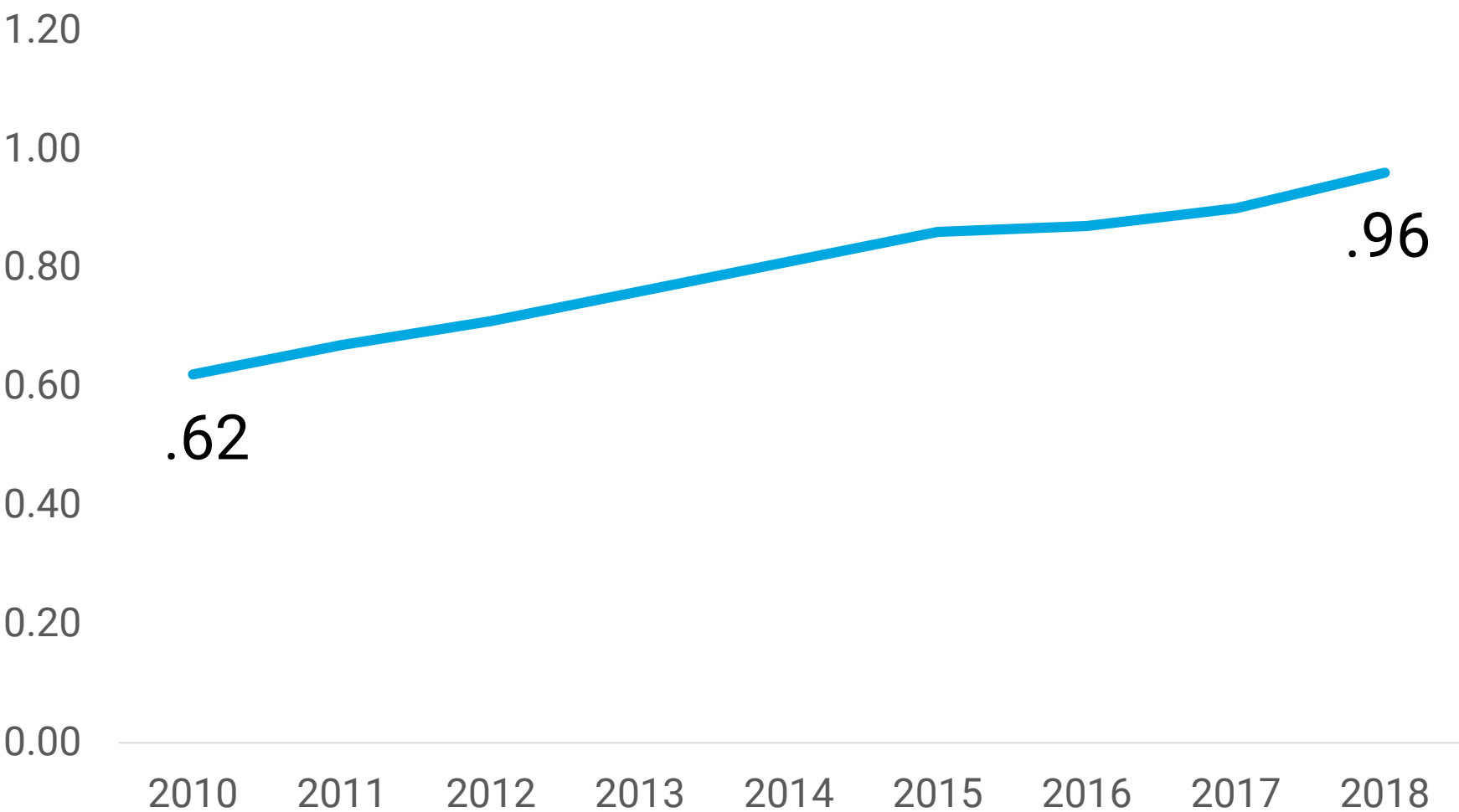
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SLCC

Objective B:
Provide access to students underrepresented in higher education

Core Theme Indicator #2:
Minority student participation ratio

Equity in College Participation and Completion

Proportion of Salt Lake County population, student enrollment, and awards by race/ethnicity
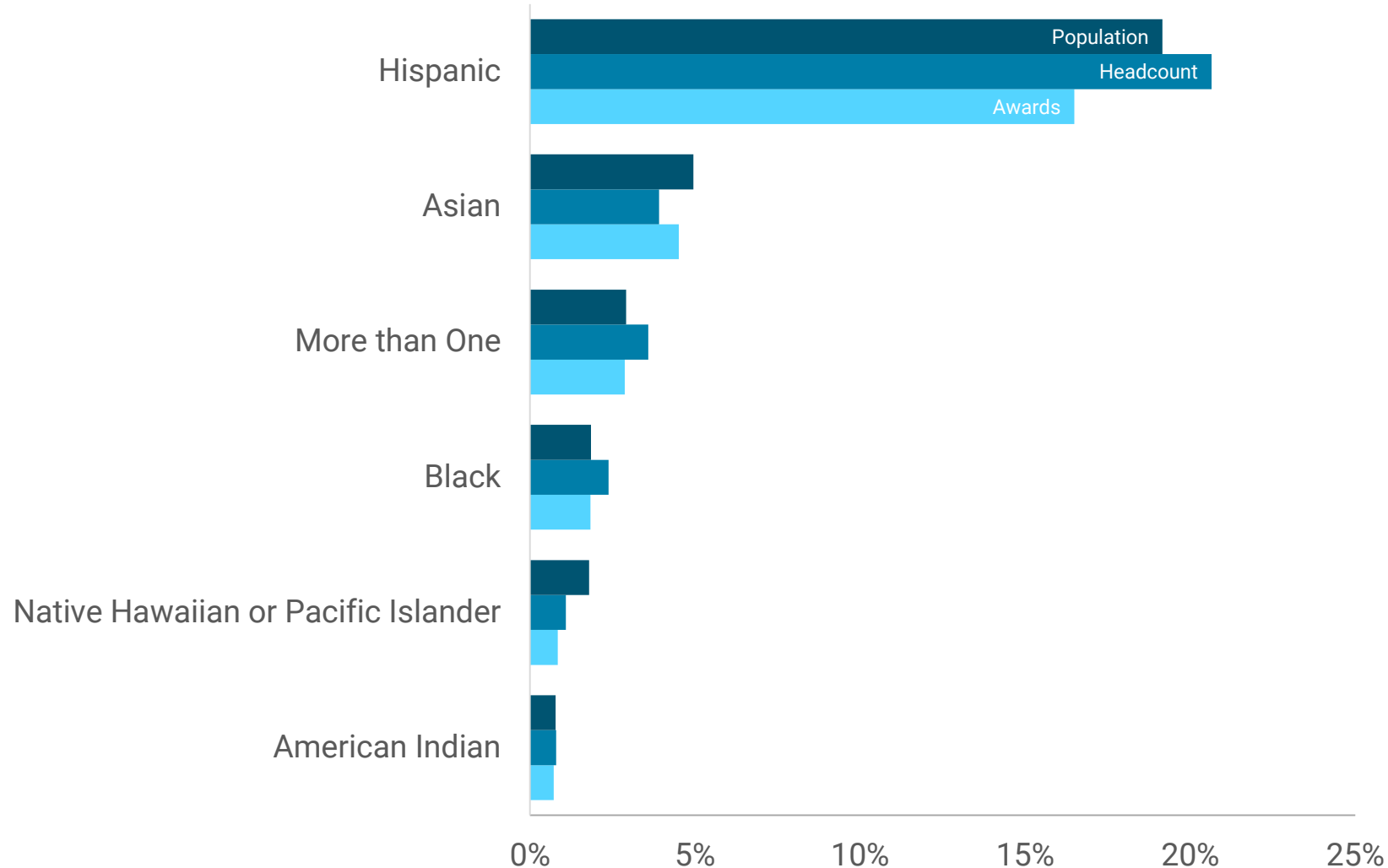
Source: EMSI Salt Lake County population aged 15-44, SLCC Data Warehouse

Objective B:
Support students to become successful and engaged learners

Indicator #2:
Six-year completion rate

Six-Year Completion Rate

The percent of students who complete a degree or certificate within six years of starting at SLCC. (Year represents the first term - VFA fall cohorts)

22%

26%

2005 2006 2007 2008 2009 2010 2011 2012

SLCC
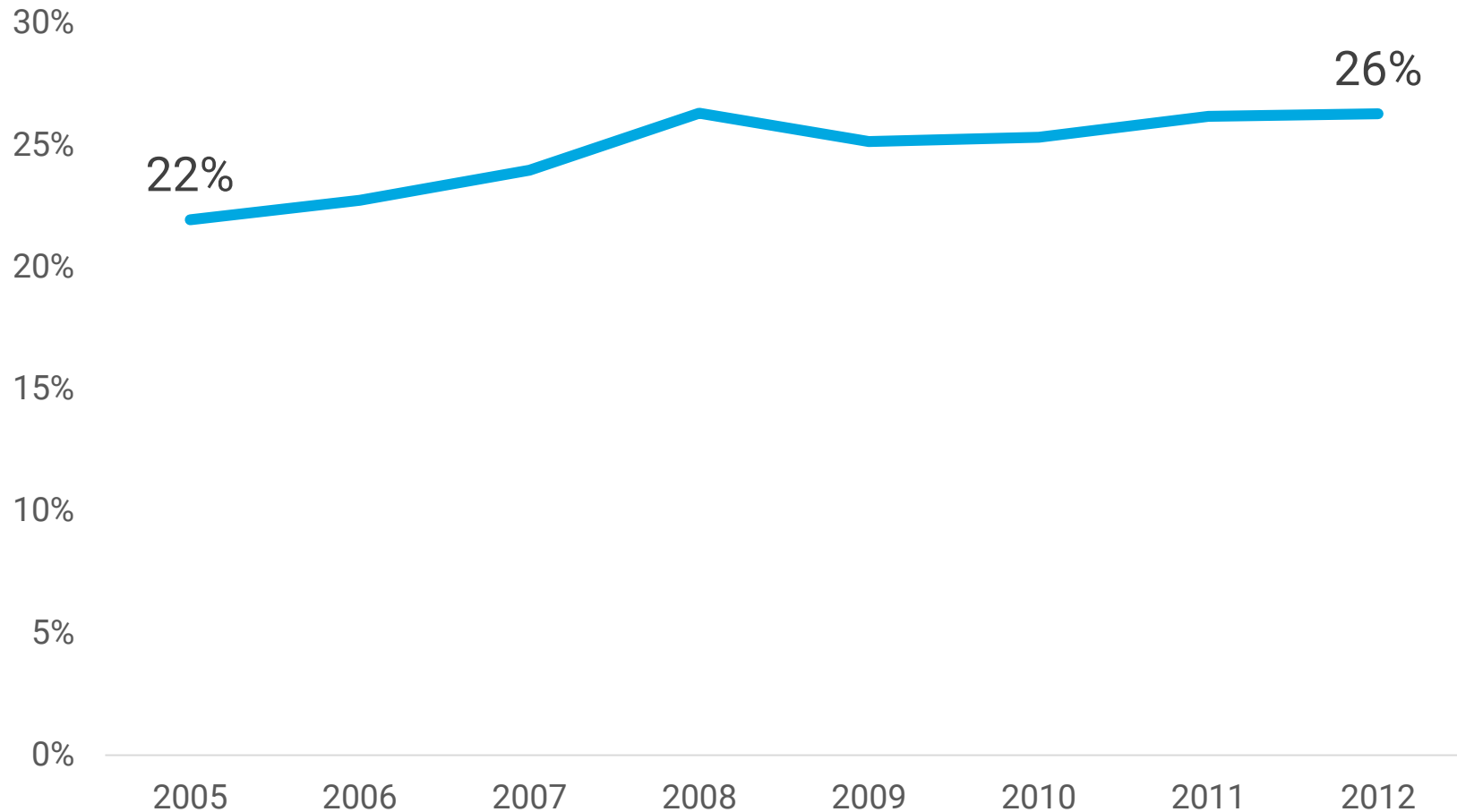
VFA National Benchmark

The percent of students who complete a degree or certificate within six years by race/ethnicity and comparison institutions. VFA Fall 2010 Cohort
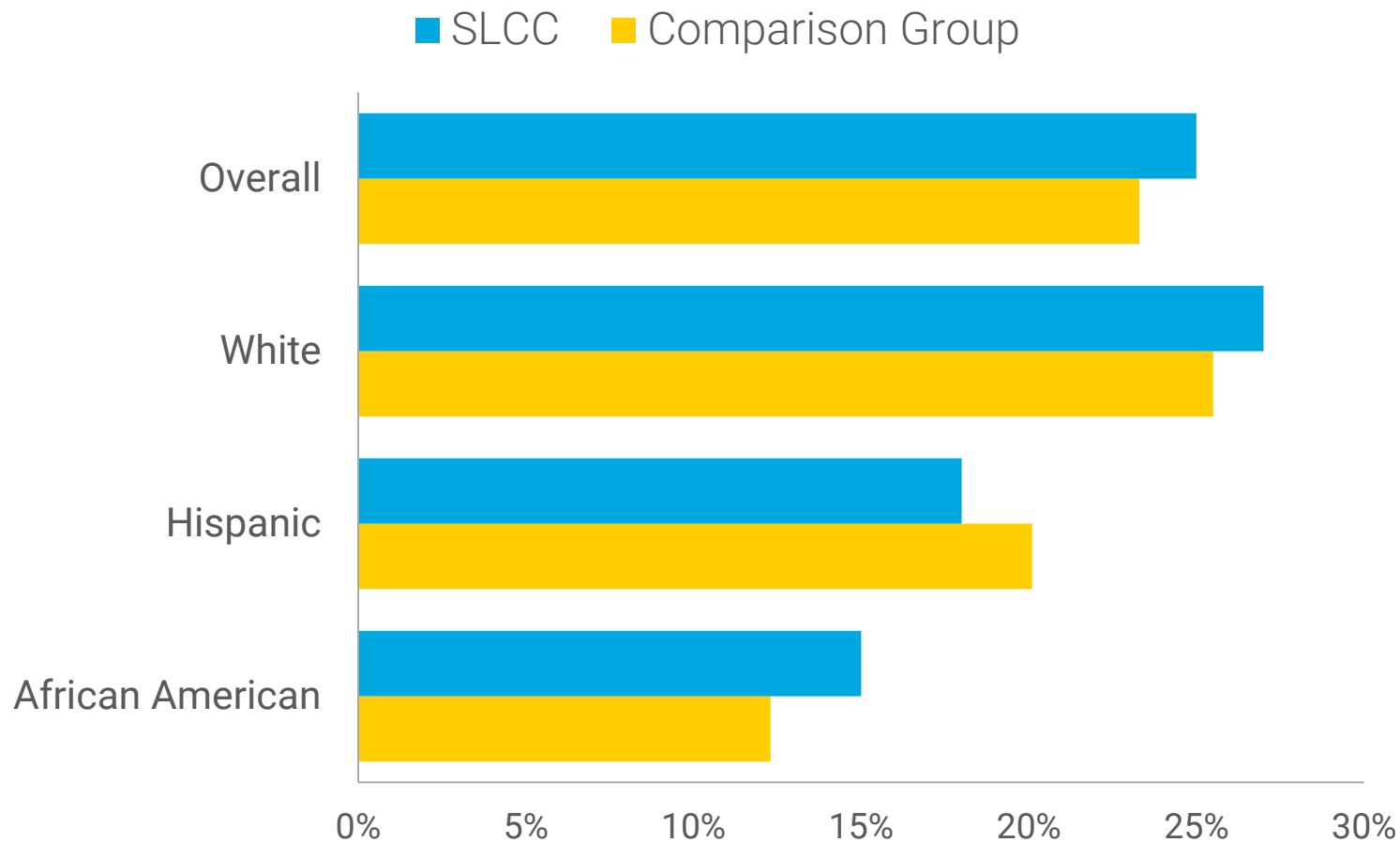
VFA cohort:
All new students

IPEDS National benchmark

The percent of first-time, full-time students who complete a degree or certificate within 150% of time required
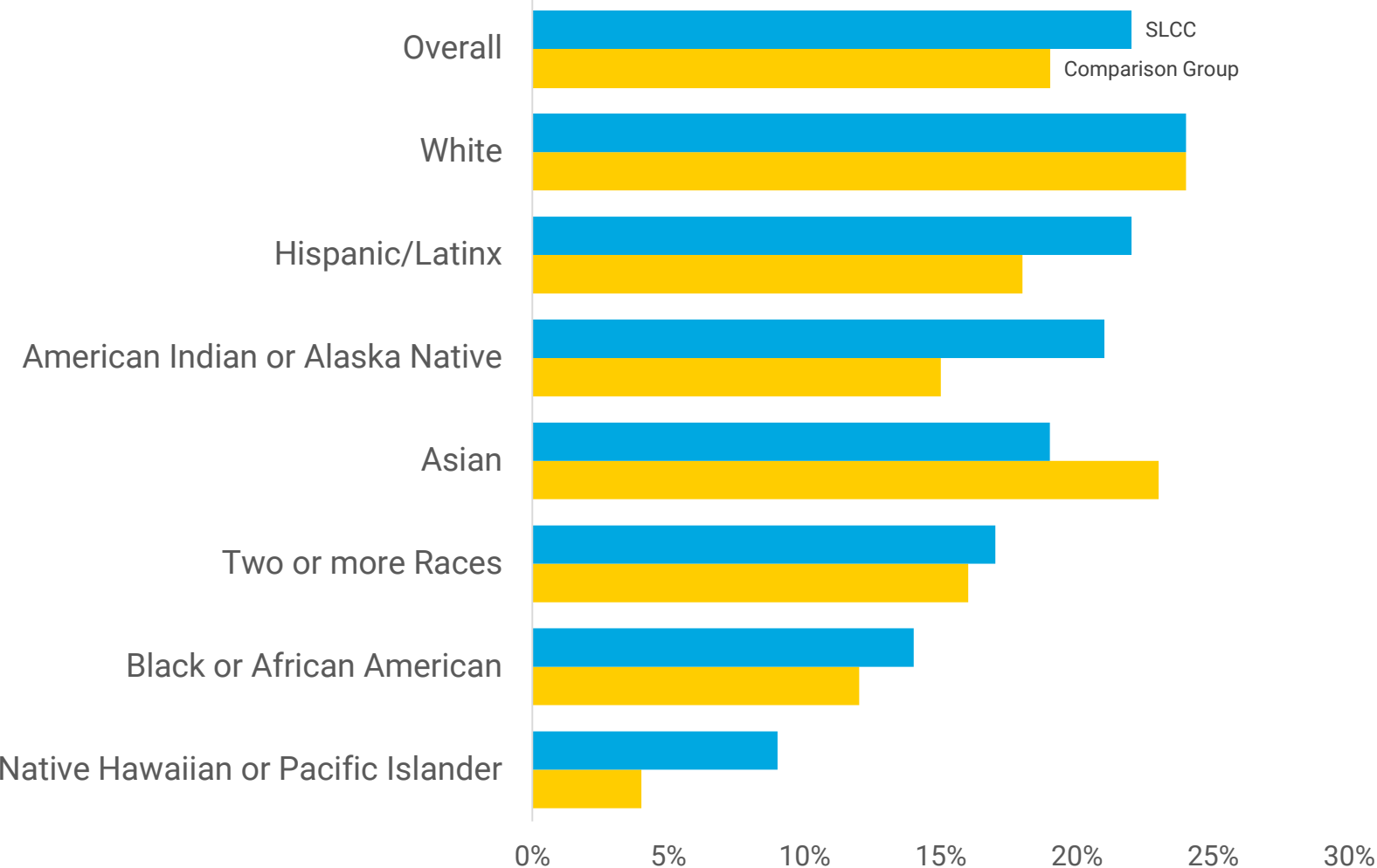
IPEDS cohort: First-time, full-time, degree-seeking students

Source: IPEDS 2014 Cohort Data Feedback Report
Completion rate of first-time, full-time, degree-seeking students within 150% of normal time at 2-year post-secondary institutions

SLCC

TAB C

TO: CLINT ENSIGN, CHAIR OF THE BOARD OF TRUSTEES

To the best of my knowledge, the investment reports presented to you accurately reflect the investment activity, the cost, and market value of all investments at month end, and all investments conform with College and Board of Regents' policies, and with the State Money Management Act and the rules of the State Money Management Council.

Travis Kartchner
Public Treasurer, Salt Lake Community College

SALT LAKE COMMUNITY COLLEGE
MONEY MANAGEMENT INVESTMENTS
INVESTMENT PORTFOLIO AT 3-31-2019

Description	Rate of Return	Settlement Date	Maturity Date	Cost	Market Value
AIA Group					
Medium Term Note Floater	3.07%	09/20/18	09/20/21	2,003,886.00	1,996,288.00
American Express					
Medium Term Note Floater	2.98%	01/25/18	10/30/20	2,002,094.60	1,999,546.00
Medium Term Note Floater	3.38%	01/24/19	05/17/21	999,285.71	1,002,686.00
Medium Term Note Floater	3.27%	11/06/18	11/05/21	2,002,912.30	2,006,952.00
American Honda Finance					
Medium Term Note Floater	3.10%	01/25/19	12/10/21	994,880.00	995,870.00
Athene Global Funding					
Medium Term Note Floater	3.12%	01/29/18	04/20/20	1,511,639.40	1,508,476.50
Medium Term Note Floater	3.31%	01/25/19	04/20/20	1,528,966.79	1,528,589.52
Barclays Bank					
Medium Term Note Floater	3.21%	06/16/17	06/16/20	2,000,000.00	1,998,868.00
Medium Term Note Floater	3.07%	01/25/18	08/07/20	1,003,514.80	999,540.00
Medium Term Note Floater	3.11%	09/15/17	09/15/20	2,000,000.00	1,991,520.00
BMW U.S. Capital LLC					
Medium Term Note Floater	3.45%	01/30/19	08/13/21	1,994,365.69	1,995,784.00
Capital One					
Medium Term Note Floater	3.10%	04/04/17	09/13/19	2,002,461.20	2,003,900.00
Citigroup Inc					
Medium Term Note	2.37%	01/25/18	04/08/19	999,999.95	999,958.00
Medium Term Note Floater	3.54%	12/10/18	12/08/21	2,006,222.24	2,022,460.00
Commonwealth Bank					
Medium Term Note Floater	3.54%	06/23/16	05/24/19	1,100,191.18	1,101,010.90
Daimler Finance					
Medium Term Note Floater	3.25%	11/08/16	10/30/19	1,000,665.00	1,001,808.00
Medium Term Note Floater	2.90%	01/25/18	10/30/19	2,004,445.75	2,003,616.00
Federal Agricultural Mortgage Corporation					
US Agency	1.45%	02/21/17	08/21/19	2,000,000.00	1,992,816.00
US Agency	1.64%	01/27/17	01/27/20	2,000,000.00	1,987,450.00
US Agency	1.87%	08/09/17	04/01/21	2,000,000.00	1,980,614.00
US Agency	2.28%	02/23/17	02/23/22	2,000,000.00	1,997,870.00
US Agency	2.26%	04/06/17	04/06/22	1,999,400.08	1,995,508.00
Federal Farm Credit Bank					
US Agency	1.47%	06/29/16	06/29/20	2,000,000.00	1,978,456.00
US Agency	1.55%	06/21/16	12/21/20	2,000,000.00	1,973,512.00
US Agency	1.85%	08/17/17	03/15/21	1,999,618.20	1,980,784.00
US Agency	1.73%	06/21/16	09/13/21	2,000,000.00	1,971,268.00
US Agency	1.93%	09/08/17	12/06/21	2,000,000.00	1,979,512.00
Federal Home Loan Bank					
US Agency	1.75%	02/10/17	04/27/20	1,500,000.00	1,488,873.00
US Agency	1.62%	06/23/16	06/23/21	2,000,000.00	1,968,062.00
US Agency	1.70%	10/12/16	10/12/21	2,000,000.00	1,967,600.00
US Agency	2.05%	11/28/16	11/24/21	2,000,000.00	1,980,110.00
US Agency	2.15%	08/30/17	08/26/22	2,000,000.00	1,984,676.00
US Agency	2.15%	09/26/17	09/26/22	2,000,000.00	1,984,424.00
US Agency	2.35%	10/19/17	10/19/22	2,000,000.00	1,980,356.00

Description	Rate of Return	Settlement Date	Maturity Date	Cost	Market Value
Federal Home Loan Mortgage Corp.					
US Agency	1.50%	08/25/16	08/25/20	2,000,000.00	1,973,008.00
US Agency	1.50%	11/10/16	11/10/20	2,000,000.00	1,971,766.00
US Agency	1.75%	12/14/16	12/14/20	2,000,000.00	1,978,146.00
US Agency	1.53%	09/30/16	12/30/20	2,000,000.00	1,970,320.00
US Agency	1.68%	08/25/16	08/25/21	2,000,000.00	1,968,574.00
US Agency	3.00%	06/28/18	06/28/22	2,000,000.00	2,002,230.00
US Agency	2.25%	07/26/17	07/26/22	2,000,000.00	2,001,482.00
US Agency	2.35%	11/22/17	11/22/22	2,000,000.00	1,985,726.00
US Agency	3.00%	07/30/18	01/30/23	2,000,000.00	2,003,862.00
Federal National Mortgage Association					
US Agency	1.75%	02/28/17	05/28/20	2,000,000.00	1,984,084.00
US Agency	1.45%	09/15/16	09/15/20	2,000,000.00	1,971,824.00
US Agency	2.00%	02/23/17	02/23/21	2,000,000.00	1,976,488.00
US Agency	1.55%	07/28/16	07/28/21	3,000,000.00	2,950,608.00
US Agency	2.20%	08/23/17	08/23/22	2,000,000.00	1,971,788.00
General Electric Co					
Medium Term Note	3.13%	10/09/18	01/09/20	1,489,794.00	1,490,343.00
Goldman Sachs GP Inc					
Medium Term Note Floater	3.10%	10/27/17	09/15/20	2,020,526.26	2,020,598.00
Medium Term Note Floater	3.11%	03/16/18	02/25/21	2,054,597.77	2,048,508.00
Medium Term Note Floater	3.47%	11/28/18	11/15/21	1,007,853.35	1,009,300.00
HSBC Finance Corporation					
Medium Term Note Floater	3.11%	05/18/18	05/18/21	2,004,633.37	1,998,926.00
Medium Term Note Floater	3.18%	09/13/18	09/11/21	2,002,996.69	1,998,274.00
Morgan Stanley					
Medium Term Note Floater	3.61%	01/22/19	01/20/22	2,012,488.68	2,019,692.00
PNC Funding Group					
Medium Term Note	2.50%	03/15/18	06/10/19	1,006,767.69	1,007,360.00
Qualcomm Inc					
Medium Term Note Floater	2.91%	02/12/18	05/20/20	1,002,153.62	1,003,821.00
Santander UK PLC					
Medium Term Note Floater	3.15%	06/01/18	06/01/21	1,002,072.80	999,327.00
Standard Chartered					
Medium Term Note Floater	3.26%	08/09/17	08/19/19	2,005,506.76	2,006,486.00
Toyota Motor Credit Corporation					
Medium Term Note Floater	3.34%	01/22/19	01/11/22	2,363,080.22	2,376,329.24

Description	Rate of Return	Settlement Date	Maturity Date	Cost	Market Value
Mutual Funds - Bruin Club					
Fidelity Janus Strategic Value Fund	4.90%	Various	Open	35,000.00	99,659.28
Janus Forty Fund	8.53%	Various	Open	41,250.00	108,071.78
The Vanguard 500 Index Fund	7.78%	Various	Open	43,750.00	133,683.32
Mutual Funds - Alumni Office					
Janus Research Fund	9.76%	Various	Open	26,500.00	48,937.43
Janus Enterprise Fund	11.90%	Various	Open	31,500.00	68,539.61
The Vanguard 500 Index Fund	7.78%	Various	Open	27,000.00	79,538.04
Grand Theatre					
Vanguard LifeStrategy Conservative Growth Fund	5.01%	12/26/06	Open	95,717.01	151,428.18
Utah State Treasurer					
Public Treasurers' Investment Fund	2.96%	03/31/19	Open	42,647,019.90	42,647,019.90
Zions First National Bank					
Sweep Account	0.40%	03/31/19	Open	1,252,136.86	1,252,136.86
Total Investment Portfolio				153,826,893.87	153,626,648.56

2018 Revenue Bond Holdings

Description	Rate of Return	Settlement Date	Maturity Date	Cost	Market Value
Utah State Treasurer					
Public Treasurers' Investment Fund	2.96%	03/31/19	Open	14,381,083.22	14,381,083.22

SALT LAKE COMMUNITY COLLEGE
INVESTMENT TRANSACTIONS
March 2019

Description	Interest	Settlement Date	Maturity Date	Cost
Investments - February 28, 2019				153,037,406.72
PURCHASES				
Utah State Treasurer				
Public Treasurers' Investment Fund	2.96%	Various	Various	15,452,828.21
Zions First National Bank				
Sweep Account	0.40%	Various	Various	5,933,030.91
Total Purchases				21,385,859.12
SALES / MATURITIES / CALLS				
Net Premium/Discount Amortization				12,563.26
Santander UK PLC				
Medium Term Note Floater	3.96%	04/14/16	03/14/19	1,000,000.00
Santander UK PLC				
Medium Term Note Floater	3.89%	04/15/16	03/14/19	2,400,000.00
Utah State Treasurer				
Public Treasurers' Investment Fund	2.96%	Various	Various	11,573,423.95
Zions First National Bank				
Sweep Account	0.40%	Various	Various	5,610,384.76
Total Sales				20,596,371.97
Investments - March 31, 2019				153,826,893.87

MONEY MANAGEMENT INVESTMENTS
SUMMARY OF INVESTMENT TRANSACTIONS
FOR THE YEAR ENDING JUNE 30, 2019

Month	Beginning Balance	Purchases	Sales	Ending Balance	Weighted Average Balance	Interest and Dividends	Interest Rate
July 2018	140,472,708.55	14,621,241.80	15,985,029.57	139,108,920.78	139,170,024.31	308,175.60	2.57%
August 2018	139,108,920.78	50,108,195.32	43,962,536.89	145,254,579.21	137,978,849.38	297,067.11	2.50%
September 2018	145,254,579.21	25,376,079.66	24,688,986.79	145,941,672.08	146,359,009.36	287,313.74	2.36%
October 2018	145,941,672.08	15,987,801.83	21,356,559.01	140,572,914.90	142,773,823.76	244,836.54	1.99%
November 2018	140,572,914.90	21,065,966.74	21,333,013.45	140,305,868.19	142,221,033.07	298,014.88	2.51%
December 2018	140,305,868.19	20,768,453.81	17,417,901.54	143,656,420.46	142,887,427.22	259,163.12	2.11%
January 2019	143,656,420.46	73,945,385.52	62,611,752.85	154,990,053.13	145,843,127.55	360,866.36	2.87%
February 2019	154,990,053.13	21,900,172.27	23,852,818.68	153,037,406.72	160,392,101.23	342,097.80	2.74%
March 2019	153,037,406.72	21,385,859.12	20,596,371.97	153,826,893.87	152,752,349.29	344,116.36	2.62%
April 2019							
May 2019							
June 2019							
		265,159,156.07	251,804,970.75		145,597,527.24 *	2,741,651.51	2.47% *

* Based on average of months shown

Dr. Deneece Huftalin, President

To the best of my knowledge, the investment reports presented to you accurately reflect the investment activity, the cost, and market value of all investments at month end, and all investments conform with College and Board of Regents' policies, and with the State Money Management Act and the rules of the State Money Management Council.

Travis Kantchner
Public Treasurer, Salt Lake Community College

SALT LAKE COMMUNITY COLLEGE
MONEY MANAGEMENT INVESTMENTS
INVESTMENT PORTFOLIO AT 4-30-2019

Description	Rate of Return	Settlement Date	Maturity Date	Cost	Market Value
AIA Group					
Medium Term Note Floater	3.07%	09/20/18	09/20/21	2,003,752.00	2,000,624.00
American Express					
Medium Term Note Floater	2.82%	01/25/18	10/30/20	2,001,978.24	2,001,872.00
Medium Term Note Floater	3.38%	01/24/19	05/17/21	999,314.28	1,004,316.00
Medium Term Note Floater	3.27%	11/06/18	11/05/21	2,002,818.36	2,009,066.00
American Honda Finance					
Medium Term Note Floater	3.10%	01/25/19	12/10/21	995,040.00	999,251.00
Athene Global Funding					
Medium Term Note Floater	2.95%	01/29/18	04/20/20	1,510,669.46	1,508,175.00
Medium Term Note Floater	3.14%	01/25/19	04/20/20	1,528,219.56	1,528,284.00
Barclays Bank					
Medium Term Note Floater	3.21%	06/16/17	06/16/20	2,000,000.00	1,999,304.00
Medium Term Note Floater	3.07%	01/25/18	08/07/20	1,003,295.12	1,001,305.00
Medium Term Note Floater	3.11%	09/15/17	09/15/20	2,000,000.00	1,991,988.00
BMW U.S. Capital LLC					
Medium Term Note Floater	3.45%	01/30/19	08/13/21	1,994,566.92	2,005,552.00
Capital One					
Medium Term Note Floater	3.10%	04/04/17	09/13/19	2,001,968.97	2,003,182.00
Citigroup Inc					
Medium Term Note Floater	3.54%	12/10/18	12/08/21	2,006,027.80	2,025,366.00
Commonwealth Bank					
Medium Term Note Floater	3.54%	06/23/16	05/24/19	1,100,095.64	1,100,423.50
Daimler Finance					
Medium Term Note Floater	3.09%	11/08/16	10/30/19	1,000,570.00	1,001,367.00
Medium Term Note Floater	2.74%	01/25/18	10/30/19	2,003,704.80	2,002,734.00
Federal Agricultural Mortgage Corporation					
US Agency	1.45%	02/21/17	08/21/19	2,000,000.00	1,993,556.00
US Agency	1.64%	01/27/17	01/27/20	2,000,000.00	1,988,270.00
US Agency	1.87%	08/09/17	04/01/21	2,000,000.00	1,982,070.00
US Agency	2.28%	02/23/17	02/23/22	2,000,000.00	1,997,210.00
US Agency	2.26%	04/06/17	04/06/22	1,999,416.75	1,994,954.00
Federal Farm Credit Bank					
US Agency	1.47%	06/29/16	06/29/20	2,000,000.00	1,979,846.00
US Agency	1.55%	06/21/16	12/21/20	2,000,000.00	1,974,784.00
US Agency	1.85%	08/17/17	03/15/21	1,999,634.11	1,982,114.00
US Agency	1.73%	06/21/16	09/13/21	2,000,000.00	1,972,284.00
US Agency	1.93%	09/08/17	12/06/21	2,000,000.00	1,978,406.00
US Agency	2.70%	04/26/19	04/24/23	2,000,000.00	1,998,186.00
Federal Home Loan Bank					
US Agency	1.75%	02/10/17	04/27/20	1,500,000.00	1,490,547.00
US Agency	1.62%	06/23/16	06/23/21	2,000,000.00	1,968,054.00
US Agency	1.70%	10/12/16	10/12/21	2,000,000.00	1,968,784.00
US Agency	2.05%	11/28/16	11/24/21	2,000,000.00	1,980,898.00
US Agency	2.15%	08/30/17	08/26/22	2,000,000.00	1,985,518.00
US Agency	2.15%	09/26/17	09/26/22	2,000,000.00	1,979,378.00
US Agency	2.35%	10/19/17	10/19/22	2,000,000.00	1,979,940.00

Description	Rate of Return	Settlement Date	Maturity Date	Cost	Market Value
Federal Home Loan Mortgage Corp.					
US Agency	1.50%	08/25/16	08/25/20	2,000,000.00	1,974,876.00
US Agency	1.50%	11/10/16	11/10/20	2,000,000.00	1,973,122.00
US Agency	1.75%	12/14/16	12/14/20	2,000,000.00	1,979,064.00
US Agency	1.53%	09/30/16	12/30/20	2,000,000.00	1,971,496.00
US Agency	1.68%	08/25/16	08/25/21	2,000,000.00	1,969,208.00
US Agency	3.00%	06/28/18	06/28/22	2,000,000.00	2,001,398.00
US Agency	2.25%	07/26/17	07/26/22	2,000,000.00	2,004,956.00
US Agency	2.35%	11/22/17	11/22/22	2,000,000.00	1,985,144.00
US Agency	3.00%	07/30/18	01/30/23	2,000,000.00	2,001,862.00
Federal National Mortgage Association					
US Agency	1.75%	02/28/17	05/28/20	2,000,000.00	1,986,334.00
US Agency	1.45%	09/15/16	09/15/20	2,000,000.00	1,974,032.00
US Agency	2.00%	02/23/17	02/23/21	2,000,000.00	1,977,568.00
US Agency	1.55%	07/28/16	07/28/21	3,000,000.00	2,951,838.00
US Agency	2.20%	08/23/17	08/23/22	2,000,000.00	1,971,394.00
General Electric Co					
Medium Term Note	3.13%	10/09/18	01/09/20	1,490,928.00	1,491,033.00
Goldman Sachs GP Inc					
Medium Term Note Floater	3.10%	10/27/17	09/15/20	2,019,318.83	2,021,394.00
Medium Term Note Floater	3.11%	03/16/18	02/25/21	2,052,116.06	2,047,356.00
Medium Term Note Floater	3.47%	11/28/18	11/15/21	1,007,600.02	1,008,596.00
HSBC Finance Corporation					
Medium Term Note Floater	3.11%	05/18/18	05/18/21	2,004,448.04	2,003,124.00
Medium Term Note Floater	3.18%	09/13/18	09/11/21	2,002,893.36	2,003,562.00
Morgan Stanley					
Medium Term Note Floater	3.42%	01/22/19	01/20/22	2,012,110.24	2,021,714.00
PNC Funding Group					
Medium Term Note	2.50%	03/15/18	06/10/19	1,003,383.82	1,004,136.00
Qualcomm Inc					
Medium Term Note Floater	2.91%	02/12/18	05/20/20	1,001,987.95	1,003,547.00
Santander UK PLC					
Medium Term Note Floater	3.15%	06/01/18	06/01/21	1,001,993.08	1,001,430.00
Standard Chartered					
Medium Term Note Floater	3.26%	08/09/17	08/19/19	2,004,405.42	2,005,156.00
Toyota Motor Credit Corporation					
Medium Term Note Floater	3.12%	01/22/19	01/11/22	2,362,835.37	2,381,361.87

Description	Rate of Return	Settlement Date	Maturity Date	Cost	Market Value
Mutual Funds - Bruin Club					
Fidelity Janus Strategic Value Fund	9.57%	Various	Open	35,000.00	103,788.12
Janus Forty Fund	13.63%	Various	Open	41,250.00	113,107.50
The Vanguard 500 Index Fund	12.14%	Various	Open	43,750.00	139,095.87
Mutual Funds - Alumni Office					
Janus Research Fund	15.68%	Various	Open	26,500.00	51,556.50
Janus Enterprise Fund	16.25%	Various	Open	31,500.00	71,443.20
The Vanguard 500 Index Fund	12.14%	Various	Open	27,000.00	82,758.37
Grand Theatre					
Vanguard LifeStrategy Conservative Growth Fund	6.20%	12/26/06	Open	95,717.01	153,488.95
Utah State Treasurer					
Public Treasurers' Investment Fund	2.94%	04/30/19	Open	39,756,841.31	39,756,841.31
Zions First National Bank					
Sweep Account	0.40%	04/30/19	Open	2,365,978.59	2,365,978.59
Total Investment Portfolio				153,038,629.11	152,930,368.77

2018 Revenue Bond Holdings

Description	Rate of Return	Settlement Date	Maturity Date	Cost	Market Value
Utah State Treasurer					
Public Treasurers' Investment Fund	2.94%	04/30/19	Open	14,418,223.50	14,418,223.50

SALT LAKE COMMUNITY COLLEGE
INVESTMENT TRANSACTIONS
April 2019

Description	Interest	Settlement Date	Maturity Date	Cost
Investments - March 31, 2019				153,826,893.87
PURCHASES				
Federal Farms Credit Bank				
US Agency	2.70%	04/26/19	04/24/23	2,000,000.00
Utah State Treasurer				
Public Treasurers' Investment Fund	2.94%	Various	Various	13,578,587.55
Zions First National Bank				
Sweep Account	0.40%	Various	Various	5,677,396.14
Total Purchases				21,255,983.69
SALES / MATURITIES / CALLS				
Net Premium/Discount Amortization				11,927.90
Citigroup Inc				
Medium Term Note	2.37%	01/25/18	04/08/19	1,000,000.00
Utah State Treasurer				
Public Treasurers' Investment Fund	2.94%	Various	Various	16,468,766.14
Zions First National Bank				
Sweep Account	0.40%	Various	Various	4,563,554.41
Total Sales				22,044,248.45
Investments - April 30, 2019				153,038,629.11

MONEY MANAGEMENT INVESTMENTS
SUMMARY OF INVESTMENT TRANSACTIONS
FOR THE YEAR ENDING JUNE 30, 2019

Month	Beginning Balance	Purchases	Sales	Ending Balance	Weighted Average Balance	Interest and Dividends	Interest Rate
July 2018	140,472,708.55	14,621,241.80	15,985,029.57	139,108,920.78	139,170,024.31	308,175.60	2.57%
August 2018	139,108,920.78	50,108,195.32	43,962,536.89	145,254,579.21	137,978,849.38	297,067.11	2.50%
September 2018	145,254,579.21	25,376,079.66	24,688,986.79	145,941,672.08	146,359,009.36	287,313.74	2.36%
October 2018	145,941,672.08	15,987,801.83	21,356,559.01	140,572,914.90	142,773,823.76	244,836.54	1.99%
November 2018	140,572,914.90	21,065,966.74	21,333,013.45	140,305,868.19	142,221,033.07	298,014.88	2.51%
December 2018	140,305,868.19	20,768,453.81	17,417,901.54	143,656,420.46	142,887,427.22	259,163.12	2.11%
January 2019	143,656,420.46	73,945,385.52	62,611,752.85	154,990,053.13	145,843,127.55	360,866.36	2.87%
February 2019	154,990,053.13	21,900,172.27	23,852,818.68	153,037,406.72	160,392,101.23	342,097.80	2.74%
March 2019	153,037,406.72	21,385,859.12	20,596,371.97	153,826,893.87	152,752,349.29	344,116.36	2.62%
April 2019	153,826,893.87	21,255,983.69	22,044,248.45	153,038,629.11	158,426,229.69	361,567.05	2.74%
May 2019							
June 2019							
		286,415,139.76	273,849,219.20		146,880,397.49 *	3,103,218.56	2.50% *

* Based on average of months shown

Dr. Deneece Huftalin, President

Salt Lake Community College

April 10, 2019	Taylorsville/Redwood Campus Room AAB 428	8:00 a.m.

Attendance: Trustees: Chair Clint Ensign, Vice-Chair Maria Farrington, Linda Luchetti, Shawn Newell, Brady Southwick, Kim R. Wilson and President Deneece Huftalin, Junior Martinez, W. Tim Miller, Jim Wall

Excused: Trustee Lori Chillingworth

Guests: Executive Cabinet Members: Dr. Clifton Sanders-Provost for Academic Affairs, Dr. Ken Stonebrook, AVP for Student Affairs and Dean of Students, Jeffrey West-VP for Finance and Administration, CFO, Alison McFarlane-VP for Institutional Advancement, Dr. Roderic Land-Special Assistant to the President, CDO, Jeff Aird – VP for Institutional Effectiveness, Tim Sheehan – VP for Government and Community Relations

SLCC Representatives: Ed Engh – Faculty Senate President, Dr. Craig Ferrin-Faculty Association President, David Brower–Staff Association President, Nancy Michalko-Executive Director of Development & Foundation, Michael Navarre-Assistant VP, Institutional Marketing and Communications, Rick Bouillon-AVP Workforce & Economic Development and Sandra Lehman-Executive Assistant to President Huftalin and secretary to the Board of Trustees

Guy Douros and Will Pollard-Technical Support

Agenda	Discussion Summary and Action
I. BOARD BUSINESS: Clint Ensign, Chair	Chair Ensign opened the meeting at and welcomed everyone.
A. Women's Basketball Team Recognition	Coach Kevin Dustin, Coach Betsy Specketer and the women's basketball team attended the meeting. Coach Dustin started by thanking Coach Specketer for her many years of coaching. Coach Specketer had each team members and assistant coaches introduce themselves. She recapped the very successful season and commended the team members recognizing their accomplishments on a personal level and for their teamwork and determination. Coach Specketer is retiring after 25 years at SLCC. President Huftalin and trustees thanked the team for sharing and Coach Specketer for her commitment to SLCC for so many years, she will be missed.
B. Volunteers for Board Development Committee	Chair Ensign called for volunteers for the Board Development Committee. Trustees Kim Wilson and Tim Miller will join Trustee Chillingworth as members of the board.
C. Comprehensive Campaign Update & Report on Progress, Trustee Maria Farrington, VP Alison McFarlane, and Nancy Michalko	Trustee Farrington reviewed campaign goals to date. She thanked everyone who has personally given and/or introduced other donors to the College. She highlighted the upcoming events and opportunities for Trustees to attend. VP McFarlane provided more information about the Influencer's Lunch that 150 guests are expected to

	attend. Quite a few meetings and appointments related to the Trustee challenge to introduce the College to new, potential donors have already taken place. She thanked trustees and encouraged them to continue making those connections.
D. Mission Fulfillment - VP Jeff Aird, Trustee Brady Southwick, Trustee Shawn Newell	VP Aird provided reported on Workforce Education. He said that people are not usually aware of specialized training that is a large component of SLCC footprint. He talked more about continuing education and enrollment in different areas and explained data for the custom fit training that is available. He also provided employment by sector data. He asked trustees to rate how the College is performing in relation to providing specialized training for business and industry and will provide the results at the trustee retreat. Trustee Newell and Trustee Southwick added that they are happy to be involved and feel it is important information to know.
E. Audit Committee Report, Trustee Jim Wall	As there was no Audit Committee meeting this month so a report was not provided.
F. Farewell to Trustee Alvaro "Junior" Martinez Jr.	Chair Ensign highlighted some of Trustee Martinez's accomplishments. His leadership and initiatives he has spearheaded will have a lasting impact. Trustee Martinez shared his plans for the future attending the University of Utah and majoring in business. Junior thanked trustees for their guidance and support and teaching him leadership skills. All of the trustees thanked and commended Trustee Martinez.
II. CONSENT CALENDAR: It is the recommendation of the Chair that the Board approve the following items on the Consent Calendar:	Trustee Farrington motioned to accept the Consent Calendar as presented. Seconded by Trustee Miller, the motion carried unanimously.
A. **Investment Report for February, 2019**	
B. **Minutes of Previous Meeting, March 13, 2019**	
C. **Executive Session**: Approval to hold an Executive Session or Sessions in connection with the meeting of the SLCC Board of Trustees to be held June 12, 2019 to consider matters permitted by the Utah Open and Public Meetings Act.	
D. **Personnel Report for March, 2019**	
E. **Government Funding Report—Major Grants Requested/Received**	
III. PRESIDENT'S REPORT: Dr. **Deneece Huftalin, President**	President Huftalin thanked trustees for attending the Board of Regents meeting March 29th, as it is a great opportunity to share with regents trustees' perspectives of how they are engaged at the College. Regents were impressed with the level of engagement of our trustees and overall it was a good meeting. SLCC will not host a BOR meeting in 2020.

A. President Huftalin
   1. Farewell to Trustee Chair, Clint Ensign
   2. Evening of Honor and Commencement Update
   3. ACCT 2019 Leadership Congress
	President Huftalin asked Trustee Farrington to say a few things about Chair Ensign. Trustee Farrington commended Chair Ensign for his leadership and for his thoughtful way of handling the meetings. She said the results are clear at Commencement with every student benefitting from his leadership, his passion and engagement. She thanked him and wished him the best of luck. President Huftalin highlighted areas Chair Ensign has been in and responsible for at the College. He leaves a very rich legacy. President Huftalin offered him farewell gifts. Chair Ensign recollected the first Gail Miller golf tournament that took place. He said at that tournament, several coaches and teachers thanked him for the scholarships the tournament proceeds would make possible. He loves the fact that the College reaches deep into the community, accepts everyone, and makes a difference, especially in the underserved communities. The character of the College and its intent are admirable.
	
	Next, President Huftalin reminded everyone about the Evening of Honor and Commencement celebrations for 2019. She also said that the ACCT Leadership Congress would take place in October. She asked those trustees who are interested in attending to let Sandy know. Discussion about presentations the College may submit took place.
	
	Last, President Huftalin reported on a recent trip to Washington DC to meet with lobbyists and legislative staff. Trustee Wilson joined her and VP Sheehan for the trip and she feels it was productive.

B. Student Life & Leadership Report – Trustee Martinez	Trustee Martinez introduced Mary Flanagan the new, incoming SLCCSA President and Trustee. Ms. Flanagan provided information about herself. She is looking forward to and excited for the challenges in the coming year. Trustees were invited to attend the installation ceremony on April 16th from 12-1pm. For his report, Trustee Martinez said SLCCSA is planning to engage in the legislative process earlier next year and commended Student Regent JaKell Larson for her leadership. Leadership Academy this summer will also provide opportunities for students. Currently, he is working to wrap things up and prepare new leadership.

C. Academic Affairs Report – Provost Sanders
  1. Information: Hospitality Updates (GUEST: Rick Bouillon)
  2. Action: Academic Curriculum Program Review
       Academic Curriculum Changes Summary
  a. Exercise Science/Kinesiology
	Provost Sanders noted how impressed he was with the student leaders at the Capitol on a day he was there for meetings. He introduced Rick Bouillon and Kara Altman and they provided a presentation highlighting the Hospitality Career Pathways Initiative. Part of the initiative are program advisory committees. Ms. Altman provided more detail about the programs. She explained the funding that is going into the initiative. Mr. Bouillon

3

b. General Engineering c. Atmospheric Sciences d. First Line Supervisor e. Bookkeeping Clerk f. Architecture CAD/BIM Emphasis 3. <mark>Action</mark>: Sabbatical Leave Policy (2nd Reading)	closed by thanking Chair Ensign again for his leadership and foresight. Provost Sanders explained six curriculum changes in detail; three are transfer programs, two certificate programs and the last is a discontinuation. A motion was offered by Trustee Newell to accept all changes as outlined by Provost Sanders adding he is happy to see the first three transfer programs as they represent results of the work and goals of the College. Trustee Farrington seconded the motion that carried unanimously. Next, Provost Sanders said that the Sabbatical Leave Policy is before Trustees for a decision as a second reading. There were no questions and Trustee Miller moved to approve; Trustee Wilson seconded the motion that carried unanimously.
D. Student Affairs Report – VP Lepper 1. <mark>Action</mark>: Student Complaint Policy (2nd Reading)	Dean of Students and Assistant VP of Student Affairs, Ken Stonebrook attending on behalf of Dr. Lepper to present the Student Complaint policy. He explained that a lot of consideration to get student voice involved took place and their feedback directly influenced the policy. It is a good reflection of what students want. This too is a second ready, ready for trustee decision. Trustee Miller moved to accept the policy as written; Trustee Wilson seconded the motion. The motion was carried unanimously.
E. Business Services Report – VP Jeff West 1. <mark>Action</mark>: Key Access Policy (2nd Reading)	VP West explained the Key Access Policy that is another seconded reading. Trustee Southwick made a motion to accept the policy as written. The motion was seconded by Trustee Newell and carried unanimously.
F. Governmental Relations Report – VP Sheehan 1. Information: Legislative Update	VP Sheehan thanked Trustee Wilson for going to Washington DC and said that it impressed legislative staff to see the trustee engagement. He provided summary of 2019 legislative priorities, budget comparisons, and bills of interest. This was a very good year for higher ed. The Governor and Legislature both worked hard to provide funding. The Herriman building will be the focus for SLCC funding requests next year; design and programming were approved this year. President Huftalin added that the 2019 SLCC Legislative Champion is Representative Derrin Owens who worked very hard on the need based aid scholarships. The College's students will benefit with the new money for scholarships. President Huftalin thanked VP Sheehan and his staff for their hard work during the legislative session.
G. Campus-based & Constituents Reports:	David Brower provided the Staff Association report, his last report as his term is expiring. He highlighted his

4

1. Information: Staff Association Report – David Brower, Staff Association President	observations over the past 2 years during his term with a presentation that highlighted collaboration, community inclusivity, learning innovation, integrity, and trust. He also thanked President Huftalin for her skilled and insightful leadership. David will be invited to attend the June meeting for a farewell.
IV. **BOARD BUSINESS (continued): Clint Ensign, Chair** G. Executive Session to discuss the character, professional competence, or physical or mental health of an individual; and for the purchase, exchange, or lease of real property as provided for in Section 52-4-205(1)(a) and (1)(d) of the Utah Code.	Trustee Farrington moved to enter Executive Session at 9:35am. Trustee Miller seconded the motion that carried unanimously.
H. Action from Executive Session discussion.	The regular public meeting reconvened at 9:50am and Trustee Farrington moved to approve the purchase of the Westpointe building currently under lease. Tim Miller seconded the motion. The motion carried unanimously.
V. **ADJOURNMENT:**	The meeting adjourned at 9:52am.

5

Name	Title	Department	Date
ADMINISTRATION			
Lakiesha Fehoko	Director, Testing Services	Learning Advancement	April 16, 2019
FACULTY			
--None			
STAFF--EXEMPT			
Augusto Robles	Advisor 1, Career/Student Employment	Career Services	April 1, 2019
Austin Bentley	Manager 1, Digital Video Production	Institutional Marketing/Communication	April 1, 2019
Daniel Rodriguez	Advisor 1, College Recruitment	Admissions	April 1, 2019
Joshua Hogue	Instructional Designer 1	eLearning CPD2-2B2	April 1, 2019
Juan Rodriguez Hernandez	Advisor 2, Career/Student Employment	Career Services	April 1, 2019
Matthew Wilson	Instructional Designer 1	eLearning CPD2-2B2	April 1, 2019
Thy Mims	Manager 1, Marketing	Institutional Marketing/Communication	April 1, 2019
Chereny Knupp	Coordinator 1, Health Sciences Admissions	School of Health Sciences-2H0	April 16, 2019
Jacqueline Jolly	Manager 1, Conference Center/Miller	Miller Business Resource Center	April 16, 2019
Richard P. Brown	Manager 3, Veterans Business Resource Center	Miller Business Resource Center	April 16, 2019
Mark Officer	Analyst 1, Data	Strategy & Analysis	April 18, 2019
STAFF--NON-EXEMPT			
Debra Mahre	Adnistrative Assistant II, Information Technology	Information Technology	April 1, 2019
Jana Brady	Accounting Technican 2, Cashiering	Collections, Student Loans	April 1, 2019
Jesse Johnson	HVAC Technican I	Facilties Heat	April 1, 2019
Shelly Edwards	Specialist 2, Accomodation	Disability Resource Center	April 1, 2019
Annalise Karr	Administrative Assistant I, Exercise Science	Health & Lifetime Activities (academic)	April 8, 2019
Eliza McCoy	Technician 3	Student Life and Leadership	April 16, 2019
Kemone Carby-Feleti	Administrative Assistant I, School of Accounting, Finance, and Legal Studies	Div of Accounting, Finance, & Legal Studies	April 16, 2019
Praxedez Vazquez Jr	Help Desk Techician 3	Information Technology	April 16, 2019
Robert Benton	Emergency Management Specliast 3	Public Safety	April 16, 2019

Name	Title	Department	Date
ADMINISTRATION			
Thanhtung Thantrong	Director, TRIO Programs	TRIO Programs	May 16, 2019
Marcilina Grayer	Head Coach, Women's Basketball	Athletics	May 16, 2019
FACULTY			
--None			
STAFF--EXEMPT			
Alina Osika	Coordinator 2, Graphic Design	Institutional Marketing	May 1, 2019
Anthony Arkwright	Assistant Registrar, SAT Enrollment	Registration & Academic Records	May 1, 2019
Linda Jemmett	Workshop Coordinator (Temporary)	Biology	May 1, 2019
Claudia Zeppelini Cioni	Mental Health Counselor	Center for Health & Counseling	May 6, 2019
STAFF--NON-EXEMPT			
Alina Osika	Coordinator 2, Graphic Design	Instutional Markeitng	May 1, 2019
Brandon Wittman	Custodian 1 (Graveyard)	Facilities	May 1, 2019
Charles Thompson	Custodian 3	Facilities	May 1, 2019
Judy Errett	Specialist 1, Financial Aid	Financial Aid	May 1, 2019
Melissa Larson	Coordinator 3, Digital Marketing	Instutional Markeitng	May 1, 2019
Roger Allen	Custodian 2 (Graveyard)	Facilities	May 1, 2019
Tiffany Zurwaski	Technican III, Banqet	Food Service	May 1, 2019
Geneva Seaton	Specialist 1, Tranfer Eval	Scheduling & Academic Support Services	5/16/201
Gregory Martino	Medical Assistant	Center for Health & Counseling	May 16, 2019

Vice President of Government and Community Relations
Office of Sponsored Projects: Government Funding Report
Board of Trustees Meeting: June 2019

TAB F

NEW FUNDING ACTION							
Funding Agency: Project Name	**Date Submitted**	**Amount Requested**	**Receipt of Award**	**Status**	**Amount Funded**	**Period of Performance**	**Program Administration**
NSF: Nanotechnology Workshop	2/1/19	$28,000	5/1/2019	Awarded	$28,000	5/1/19-8/31/20	School of Science, Math and Engineering
NSF: Community College Supplement (Applied Biosensors)	2/19/19	$30,000	5/28/2019	Awarded	$30,000	4/1/19-8/1/19	School of Science, Math and Engineering
GOED: Aerospace Assembly		$120,000		Awarded	$120,000	12/13/18-12/12/21	Workforce and Economic Development
AAC&U: Strengthening Guided Pathways	04/02/19	$30,000	05/15/19	Awarded	$30,000	5/1/19-12/31/20	Learning Advancement
ON-GOING FUNDING ACTIVITY							
Funding Agency: Project Name	**Date Submitted**	**Amount Requested**	**Receipt of Award**	**Status**	**Amount Funded**	**Period of Performance**	**Program Administration**
Mexican Consulate: IME Becas, Scholarships for Mexican Students	5/24/19	$10,000		Under Consideration		8/1/19-12/31/19	Student Affairs
UDVMA: Veteran Center Support Grant	5/24/19	$23,508		Under Consideration		7/1/19-6/30/20	Student Affairs
DWS, Horizonte: Talent Ready Health Sciences	4/26/19	$80,091		Under Consideration		7/1/19-6/30/20	School of Health Sciences
DOL: Utah Computing Apprenticeship Consortium	9/30/18	$403,147		Under Consideration		1/19/19-12/31/22	School of Business
NSF: College Anatomy and Physiology Education Research (CAPER)	2/26/18	$8,500	3/4/2019	Awarded	$8,500	2018-2019	School of Science, Math and Engineering
DWS: Technology Training for Refugees, Part 2		$630,276	12/13/2018	Awarded	$630,276	1/1/19-12/31/21	Workforce and Economic Development
SBDC: Salt Lake Regional Center 2019	8/18/18	$183,184	1/1/2019	Awarded	$183,184	1/1/19-12/31/19	Business Development Resources
National AHEC Organization: CDC Training	10/31/18	$10,000	12/15/2018	Awarded	$10,000	10/1/18-9/30/19	Health Sciences
GOED: Miller Business Resource Center Support	6/28/18	$50,000	8/29/2018	Awarded	$20,000	7/1/18-6/30/19	Business Development Resources
GOED: Park City Resource Center Support	6/29/18	$17,000		Awarded	$17,000	7/1/18-6/30/19	Business Development Resources
ZAP: Grand Theatre 2019 Tier II	3/30/2018	$75,000	9/18/2018	Awarded	$75,000	9/1/18-8/31/19	School of Arts, Communication and Media
Utah Dept. of Veteran and Military Affiars: Veteran Resource Center Support	6/21/17	$50,000	5/10/2018	Awarded	$47,000	2017-2018	Student Affairs
Utah Marriage Commission: Marriage and Relationship Education			7/31/17	Awarded	$24,533	7/1/18-6/30/20	School of Humanities and Social Science
ED: Child Care Access Means Parents in School (CCAMPIS)	7/23/18	$1,068,472	9/28/2018	Awarded	$1,082,848	10/1/18-9/30/22	Student Affairs

Grant	Date 1	Amount 1	Date 2	Status	Amount 2	Period	Department
DWS: Short-term Occupational Training for Refugees		$272,899		Awarded	$272,899	5/1/18-9/30/19	Workforce and Economic Development
Corp. for Nat'l and Community Service: Americorp Dental Hygiene Students		$54,815	7/10/2018	Awarded	$54,815	8/15/18-8/14/20	Health Sciences
UT State Libraries: Interlibrary Loan Lending Grant			8/20/2018	Awarded	$3,000	7/1/18-6/30/19	Learning Advancement
Lumina Foundation: Racial Justice and Equity	2/26/18	$100,000	5/17/2018	Awarded	$25,000	7/1/18-4/30/19	Special Assistant to the President
SBDC: Salt Lake Regional Center 2018		$183,183	4/2/2018	Awarded	$248,885	1/1/18-12/31/18	Business Development Resources
Corporation for National and Community Service: AmeriCorps VISTA	2/2/18	3 VISTAS	3/5/18	Awarded	3 VISTAS	2018-2021	Student Affairs
SLC Corporation: Local Business Development Service	8/8/17	$38,804	1/3/2017	Awarded	$38,804	10/1/17-9/30/19	Business Development Resources
Health and Human Services, UofU (lead): Area Health Education Centers	3/28/17	$429,246	8/9/17	Awarded	$464,585	9/1/17-8/31/22	School of Health Sciences
ZAP: Grand Theatre 2018 Tier II	3/31/12	$75,000	8/3/17	Awarded	$68,500	8/1/17-8/31/18	School of Arts, Communication and Media
National Endowment for the Humanities: Summer Institute	3/1/17	$183,194	8/4/17	Awarded	$189,043	10/1/17-12/31/18	School of Humanities and Social Science
GOED: Veteran Business Services	1/1/17	$120,000	1/1/17	Awarded	$440,000	1/1/17-6/30/22	Business Development Resources
Howard Hughes Medical InstituteI, UU (lead): Up STEM	11/9/16	$996,500	6/30/17	Awarded	$996,500	9/1/17-8/30/22	School of Science, Math and Engineering
National Science Foundation: GeoPaths	10/11/16	$492,000	6/7/17	Awarded	$334,372	6/1/17-5/31/20	School of Science, Math and Engineering
ZAP: Grand Theatre 2017 Tier II	3/31/16	$75,000	10/5/16	Awarded	$65,000	5/1/17-4/30/18	School of Arts, Communication and Media
Dept. of Education: Strengthening Institutions Grant	6/8/15	$2,236,497	9/6/16	Awarded	$2,236,497	10/1/16-9/30/21	School of Science, Math and Engineering
Utah Dept. of Substance Abuse and Mental Health: Veteran Peer Mentors		$45,000	9/21/16	Awarded	$30,000	10/15/16-10/31/18	Student Affairs
Dept. of Education: TRIO Talent Search	2/5/16	$1,231,200	7/20/16	Awarded	$1,266,551	9/1/16-8/31/21	Student Affairs
USHE: Math Compliance	6/13/16	$227,832	6/21/16	Awarded	$231,832	6/30/16-6/30/19	School of Science, Math and Engineering
National Science Foundation: ATE Biotech CBE	10/8/15	$900,000	6/13/16	Awarded	$819,416	6/15/16-5/31/19	School of Science, Math and Engineering
FEMA/UDPS:Emergency Mgmt Performance Grant	5/20/18	$10,000		Awarded	$10,000	3/15/18-2/28/19	Facilities
Dept. of Education, USOE (lead): Carl Perkins CTE Funding			7/1/2018	Awarded	$938,123	7/1/18-6/30/19	School of Applied Technology and Technical Specialties
Utah Dept. of Veteran and Military Affiars: Veteran Resource Center Support	6/15/18	$32,085	7/3/2018	Awarded	$16,938	2018-2019	Student Affairs
Dept. of Education: Experimental Site for Competency-based Education	10/2/14	Financial Aid Waiver	2/11/16	Awarded	Financial Aid Waiver	2016-2018	Office of Sponsored Projects
DWS: Technology Training for Refugees		$618,602	8/7/15	Awarded	$618,602	9/1/15-12/31/18	Workforce and Economic Development

Dept. of Education: TRIO Student Support Services, Regular	2/2/15	$1,836,577	7/15/15	Awarded	$1,672,266	9/1/15-8/31/20	Student Affairs
Dept. of Education: TRIO Student Support Services, STEM	2/2/15	$1,100,000	7/15/15	Awarded	$1,153,266	9/1/15-8/31/20	Student Affairs
NASA, UU (lead): Rocky Mountain Space Grant Consortium	2/23/15	$22,200	7/13/15	Awarded	$46,100	4/10/15-4/9/19	School of Science, Math and Engineering
National Science Foundation: S-STEM Scholars Program	8/12/14	$604,710	2/12/15	Awarded	$604,710	7/1/15-1/31/20	School of Science, Math and Engineering
Total funding requests under consideration:		**$40,000**					
Total funding for active awards:					**$14,935,545**		

SLCC Policies Removed as Obsolete (2017 – Current)

POLICY	DATE EXECUTIVE CABINET APPROVED REMOVING	REASON
Employment Of Students And Youth Policy	February 6, 2018	Recommended for removal by HR
Hourly Job Title And Wage Rate Schedules Policy	February 6, 2018	Recommended for removal by HR
Staff Job Titles Policy	February 6, 2018	Recommended for removal by HR
Employee Performance Appraisal Policy	April 10, 2018	Provisions covered in other existing policies
Requirements Of Fair Labor Standards Act (Flsa) (Staff) Policy	April 10, 2018	Provisions covered in other existing policies
Retiree Benefits (Faculty & Staff) Policy	April 10, 2018	Provisions covered in other existing policies
Retirement Plans (Faculty & Staff) Policy	April 10, 2018	Provisions covered in other existing policies
Staff Association Policy	June 4, 2018	Replaced with Memorandum of Understanding
Flag Policy	October 2, 2018	Adopted protocol as Rule under Facilities Department
Concurrent Enrollment Policy	February 12, 2019	Provisions covered in other existing policies
Dishonored Checks Policy	April 23, 2019	Process remains, will be Departmental Rule.

Action	Program Title - Credential	Area of Study	Transfer Outlook			Career Outlook
			UU Transfer	Transfer Assessment	MOU	
New	**Music Technology – Certificate of Proficiency** Embedded certificate in the Music Technology AAS degree.	Arts, Communication, and Digital Media	n/a	n/a	n/a	**Regional** Median Wage = $16/hr Jobs in 2018 = 939 Projected growth (2023) = 14.1% **State** Median Wage = $17/hr Jobs in 2018 = 1,412 Projected growth (2023) = 15.9% **National** Median Wage = $20/hr Jobs in 2018 = 75,494 Projected growth (2022) = 7.9%
Name change	**Geographic Information Systems – Certificate of Proficiency** (was Geospatial Technology) Stand-alone certificate.	Computer Science and Information Technologies	n/a	n/a	n/a	**Regional** Median Wage = $25/hr Jobs in 2018 = 232 Projected growth (2023) = 12.3% **State** Median Wage = $25/hr Jobs in 2018 = 553 Projected growth (2023) = 17.5% **National** Median Wage = $23/hr Jobs in 2018 = 65,941 Projected growth (2022) = 7.8%

Action	Program Title - Credential	Area of Study	UU Transfer	Transfer Outlook Transfer Assessment	MOU	Career Outlook
New	**Small Unmanned Aerial Systems (SUAS) – Certificate of Proficiency** Stand-alone certificate.	Computer Science and Information Technologies	n/a	n/a	n/a	Career outlook for GIS & sUAS Certificates is based on general Geographic Science & Cartography CIP category. We were unable to fund unique drone data through the GIS lens.
Name & curricular changes	**International and Global Studies - Associate of Arts** (was International Studies)	Humanities	International Studies (BA)(BS) or Asian Studies(BA) or Latin American Studies (BA)	- BA degree at UU is primarily upper-division course requirements. - All 9 lower-division required courses have SLCC equivalent courses built into the SLCC AA degree. - **When students complete the AA degree at SLCC, (1) all lower-division courses are satisfied in transfer and (2) begin in upper-division degree reqs, including language.** - **Students can complete any of the 3 degrees at UU in four additional full-time semesters after completion of SLCC AA.** *Program Credits . . . . 76% *All Credits 58%	In progress	There are no O-NET classifications for International and Global Studies aside from teaching. The program CIP code is aligned to Political Science.

Action	Program Title - Credential	Area of Study	UU Transfer	Transfer Outlook Transfer Assessment		MOU	Career Outlook
New	**Interdisciplinary Studies - Associate of Science and Associate of Arts**	Will not be displayed on the admissions application, but will be included in catalog and student-facing materials *Requesting selective admission status*	Bachelor of University Studies (BUS)	- Because students must complete a plan of study (required in selective admission) for program completion at SLCC <u>and</u> BS degree at transfer institution, all courses completed at SLCC will apply to transfer degree. - **SLCC degree is designed to align to either (1) interdisciplinary/ general students or (2) discipline-specific degree where SLCC does not have an identified aligned AS/AA degree.** - **Students will complete the bachelor's degree in four additional full-time semesters after completing AS/AA at SLCC.**		Signed: UU, UVU, WSU, SUU In process: USU	There are no O-NET classifications for Interdisciplinary Studies/General Studies programs. Career outlook is dependent on students' choice of disciplines within the degree structure.
Name & curricular changes	**Journalism and Digital Media - Associate of Science** (was Media Studies and Journalism)	Arts, Communication, and Digital Media	Communication (BS) or (BA)	- BS degree at UU is primarily upper-division course requirements - Of the 8 required courses in SLCC degree, only 3 have UU equivalencies; 2 apply to BS requirements - Curricular changes to SLCC AS could/should address this course alignment. - **The UU degree is flexible/open. Despite lack of equivalent courses, students can complete the BS in four additional full-time semesters after completing AS at SLCC.** *Program Credits . . . . 86% *All Credits 55%		In progress	**Regional** Median Wage = $19/hr Jobs in 2018 = 1248 Projected growth (2023) = 9.7% **State** Median Wage = $24/hr Jobs in 2018 = 194 Projected growth (2023) = 8.4% **National** Median Wage = $26/hr Jobs in 2018 = 37,248 Projected growth (2023) = -7.5%

SLCC Board of Trustees Program Proposals Summary | 12 June 2019

*Key to transfer efficiency percentages:

The ultimate goal of any AA/AS program is to ensure students completing with this credential are able to transfer to a four-year institution with "junior status." While no standard definition of junior status exists, for the purposes of this analysis, we consider a student to be a junior when 50% or fewer of their credits remain to be completed at their transfer institution after completing their Associate's degree. … The lower the number, the closer to junior status, with the goal of 50% of credits remaining to be completed at UU (*Transfer Articulation Review and Analysis,* Jessie Winitzky-Stephens, January 2019).

- Program credits: percentage of credits required in the major to complete bachelor's degree at UU after SLCC degree completion and transfer
- All credits: percentage of overall credits to complete bachelor's degree at UU after SLCC degree completion and transfer
- Colour: heat-map scale from green through yellow to orange to red which indicates junior status; green is closest to 50% and red is farthest away

TAB I

Utah System of Higher Education
Notification of New Academic Program

Institution Submitting Request:	**Salt Lake Community College**
Proposed or Current Program Title:	**Certificate of Proficiency Music Technology**
Sponsoring School, College, or Division:	**School of Arts, Communication, and Media**
Sponsoring Academic Department(s) or Unit(s):	**Division of Communication and Performing Arts**
Classification of Instructional Program Code[1] :	**10.0203**
Min/Max Credit Hours Required of Full Program:	**16 /**
Proposed Beginning Term[2]:	**Fall 2019**
Institutional Board of Trustees' Approval Date:	

☒ Certificate of Proficiency	☐ CTE CP	
☐ Certificate of Completion	☐ CTE CC	
☐ Minor		
☐ Post-Baccalaureate Certificate		
☐ Post-Masters Certificate		
☐ K-12 Endorsement Program		
☐ NEW Emphasis for Existing Program		
☐ Out of Service Area Delivery Program	☐ *Attach signed MOU*	

Program Description/Narrative
Brief describe new program. If a CTE certificate, describe collaboration with other state-funded CTE providers in service area.

The Certificate of Proficiency in Music Recording Technology will be awarded to students who complete the foundational elements of the existing Music Recording Technology AAS program. Successful students will have sufficient knowledge and experience to enter the workforce at an entry level having had exposure to most of the of the technology utilized in the music production industry.

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name

Date:

☐ I understand that checking this box constitutes my legal signature.

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[1] For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55 .
[2] "Proposed Beginning Term" refers to first term after Trustees' approval that students may declare this program.

Salt Lake Community College
PCO Proposal

Program Title: Music Technology

Credential: Certificate of Proficiency

Faculty Contact: Jon Clark

Action: New

What is being changed and why? This is a proposal for a new Certificate of Proficiency awarded to students who complete the foundational elements of the existing Music Recording Technology AAS program. The certificate is embedded in the Music Recording Technology AAS degree. Successful students will have sufficient knowledge to enter the workforce at an entry level having had exposure to most of the areas of technology utilized in the music industry.

If other than next catalog year, explain semester of implementation: n/a

What is the impact of this program proposal on SLCC programs? Students could potentially move into the workforce without completing an AS or AAS degree.

What is the financial impact of this program proposal to SLCC, School, Division, and Department? Minimal impact; all resources are currently available to teach this course.

According to the *Program Proposal Guide*, indicate required documentation for this proposal:

- ☒ **PCO Proposal**
- ☒ **PCO Program Narrative**
- ☒ **PCO Curriculum and Learning Outcomes**
- ☒ **PCO Pathway**
- ☐ **R401 Executive Summary**
- ☐ **R401 Full Template**
- ☐ **R401 Abbreviated Template**
- ☒ **R401 Program Change Template**
- ☐ **Gainful Employment**
- ☐ **Financial Aid Evaluation**

Program Title: Music Technology | **Credential:** Certificate of Proficiency (embedded)

School: Arts, Communication, and Media | **Division**: Communication and Performing Arts | **Total Cr:** 16

Campus: South City Campus | **Building:** CAM | **Room:** 1-095

Telephone: 801-957-3056 | **Webpage:**

Program Faculty: Professor Craig Ferron; Associate Professor Jon Clark; Associate Professor Thomas Baggaley

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Program Description: The Music Technology Certificate of Proficiency will provide students with basic entry-level skills allowing them to perform tasks in the music and AV industry utilizing a variety of technical equipment. Entry-level Audio and AV technicians set up and operate audio equipment including microphones, mixing consoles and loudspeaker systems. Their duties include setting up, and operating the audio equipment used in nearly all radio and television broadcasts, concerts, plays, sound recordings, and movies. They also operate audiovisual equipment in businesses, schools, performance venues, and other settings. There are many specialized occupations in this field.

This program will help students develop the requisite skills and technical knowledge to operate audiovisual equipment and to make professional quality audio recordings for a variety of media (film, television, radio, commercial recordings, computer games, etc.).

Career Opportunities: Sound engineering technicians typically work indoors in radio, television, movie, and recording studios. They can also work in hotels, arenas, or in offices and school buildings. According to the US Department of Labor, Bureau of Labor Statistics Occupational Handbook, in 2017, the median pay for Broadcast and Sound Engineering Technicians was $42,650 per year or $20.51 per hour. Depending on the work they do, they may need either a postsecondary non-degree award certificate or an associate's degree.

Overall employment of broadcast and sound engineering technicians is projected to grow 8 percent from 2016 to 2026, about as fast as the average for all occupations. Growth is expected to stem from businesses, schools, and entertainment industries seeking to improve their audio and video capabilities. They will need technicians to set up, operate, and maintain new technologically advanced equipment. (Bureau of Labor Statistics Occupational Outlook Handbook 2017)

Gainful Employment *(only required for Certificates of Completion)*:

Transfer/Articulation Information: The courses required for this certificate do not articulate with courses at other USHE institutions.

Estimated Cost for Students:

> Tuition and student fees: http://www.slcc.edu/student/financial/tuition-fees.aspx
> Books: $400
> Supplies: $100
> Course Fees: $ 400
> Other (specify): $

NOTE: This Certificate of Proficiency is not eligible for financial aid. However, courses within the certificate may be eligible if taken as part of a financial aid eligible program. The certificate is financial aid eligible if you plan to stack it with other certificates, which will lead to a Certificate of Completion or AAS degree. Please check with the Financial Aid Office to determine if your classes are eligible.

Estimated Time to Completion: Time to completion if students follow the recommended schedule is two semesters.

Program Entry Requirements (*if applicable)***:** A musical background with performance experience including basic piano/keyboard skills and the ability to read music notation are desirable and will benefit students entering the program. Prior experience with audio equipment operation is desirable but not required.

Specialized Program Accreditation: (*if applicable)*: n/a

Salt Lake Community College
PCO Curriculum and Learning Outcomes
for Certificate of Proficiency (CP)

Program Title: Music Technology

Credential: Certificate of Proficiency (CP) **Total Cr:** 16

PROGRAM LEARNING OUTCOMES

Program Student Learning Outcomes mapped to SLCC College-Wide Student Learning Outcomes.

1. Acquire substantive knowledge
2. Communicate effectively
3. Develop quantitative literacies
4. Think critically & creatively
5. Become a community engaged learner
6. Work in a professional & constructive manner
7. Develop computer & information literacy
8. Develop lifelong wellness

Program Learning Outcomes	SLCC CWSLO #
Students demonstrate the ability to work on all aspects of a recording project. Students will work with material recorded in both live performance settings and in controlled studio settings. These aspects include but are not limited to microphone selection and placement, tracking, and final mixing and mastering.	1, 2, 4, 6, 7
Students demonstrate the ability to work in a collaborative team environment on professional-quality audio productions for both musical and non-musical clients.	1, 2, 4, 6
Students demonstrate the ability to operate sound reinforcement equipment in a live performance setting. Students will utilize professional quality mixing consoles and loudspeaker systems for purposes of sound reinforcement of musical and spoken word performance.	1, 2, 4, 6
Students demonstrate ability to assemble a basic audio system including microphones, electronic sound sources, mixing consoles, amplifiers, and loudspeakers, including proper analog and digital cabling and signal gain structure.	1, 4, 6

See SLCC Assessment webpage for additional details about College-Wide Student Learning Outcomes

REQUIRED COURSES (16 cr)

All course changes (title, credit, pre-req, semester taught, etc …) must be proposed on the CCO document.

Prefix	Number	Title	Cr/Hrs
MUSC	1515	Basic Audio Production	3
MUSC	1530	Studio Recording Techniques	4
MUSC	1560	Music Mixing Techniques	3
MUSC	2580	Live Sound	3
MUSC	1520	Intro to MIDI/Electronic Music Composition	3
		TOTAL:	16

Salt Lake Community College
PCO Pathway

Program Title: Music Technology

Credential: Certificate of Proficiency

☐ 15 cr+ per semester ☐ 12 cr per semester ☒ 9 cr per semester

First Year

Semester: Fall			Semester: Spring	
Course	**Cr/Hr**		**Course**	**Cr/Hr**
MUSC 1515 Basic Audio Production	3		MUSC 1530 Studio Recording Techniques	4
MUSC 1520 Intro to MIDI	3		MUSC 1560 Music Mixing Techniques	3
			MUSC 2580 Live Sound	3
TOTAL	6		**TOTAL**	10

Advising Notes:

MUSC 1515 is prerequisite to MUSC 1530, MUSC 1560, and MUSC 2580 and must be taken during the students first semester in the program.

Salt Lake Community College
PCO Proposal

Program Title: Geographic Science

Credential: AS

Faculty Contact: R. Adam Dastrup, MA, GISP

Action: Revised program

  What is being changed and why? Changes to the name, required courses, and elective courses. These changes will make the program better aligned with USHE partners.

  If other than next catalog year, explain semester of implementation:

What is the impact of this program proposal on SLCC programs? None

What is the financial impact of this program proposal to SLCC, School, Division, and Department? None

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According to the *Program Proposal Guide*, indicate required documentation for this proposal:

- ☒ **PCO Proposal**
- ☒ **PCO Program Narrative**
- ☒ **PCO Curriculum and Learning Outcomes**
- ☒ **PCO Pathway**
- ☐ **R401 Executive Summary**
- ☐ **R401 Full Template**
- ☐ **R401 Abbreviated Template**
- ☐ **R401 Program Change Template**
- ☐ **Gainful Employment**
- ☐ **Financial Aid Evaluation**

Salt Lake Community College
PCO Program Narrative

Program Title: Geographic Science   **Credential:** AS

School: Science, Math, and Engineering   **Division**: Natural Sciences   **Total Credits/Hours:** 62

Campus: Taylorsville Redwood   **Building:** Science & Industry (SI)   **Room:** 225

Telephone: x4880   **Webpage:** www.slcc.edu/geography

Program Faculty:

R. Adam Dastrup, MA, GISP (Associate Professor)
Maura Hahnenberger, Ph.D. (Assistant Professor)

Program Description: The Geographic Science program provides foundational knowledge in physical and human geography along with an emphasis on technical skill sets within geospatial technology. Students completing the Associate Degree will develop a strong foundation in critical thinking, spatial thinking, and geospatial analysis using foundational geographical inquiry and scientific methodology. Students will also acquire industry-driven technical skill sets in geographic information systems (GIS), remote sensing, aerial photography, drone imagery analysis, and global positioning systems (GPS). Students seeking geospatial technology pathway may be able to receive an industry-focused Geographic Information Systems Certificate of Proficiency as part of the associate degree.

Career Opportunities:

According to the U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, the job outlook for GIS/cartographers and remote sensing/photogrammetrists is a 29% increase 2014-2024.

A study conducted by EAB (Educational Advisory Board) for the time period of Summer 2016-2017 determined employers from all sectors in Arizona, Colorado, Idaho, Nevada, and Utah predominately seek students for the following GIS- related job positions. At total of 2340 job postings listing GIS or related specialties were identified for the one year period. GIS position titles included: Geographic Information Systems Analyst, GIS Technician, GIS Specialist, Data Analyst, Environmental Specialist, and Systems Administrator.

According to the May, 2017, P&S Market Research's market research report (www.psmarketresearch.com/) "Global Geographic Information System (GIS) Market Size, Share, Development, Growth and Demand Forecast to 2023, the global GIS market is projected to grow at a CAGR of 10.1%, during 2017 - 2023.

This report surveyed agencies and firms in Government at all levels, Water and Wastewater Management, Telecommunications, Engineering and Business Services, Aerospace & Defense, Oil and Gas Refineries, Oil and Gas Exploration, Transportation & Logistics, Healthcare and Others. The report is available at https://www.psmarketresearch.com/market-analysis/geographic-information-system-market

The global GIS market is expected to increase from $8,985.5 million in 2016, to reach $17,510.9 million by 2023, growing at a CAGR of 10.1% during 2017 - 2023. Among the various application areas, government sector has been the largest contributor to the global GIS market, accounting for over 28% of the global revenue in 2016. Increasing urbanization, in addition to the surging adoption of enterprise GIS in developing

countries is expected to bolster the demand for geographic information systems during the forecast period.

Gainful Employment *(only required for Certificates of Completion)*:

Transfer/Articulation Information: Formal articulation agreements are being developed for the University of Utah, Weber State University, Utah State University, and Westminster. All required courses and elective courses will transfer to these two schools and count toward degree requirements. Most of the required courses and elective courses transfer to most other Geography programs. Currently, the strongest articulation agreement will be with the University of Utah's Geography Department with 100 a percent articulation agreement.

Estimated Cost for Students:

> Tuition and student fees: http://www.slcc.edu/student/financial/tuition-fees.aspx
> Books: Most of the textbooks used for the program are Open Educational Resources (OER). Within the core courses for the program, total textbook costs should not be more than $200.
> Supplies: $
> Course Fees: $200
> Other (specify): $

Estimated Time to Completion: Time to completion is 4 semesters based on a full-time minimum of 15 credits per semester. Less than 15 credits per semester will increase time to completion.

Program Entry Requirements (*if applicable)***:**

Specialized Program Accreditation: (*if applicable)***:**

Salt Lake Community College
PCO Curriculum and Learning Outcomes
for Associate of Science (AS) Degree

Program Title: Geographic Science

Credential: Associate of Science (AS)　　　　　　　　　**Total Cr:** 62

PROGRAM LEARNING OUTCOMES

Program Student Learning Outcomes mapped to SLCC College-Wide Student Learning Outcomes.

1. Acquire substantive knowledge
2. Communicate effectively
3. Develop quantitative literacies
4. Think critically & creatively
5. Become a community engaged learner
6. Work in a professional & constructive manner
7. Develop computer & information literacy
8. Develop lifelong wellness

Program Learning Outcomes	SLCC CWSLO #
Analyze maps and other geographic representations, geospatial technologies, and spatial thinking to understand and communicate information.	1, 2, 3, 4, 6, 7
Apply geospatial technology skill sets (i.e. geographic information systems, remote sensing, aerial photography, and global positioning systems) to analyze spatial patterns, trends, distributions, and flow spatially and over time.	1, 2, 3, 4, 5, 6, 7
Analyze the spatial organization of people, places, and environments on Earth's surface.	1, 3, 4, 7
Interpret the physical and human characteristics of places and that people create regions to interpret Earth's complexity.	1, 3, 4, 5, 7
Determine how culture and experience influence people's perceptions of places and regions.	1, 4, 5, 7
Describe the physical processes that shape the patterns of Earth's surface.	1, 2, 3, 4, 7
Analyze the characteristics and spatial distribution of ecosystems and biomes on Earth's surface.	1, 3, 4, 7
Explain the characteristics, distribution, and migration of human populations on Earth's surface.	1,2, 3, 4, 7
Determine the characteristics, distribution, and complexity of Earth's cultural mosaics.	1, 3, 4, 7
Analyze patterns and networks of economic interdependence on Earth's surface.	1, 4, 7
Describe the processes, patterns, and functions of human settlement.	1, 2, 4, 7
Explain the forces of cooperation and conflict among people influence the division and control of Earth's surface.	1, 2, 4, 5, 7
Analyze how human actions modify the physical environment and how physical systems affect human systems.	1, 3, 4, 5, 7

See SLCC Assessment webpage for additional details about College-Wide Student Learning Outcomes

AS GENERAL EDUCATION REQUIREMENTS (34 cr min)

Specifying or embedding General Education courses requires approval by the SLCC General Education Committee. For a current list of approved General Education courses, see the SLCC Catalog.

CORE SKILLS

COMPOSITION (EN) 2 courses
- ENGL 1010 and
- ENGL 2010 or ENGL 2100

QUANTITATIVE LITERACY (QL) 1 course

AMERICAN INSTITUTIONS (AI) 1 course

INSTITUTIONAL REQUIREMENTS

COMMUNICATION (CM) 1 course

INTERNATIONAL & GLOBAL (IG) 1 course

LIFELONG WELLNESS (LW) 1 course

DISTRIBUTION AREAS

1 course from each of the Distribution Areas, 5 total courses; 1 course must also be designated as DIVERSITY (DV)

FINE ARTS (FA)

HUMANITIES (HU)

LIFE SCIENCES (LS)

PHYSICAL SCIENCES (PS)

SOCIAL SCIENCES (SS)

REQUIRED COURSES (23 cr)

All course changes (title, credit, pre-req, semester taught, etc …) must be proposed on the CCO document.

Prefix	Number	Title	Cr/Hrs
GEOG	1000	Physical Geography (PS)	3.0
GEOG	1300	Regional Geography (IG)	3.0
GEOG	1400	Human Geography (IG)	3.0
GEOG	1780	Remote Sensing of Earth (PS)	3.0
GEOG	1800	Mapping Our Changing World (CM)	3.0
GEOG	2100	Cartographic Principles	4.0
GEOG	2200	Introduction to Geographic Information Systems	4.0
		TOTAL:	23

ELECTIVE COURSES (5 cr)

Elective requirements: Select a minimum of 5 credits from courses listed below

Prefix	Number	Title	Cr/Hrs
ATMO	1010	Severe Weather (PS)	3.0
ATMO	1020	Climate Change (PS)	3.0
ATMO	2100	Air Pollution & Atmospheric Chemistry	3.0
ATMO	2200	Mountain Weather & Climate	3.0
GEO	1110	Physical Geology	3.0
GEO	1115	Physical Geology Lab	1.0
GEO	1220	Historical Geology	3.0
GEO	1225	Historical Geology Lab	1.0
GEOG	1180	Geo-Programming with Python	3.0
GEOG	2600	FAA Drone Certification	1.0
GEOG	2920	Spatial Analysis	4.0
CSIS	1030	Foundations of Computer Science	3.0
CSIS	1340	Introduction to Programming	3.0
CSIS	1400	Fundamentals of Programming	4.0
CSIS	1550	SQL Programming	3.0
		TOTAL:	5.0

Program Title: Geographic Science

Credential: AS

☒ 15 cr+ per semester ☐ 12 cr per semester ☐ 9 cr per semester

First Year

Semester:				Semester:		
Course	**Cr/Hr**			**Course**	**Cr/Hr**	
MATH 1010 (QL)	3			MATH 1050 (QL)	3	
ENGL 1010 (EN)	3			ENGL 2010 (EN) OR ENGL 2100 (EN)	3	
GEOG 1000	3			GEOG 1300	3	
GEOG 1800	3			GEOG 2200	4	
American Institutions	3			Lifelong Wellness	1	
				Communication	3	
TOTAL	15			**TOTAL**	17	

Second Year

Semester:				Semester:		
Course	**Cr/Hr**			**Course**	**Cr/Hr**	
GEOG 2100	4			Elective	3	
GEOG 1400	3			GEOG 1780	3	
Elective	3			Fine Arts	3	
Humanities	3			Life Science	3	
International & Global Learning	3			Social Science	3	
TOTAL	16			**TOTAL**	15	

Advising Notes:

Institution Submitting Request: Salt Lake Community College

	Current	*Proposed (if applicable)*
Program Title:	Geography	Geographic Science

Sponsoring School, College, or Division: Science, Mathematics, and Engineering

Sponsoring Academic Department(s) or Unit(s):   Natural Sciences and Engineering

Classification of Instruction Program Code[1]:   45.0701

Min/Max Credit Hours for Full Program Required: 62   /   /

Proposed Effective Term for Program Change[2]:   Fall   2018

Institutional Board of Trustees' Approval Date: 04/11/2018

Award Type: AS

Program Change Type (check all that apply):

☒	Name Change of Existing Program
☐	Program Restructure with or without Consolidation
☐	Program Transfer to a new academic department or unit
☐	Program Suspension
☐	Program Discontinuation
☐	Reinstatement of Previously Suspended Program
☐	Out of Service Area Delivery Program

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Clifton G. Sanders, PhD   Date: March 27, 2018

☒ I understand that checking this box constitutes my legal signature.

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1 For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55.
2 "Proposed Effective Term" refers to term when change to program is published. **For Suspensions and Discontinuations,** "effective term" refers to the term the program will suspend admissions.

Section I: The Request

Salt Lake Community College requests approval to change name from Geography to Geographic Science effective Fall 2018. This action was approved by the institutional Board of Trustees on 04/11/2018.

Section II: Program Proposal

Program Change Description/Rationale
Present a brief program change description. Describe the institutional procedures used to arrive at a decision for the change. Briefly indicate why such a change should be initiated. State how the institution and the USHE benefit by the change.

The Geosciences Department is requesting that the Geography program be changed to Geographic Science. As the discipline and program has made geospatial technology (i.e. geographic information systems, satellite imagery, aerial photography, and drones) more integral to the core of the program, the name change highlights the shift towards information science. The decision to make these changes comes from technological evolution in the discipline, but also from ongoing conversations at Major's Meetings within USHE and direct departmental conversations with key USHE partners.

Consistency with Institutional Mission/Institutional Impact
Explain how the action is consistent with the institution's Regent-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/. Indicate if the program will be delivered outside of designated service area: provide justification. Service areas are defined in higheredutah.org/policies/policyr315/. Will faculty or staff structures be impacted by the proposed change?

Changes to the program name also aligns to changes to course offerings. As emphasized by SLCC's mission, vision, and values, these program-level changes will create stronger articulation agreements and academic pathways between SLCC and other USHE institutions. With proper academic advising, faculty mentoring, and student planning, students completing an Associate Degree in Geographic Science at SLCC should transfer with junior-status to several USHE institutions. No changes will occur with how the program will be delivered in our service areas and no faculty structures will be impacted.

Finances
What costs or savings are anticipated from this change? If new funds are required to implement the change, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

No financial changes will occur with the program from these changes. Existing resources and funding already exists within the department.

National and Local Market Demand for sUAS

Labor Market Information (LMI & Analysis)

sUAV/sUAS (Small Unmanned Aircraft Vehicles/Unmanned Aircraft Systems), often referred to as drones, is the fastest growing sector of both civilian and military aviation. The Association for Unmanned Vehicle Systems (AUVS), the Federal Aviation Administration (FAA), the National Oceanic and Atmospheric Administration (NOAA), Homeland Security, the Bureau of Land Management (BLM), the U.S. Forest Service, and a variety of other national, state, local governmental and private organizations (e.g. Utah Department of Transportation, United Fire Authority, local municipalities) identify that the sUAV/sUAS drone hobby, commercial, and military markets will expand significantly by 2020.

The Association of Unmanned Vehicle Systems (AUVS) International's Economic Report, projected that the integration of UAS in the US airspace will create more than 100,000 jobs and has an economic impact of $82 billion by 2025.

It is forecasted (graph on the right) that the economic direct, indirect, and induced impact of sUAV/sUAS manufacturing and sales on Utah's economy will grow from roughly $24 million in 2015 to $106 million by 2025.

Moreover, new occupations will be created as federal deregulation continues and industries recognize the potential of this emerging technology. From that, it is expected that the median pay for sUAS operators in various fields to increase, as they will be in high demand.

Utah Economic Impact

Year	Direct Employment	Total Employment Impact	Total Direct Spending ($M)	Total Economic Impact ($M)	Total State Taxes ($K)	Percent Change Over Previous Year
2015	126	245	$12.79	$23.81	$201.35	
2016	252	490	$25.57	$47.61	$402.69	100%
2017	378	735	$38.36	$71.42	$604.04	50%
2018	397	771	$40.27	$74.99	$634.24	5%
2019	417	810	$42.29	$78.74	$665.95	5%
2020	437	850	$44.40	$82.67	$699.25	5%
2021	459	893	$46.62	$86.81	$734.21	5%
2022	482	938	$48.95	$91.15	$770.92	5%
2023	506	984	$51.40	$95.70	$809.47	5%
2024	532	1034	$53.97	$100.49	$849.94	5%
2025	558	1085	$56.67	$105.51	$892.44	5%

Utah Annual Employment

Utah Spending and Economic Impact

Bureau of Labor Statistics

Small Unmanned Aerial Systems are interdisciplinary in nature. It is difficult to gather direct wage data for the sUAS industry, since it crosses so m any industries. The Program Curriculum Outline for the proposed sUAS Certificate of Proficiency highlights many of these career occupations. Some of those industries include mapping, engineering, precision agriculture, structural inspection, environmental monitoring, disaster response and mitigation, search and rescue, Homeland Security and criminal justice, photography and videography. At SLCC, the Geosciences Department is primarily focusing the sUAS program Geographic Information Systems (GIS), remote sensing, Global Positioning Systems (GPS), and surveying, along with partnerships with the Criminal Justice, Arts and Communication, Biology, Engineering and other departments within the college.

The data below provides workforce information from the U.S. Department of Labor Bureau of Labor Statistics. Future job titles from the Department of Labor could include UAV Operations Technician and UAS Coordinator.

Position Title	2018 Median Pay
Cartographers and Photogrammetrists	$64,430 per year $30.98 per hour
Photographers	$34,000 per year $16.35 per hour
Emergency Management Directors	$74,420 per year $35.78 per hour
Surveying and Mapping Technicians	$44,380 per hour $20.41 per hour
Film and Video Editors and Camera Operators	$58,990 per year $28.36 per hour

Specific job offerings can be found on LinkedIn, Indeed.com, and SimplyHired, along with other related job search websites.

Program Advisory Committee Recommendation

During Program Advisory Committee meetings during the academic years between 2018-2019, Both the GIS PAC and Surveying PAC strongly recommended that SLCC provide a sUAS credential because this new technology is growing rapidly in the State of Utah as deregulation continues by the Federal Aviation Administration (FAA) continue. Both committee members noted that the drone labor market will experience tremendous growth in the next five years. Many representing local government and private sectors are interested in providing students with internships or employment opportunities.

If approved, the sUAS Certificate of Proficiency would be the first of its kind of Utah. Other USHE institutions using sUAS technology is typically at the graduate-level. This would be the first in the state with a focus on career and technical education to meet local industry needs.

Student and Faculty Feedback

Surveys and questions conducted within GIS and Surveying courses have shown a student interest in adding and integrating sUAS skill sets into their career pathways and program of study. Several students and faculty helping students, conducting undergraduate research within the School of Science, Math, and Engineering have reached out requesting to integrate sUAS technology into their research. Other faculty within the School of Arts, Communication, and Media are interested in having students use sUAS technology, but require a curriculum pathway for students to be FAA certified to be commercially licensed under the FAA Part 107. Students taking courses within the sUAS Certificate of Proficiency will learn how to not only fly small drones, but also learn how to acquire imagery and video, along with having the knowledge and skill sets to be a commercially licensed drone operator.

Enrollment Projections for sUAS

The following is an estimated student enrollment projection for the sUAS Certificate of Proficiency over the course of the first three years. The estimated data comes from the fact that some students will go full-time and others will go part-time.

As a way to create a strong cohort of students and retention rate, the sUAS program of study is designed be completed online and in the evening for working students within one academic year (including summer).

	Year 1	Year 2	Year 3
New Students	10	15	20
Continuing Students	0	5	20
Graduated	0	5	10

Utah System of Higher Education
Notification of New Academic Program

Institution Submitting Request:	**Salt Lake Community College**
Proposed or Current Program Title:	**Small Unmanned Aerial Systems**
Sponsoring School, College, or Division:	**School of Math, Science, and Engineering**
Sponsoring Academic Department(s) or Unit(s):	**Geosciences**
Classification of Instructional Program Code[1] :	**45.0702**
Min/Max Credit Hours Required of Full Program:	**23 / 23**
Proposed Beginning Term[2]:	**Fall 2019**
Institutional Board of Trustees' Approval Date:	

☒ Certificate of Proficiency	☐ CTE CP	
☐ Certificate of Completion	☐ CTE CC	
☐ Minor		
☐ Post-Baccalaureate Certificate		
☐ Post-Masters Certificate		
☐ K-12 Endorsement Program		
☐ NEW Emphasis for Existing Program		
☐ Out of Service Area Delivery Program	☐ *Attach signed MOU*	

Program Description/Narrative
Brief describe new program. If a CTE certificate, describe collaboration with other state-funded CTE providers in service area.

Small Unmanned Aircraft Systems(also known as drones) include unmanned aircraft as well as other software and hardware components required for the operation of that aircraft. This certificate of proficiency is designed to prepare students to enter the fast-growing sUAS market and industry. The required courses provided students with the skills to manage and plan flight operations, collect and process imagery data for analysis, and develop skills that can be applied in multiple applications including geographic information systems (GIS), surveying, engineers, agriculture, natural and cultural resource management, emergency response and mitigation, aerial videography and photography, real estate and insurance, journalism, transportation, energy, telecommunications, and more.

As federal regulations of sUAS have softened, new and existing industries are integrating this technology leading to a new career pathway. One of the biggest users of sUAS imagery is the GIS industry; and Utah has one of the strongest GIS community in the nation. Currently, Utah State University and the University of Utah integrate sUAS technology within their graduate-level research. But a gap analysis has shown that the Wasatch Front needs opportunities for GIS professionals (and other industries) to have access to sUAS technology training outside of graduate school. Meetings with our Program Advisory Committees in GIS and Surveying have shown that career and technical education in sUAS technology is needed. Direct conversations regarding sUAS have also occurred within USHE Major's Meetings, and state-wide professional organizations such as the Utah Geographic Information Council (UGIC) and the Utah Public Land Surveyors. Conversations have also occurred with other academic departments at SLCC in STEM, Arts and Communication, and Public Safety/Homeland Security of the need to have a drone program to meet the professional skill sets needed in those disciplines.

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[1] For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55.

[2] "Proposed Beginning Term" refers to first term after Trustees' approval that students may declare this program.

The program will focus on drone flying safely and getting students commercially licensed by the U.S. Federal Aviation Administration (FAA). Courses that will fly sUAS will only occur on campuses where airspace is approved by the FAA. The program will also focus directly on drone imagery acquisition and analysis.

Curriculum for the program is based on the Department of Labor's Geospatial Technology Competency Model, national trends in the geospatial industry, and the local needs of the Wasatch Front. If approved, it will be the first sUAS program of study in the State of Utah.

Most of the material needed for the program will be Open Educational Resources (OER). For safely reasons, students will only be allowed to fly drones purchased and maintained by the college. Any faculty member who teaches a drones course that requires flying, must be licensed as a Part 107 drone pilot by the FAA and work in collaboration with Risk Management.

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name

Date:

☐   I understand that checking this box constitutes my legal signature.

Salt Lake Community College
PCO Proposal

Program Title: Small Unmanned Aerial Systems (sUAS)

Credential: Certificate of Proficiency

Faculty Contact: R. Adam Dastrup, MA, GISP

Action: New

What is the impact of this program proposal on SLCC programs?

- Program will also be part of the Geospatial Technology AAS degree.
- Many other transfer and CTE programs could benefit from a UAS program at SLCC, including Photography, Communication, Journalism, Criminal Justice, Archeology, Biology, Atmospheric Science, Geology, Geographic Science, Geographic Information Systems, and more.

What is the financial impact of this program proposal to SLCC, School, Division, and Department?

- Currently, the Geosciences Department has a small fleet of six DJI Phantom 4 Pro drones. If approved, the department need to purchase a drone software license at a cost of $1500 per year.
- Pending approval and funding, the department will likely request to purchase a larger drone for better image acquisition for stronger GPS accuracy for curriculum and student use.

According to the *Program Proposal Guide*, indicate required documentation for this proposal:

- ☒ **PCO Proposal**
- ☒ **PCO Program Narrative**
- ☒ **PCO Curriculum and Learning Outcomes**
- ☒ **PCO Pathway**
- ☒ **R401 Executive Summary**
- ☒ **R401 Full Template**
- ☐ **R401 Abbreviated Template**
- ☐ **R401 Program Change Template**
- ☐ **Gainful Employment**
- ☐ **Financial Aid Evaluation**

Salt Lake Community College
PCO Program Narrative

Program Title: Small Unmanned Aerial Systems   **Credential:** CP

School: Science, Mathematics, and Engineering   **Division**: Natural Sciences   **Total Credits:** 23

Campus: Taylorsville Redwood   **Building:** Science & Industry   **Room:** 359A

Telephone: 801-957-4880   **Webpage:** www.slcc.edu/gis

Program Faculty: R. Adam Dastrup, MA, GISP

Program Description:

Small Unmanned Aircraft System (sUAS) includes unmanned aircraft as well as other software and hardware components required for the operation of that aircraft. This certificate is designed to prepare students to enter the fast-growing sUAS market and industry. The required coursework provides students with the skills to manage and plan flight operations, collect and process imagery data for analysis, and develop skills that can be applied in multiple applications including geographic information systems, agriculture, natural and cultural resources management, emergency response, aerial videography, and photography, and more.

Career Opportunities:

Students completing the Small Unmanned Aerial Systems (sUAS) Certificate of Proficiency will be highly qualified for most entry-level geospatial technology positions, specifically using sUAS and related technology. sUAS industries are growing exponentially nationally and internationally. Many of these industries will be directly connected to sUAS technology, while other industries will be indirectly impacted.

Career pathways in sUAS technology include, but not limited to local, state, and federal governmental agencies; nonprofit organizations; transportation; public utilities; energy sector; military and homeland security; law enforcement and public safety; delivery and fulfillment; journalism; photography and video making; scientific research and exploration; disaster response and recovery; natural resource, wildlife management, forestry, agriculture, and environmental conservation; surveying and engineering, geographic information systems (GIS), and more.

Gainful Employment (*only required for Certificates of Completion*): n/a

Transfer/Articulation Information: n/a

Estimated Cost for Students:

> Tuition and student fees: http://www.slcc.edu/student/financial/tuition-fees.aspx
> Books: $200
> Supplies: None
> Course Fees: $250
> Other (specify): $

Estimated Time to Completion: Time to completion is three semesters based on a full-time minimum of 15 credits per semester. Less than 15 credits per semester will increase the time to completion.

Program Entry Requirements (*if applicable)*: n/a

Specialized Program Accreditation: (*if applicable)*: n/a

Salt Lake Community College
PCO Curriculum and Learning Outcomes
for Certificate of Proficiency (CP)

Program Title: Small Unmanned Aerial Systems

Credential: Certificate of Proficiency (CP) **Total Cr/Hrs:** 23

PROGRAM LEARNING OUTCOMES

Program Student Learning Outcomes mapped to [SLCC College-Wide Student Learning Outcomes](#).

1. Acquire substantive knowledge
2. Communicate effectively
3. Develop quantitative literacies
4. Think critically & creatively
5. Become a community engaged learner
6. Work in a professional & constructive manner
7. Develop computer & information literacy
8. Develop lifelong wellness

Program Learning Outcomes	SLCC CWSLO #
Demonstrate a basic knowledge of Small Unmanned Aerial Systems, including airframe, flight instruments, and navigation.	1, 4, 7
Compare and contrast various types of sUAS for fixed-wing and rotar-wind aircrafts.	1, 4, 7
Apply image acquisition and analysis techniques from images acquired by sUAS.	1, 3, 4, 7
Select the type of sUAS for a specific mission and identify the types of payloads to be carried and sensors needed to complete a flight mission.	1, 2, 4, 6, 7
Demonstrate competency to pass the FAA Part 107 flight exam successfully.	1, 4
Compare and contrast the elements of geospatial data quality, including geometric accuracy, thematic accuracy, resolution, precision, and fitness for use.	1, 4, 7
Use the concept of the electromagnetic spectrum to explain the difference between sensors (e.g., optical, microwave, multispectral, hyperspectral, etc.) across multiple remote sensing platforms.	1, 4, 7
Differentiate the several types of resolution that characterize remotely-sensed imagery, including spatial, spectral, radiometric, and temporal across multiple remote sensing platforms.	1, 4, 7
Demonstrate foundational skill sets on which geographic information systems (GIS) are based, including the problem of representing change over time and the imprecision and uncertainty that characterizes all geographic information.	1, 4, 7
Acquire and integrate a variety of field data, image data, vector data, and attribute data to create, update, and maintain GIS databases.	1, 3 4, 7
Use geoprocessing software to perform essential GIS analysis functions.	1, 3, 4, 7
Apply Earth geometry and geodesy techniques such as datums, coordinate systems, and map projections to geospatial applications.	1, 2, 3, 4, 7
Development professional, networking, critical thinking, ethical, and teamwork skills related to the discipline of geospatial technology.	1,2, 4, 5, 6, 7
Determine trends in geospatial technology and applications including mobile apps, sUAS/drones, cloud applications, and web-based mapping.	1, 4, 5, 6

See [SLCC Assessment webpage](#) for additional details about College-Wide Student Learning Outcomes

REQUIRED COURSES (23 cr)

All course changes (title, credit, pre-req, semester taught, etc …) must be proposed on the CCO document.

Prefix	Number	Title	Cr/Hrs
GEOG	1780	Remote Sensing of Earth (PS)	3.0
GEOG	2500	Introduction to Geographic Information Systems	4.0
GEOG	2550	Fundamentals of Drones	3.0
GEOG	2650	FAA Drone Certification	1.0
GEOG	2750	Remote Sensing and GIS	3.0
GEOG	2850	Digital Imaging with Drones	3.0
GEOG	2950	Drone Imagery and GIS	3.0
SVT	2100	Photogrammetry	3.0
		TOTAL:	23

Salt Lake Community College
PCO Pathway

Program Title: Small Unmanned Aerial Systems (sUAS)

Credential: Certificate of Proficiency

☐ 15 cr+ per semester ☐ 12 cr per semester ☒ 9 cr per semester

First Year

Semester: Fall Semester	
Course	**Cr/Hr**
GEOG 1780: Remote Sensing of Earth (PS)	3.0
GEOG 2650: FAA Drone Certification	1.0
GEOG 2850: Digital Imaging with Drones	3.0
TOTAL	7.0

Semester: Spring Semester	
Course	**Cr/Hr**
GEOG 2550: Fundamentals of Drones	3.0
GEOG 2500: Introduction to GIS	4.0
SVT 2100: Photogrammetry	3.0
TOTAL	10.0

Second Year

Semester: Summer Semester	
Course	**Cr/Hr**
GEOG 2750: Remote Sensing and GIS	3.0
GEOG 2950: Drone Imagery with GIS	3.0
TOTAL	6.0

Semester:	
Course	**Cr/Hr**
TOTAL	

Advising Notes:

TAB L

Salt Lake Community College
PCO Proposal

Program Title: International & Global Studies

Credential: AA

Faculty Contact: Paul Allen

Action: Name change and revision

What is being changed and why?

Revision. Program name change. Program was on temporary hiatus (not available for subscription) pending revamp following external review suggestions to make the program more transferable. After new program requirements and articulation agreements with the University of Utah, we have now updated and changed program required courses and electives. The addition to the name reflects the new structure of the program.

If other than next catalog year, explain semester of implementation: n/a

What is the impact of this program proposal on SLCC programs?

None. This program had good enrollment and graduations prior to being put on hold. The revisions make for more streamlined and effective transfer to the University of Utah.

What is the financial impact of this program proposal to SLCC, School, Division, and Department?

None. Costs are the same as for individual courses.

According to the *Program Proposal Guide*, indicate required documentation for this proposal:

- ☒ **PCO Proposal**
- ☒ **PCO Program Narrative**
- ☒ **PCO Curriculum and Learning Outcomes**
- ☒ **PCO Pathway**
- ☐ **R401 Executive Summary**
- ☐ **R401 Full Template**
- ☐ **R401 Abbreviated Template**
- ☒ **R401 Program Change Template**
- ☐ **Gainful Employment**
- ☐ **Financial Aid Evaluation**

Salt Lake Community College
PCO Program Narrative

Program Title: International & Global Studies   **Credential:** AA

School: Humanities & Social Sciences   **Division**: Humanities & Languages   **Total Credits:** 63 cr

Campus: Taylorsville Redwood   **Building:**   AAB   **Room:** 165

Telephone: 801-957-4338   **Webpage:** http://www.slcc.edu/humanities/index.aspx

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Program Faculty:

Laura Bradford, Carolina Bloem, Jeanine Alesch, Perparim Gutaj, Colin Moore

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Program Description:

The International Studies is an interdisciplinary program designed to prepare students broadly for the increasingly global contexts within which Americans live and work. Courses in the program provide students with the content knowledge, analytical skills, and methodologies necessary to understand international and global issues, their historical and cultural contexts, as well as give them the conceptual and methodological tools to be professionally successful in a world characterized by ethnic diversity, cultural pluralism, and increasing interdependence. The program consists of three elective tracks: one general International Studies track, and two area studies tracks in Latin American Studies and Asian Studies.

Career Opportunities:

There are many practical fields that are open to students of international studies. As an interdisciplinary program, majors are exposed to a variety of courses from different perspectives. The overall objective is to train "students of the world," people who think critically about global issues and problems. Such individuals find opportunities in international business, international organizations, non-profit organizations with a global focus or reach, humanitarian agencies, policy and research think tanks, civil service, the tourism industry, media, and public relations.

Gainful Employment (only required for Certificates of Completion): n/a

Transfer/Articulation Information:

The program is designed to provide seamless transfer to the University of Utah's International Studies, Latin American Studies, and Asian Studies Bachelor of Art Degree programs; students who complete the AA degree in International Studies will transfer with Junior Status to one of these University of Utah programs. The program at the University of Utah leads to an individualized program of study in Culture/Identity, Global Health, Area Studies, Foreign Relations/Security, Development/Sustainability, or Trade/Commerce. Additionally, by taking one more required course, the program will facilitate transfer to Utah State University's International Studies BA degree. The BA degrees in these areas at both the University of Utah and Utah State

University require third-year (3000-level) foreign language competency and study abroad experience. It is recommended that students consider beginning the process of satisfying these requirements while at SLCC.

Students transferring to the University of Utah who take a language course and one area studies focus course may be eligible for a FLAS Scholarship through the University. See program office for more details.

Estimated Cost for Students:

> Tuition and student fees: http://www.slcc.edu/student/financial/tuition-fees.aspx
> Books: $300
> Supplies: $15
> Course Fees: $15 per language course
> Other (specify): $

Estimated Time to Completion: Time to completion is 4 semesters based on a full-time minimum of 15 credits per semester. Less than 15 credits per semester will increase time to completion.

Program Entry Requirements (*if applicable)***:** n/a

Specialized Program Accreditation: (*if applicable)***:** n/a

Salt Lake Community College
PCO Curriculum and Learning Outcomes
for Associate of Arts (AA) Degree

Program Title: International & Global Studies

Credential: Associate of Science (AA)   **Total Cr:** 63

PROGRAM LEARNING OUTCOMES

Program Student Learning Outcomes mapped to SLCC College-Wide Student Learning Outcomes.

1. Acquire substantive knowledge
2. Communicate effectively
3. Develop quantitative literacies
4. Think critically & creatively
5. Become a community engaged learner
6. Work in a professional & constructive manner
7. Develop computer & information literacy
8. Develop lifelong wellness

Program Learning Outcomes	SLCC CWSLO #
Students will be able to give examples of some key social, political, economic, cultural, and geographic events, themes, trends, processes, issues, and actors for various international and global issues.	1
Students will be able orally and in writing to organize, examine, synthesize, and discuss key concepts and significant topics in international and global affairs using methods from a range of social science and humanistic methods.	2, 4
Students will be able to demonstrate proficiency in a 2nd language at the 2nd year college level (Intermediate) according to ACTFL standards.	2
Students will be able to apply their historical, geographic, economic, sociological, linguistic, and cultural knowledge to analyzing alternative solutions to contemporary global and international issues.	4
Students will be able to demonstrate knowledge of the natural, political, historical, social and economic underpinnings of the local, national, and global communities to which they belong and how those are interrelated.	5
Students will be able to demonstrate cultural competency skills necessary to live effectively in a world characterized by ethnic diversity, cultural pluralism, and increasing interdependence.	4,5,6

See SLCC Assessment webpage for additional details about College-Wide Student Learning Outcomes

AA GENERAL EDUCATION REQUIREMENTS (34 cr min)

Specifying or embedding General Education courses requires approval by the SLCC General Education Committee. For a current list of approved General Education courses, see the SLCC Catalog.

CORE SKILLS

COMPOSITION (EN) 2 courses
- ENGL 1010 and
- ENGL 2010 or ENGL 2100

QUANTITATIVE LITERACY (QL) 1 course

AMERICAN INSTITUTIONS (AI) 1 course

INSTITUTIONAL REQUIREMENTS

COMMUNICATION (CM) 1 course

INTERNATIONAL & GLOBAL (IG) 1 course

LIFELONG WELLNESS (LW) 1 course

DISTRIBUTION AREAS

1 course from each of the Distribution Areas, 5 total courses; 1 course must also be designated as DIVERSITY (DV)

FINE ARTS (FA)

HUMANITIES (HU)

LIFE SCIENCES (LS)

PHYSICAL SCIENCES (PS)

SOCIAL SCIENCES (SS)

AA LANGUAGE DEGREE REQUIREMENT (5 cr)

LANGUAGE (LN) 1 course
- LANG 1020

LANG prefix does not exist – it is replaced by the prefix for the chosen individual language: ARB, CHI, FRN, ITL, JPN, NAV, POR, RUS, SAM, SPN, TNG.

Total of all courses from Required Courses and Elective Courses must add up to minimum of 24 credits. Gen Ed courses cannot count both for Gen Ed credits and for major credits. The number taken in each area will depend up your prior second language skills and the institution to which you intend to transfer.

REQUIRED COURSES (9-20 cr)

All course changes (title, credit, pre-req, semester taught, etc …) must be proposed on the CCO document.

For University of Utah (all majors courses must be taken for a minimum letter grade of C)

Prefix	Number	Title	Cr/Hrs
For International Studies Track you must take one course from each of the sections below (9 credits):			
ANTH	1010	Cultural Anthropology	3
HIST`	1220	Asian Civilizations: Modern History & Societies	3
HIST	1310	Modern Latin America	3
HIST	1460	Modern Middle Eastern Civ	3
HIST	1510	World History Since 1500	3
COMM	2150	Intercultural Communication	3
ENGL	2030	Language in Society	3
GEOG	1400	Human Geography	3
PHIL	1120	Ethics & Moral Problems	3
INTL	2040	Immigrant Experience in Literature & Film	3
PHIL	2300	Intro to Environmental Ethics	3
MGMT	2600	International Business	3
GEOG 1300	1300	World Geography	3
ECON	2020	Macroeconomics	3
POLS	2100	Intro to International Politics	3
POLS	2200	Comparative Politics	3
For Latin American Studies Track you must take the following (9 credits):			
HIST	1300	Colonial Latin America	3
HIST	1310	Modern Latin America	3
INTL	2240	Latin American Studies	3
For Asian Studies Track you must take the following (9 credits):			
HIST	1210	Asian Civilizations: Traditions	3
HIST	1220	Asian Civilizations: Modern History & Societies	3
RELS	2010	Asian Religions and Philosophy	3
All Tracks must take the following or pass a proficiency test demonstrating experiential equivalency (4-8 credits):			

(At SLCC for Latin American Studies you can only take Spanish or Portuguese and for Asian Studies only Chinese, Japanese, Russian, Vietnamese, Samoan, or Tongan – other languages may be available at transfer institutions)

Prefix	Number	Title		Cr/Hrs
LANG	2010	3rd Semester Language		4
LANG	2020	4th Semester Language		4
			TOTAL:	9-17

For Utah State University

Prefix	Number	Title	Cr/Hrs
For Utah State University you must take the following (12 credits):			
ANTH	1010	Cultural Anthropology	3
HIST	1500 or 1510	World History	3
GEOG	1300	World Geography	3
POLS	2100	Intro to International Politics	3
or			
POLS	2200	Comparative Politics	3
You must take the following or pass a proficiency test demonstrating experiential equivalency (4-8 credits):			
LANG	2010	3rd Semester Language	4
LANG	2020	4th Semester Language	4
			TOTAL: 12-20

ELECTIVE COURSES (6-12 cr)

Elective requirements:

University of Utah

Prefix	Number	Title	Cr/Hrs
For International Studies Track you must take two (2) courses from this list (6 credits):			
COMM	2150	Intercultural Communication	3
INTL	2040	The Immigrant Experience in Literature and Film	3
INTL	2060	International Literature and Culture	3
INTL	2230	Global French Studies	3
INTL	2240	Latin American Studies	3
For Latin American Studies Track you must take two (2) courses from this list (6 credits):			
INTL	2240	Latin American Studies	3
ETHS	2430	Mexican American Culture	3
POR	2700	Intro to Portuguese Literature	3
POR	2710	Intro to Portuguese Film	3
SPN	2700	Intro to Spanish Literature	3
SPN	2710	Intro to Spanish Film	3
ARTH	2520	Latin American Art to 1821	3
For Asian Studies Track you must take two (2) courses from this list (6 credits)			
RELS	2010	Introduction to Asian Religions and Philosophy	3
RELS	2020	Introduction to Buddhist Traditions	3
ETHS	2420	Asian American Culture	3
ARTH	2640	Asian Art: Buddhist Art	3
ARTH	2700	Asian Art: Japan	3
Utah State University accepts only the following lower division electives depending on track (9 credits):			
(See Utah State University transfer advisors for more information)			
GEOG	1000	Physical Geography	3
GEOG	1400	Human Geography	3
GEOG	1800	Mapping our World	3
INTL	2240	Latin American Studies	3
International Experience (Study Abroad)			3
Additional Optional Electives if needed to achieve 63 total program credits – or any of the courses listed but not taken under "Required Courses" above:			
ANTH	1070	Language & Culture	3
ANTH	2120	Sacred Traditions	3
		TOTAL:	6-12

Salt Lake Community College
PCO Pathway

Program Title: International & Global Studies

Credential: AA

☒ 15 cr+ per semester ☒ 12 cr per semester ☐ 9 cr per semester

First Year

Semester:		Semester:	
Course	**Cr/Hr**	**Course**	**Cr/Hr**
ENGL 1010	3	ENGL 2010	3
Quantitative Lit (QL)	3	Communication (CM)	3
American Institutions (AI)	3	Required Course	3
LANG 1010	5	LANG 1020	5
TOTAL	14	**TOTAL**	14

Second Year

Semester:		Semester:	
Course	**Cr/Hr**	**Course**	**Cr/Hr**
International Global	3	Life Sciences Course (LS)	3
Required Course	3	Required course	3
Fine Arts Course (FA)	3	Study abroad (HU)	3
LANG 2010	4	LANG 2020	4
Lifelong Wellness (LW)	1		
TOTAL	14	**TOTAL**	13

Third Year

Semester:		Semester:	
Course	**Cr/Hr**	**Course**	**Cr/Hr**
Physical Science (PS)	3		
Social Science (SS)	3		
Required course or Elective	3		
TOTAL	9	**TOTAL**	

Advising Notes:

Students without prior second language capabilities required by the program should begin taking the language sequence during their first semester, beginning with LANG 1010. Subsequent semesters they should take LANG 1020, LANG 2010, and LANG 2020. Students who demonstrate intermediate language proficiency can replace language courses with electives.

The University of Utah International Studies, Latin American Studies, and Asian Studies majors provide SLCC specific transfer worksheets on their respective websites.

Utah System of Higher Education
Changes to Existing Academic Program Proposal
Cover/Signature Page - Abbreviated Template

Institution Submitting Request: **Salt Lake Community College**

	Current	*Proposed (if applicable)*
Program Title:	**International Studies**	**International & Global Studies**
Sponsoring School, College, or Division:	**Humanities & Social Sciences**	
Sponsoring Academic Department(s) or Unit(s):	**Humanities & Languages**	
Classification of Instruction Program Code[1]:	**30.2001**	**6 - Digit CIP**
Min/Max Credit Hours for Full Program Required:	**63 / 66**	**Min Cr Hr / Max Cr Hr**
Proposed Effective Term for Program Change[2]:	**Fall 2019**	
Institutional Board of Trustees' Approval Date:	**03/13/2019**	

Award Type: AA

Program Change Type (check all that apply):

☒	Name Change of Existing Program
☒	Program Restructure with or without Consolidation
☐	Program Transfer to a new academic department or unit
☐	Program Suspension
☐	Program Discontinuation
☐	Reinstatement of Previously Suspended Program
☐	Out of Service Area Delivery Program

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Clifton G Sanders, PhD   Date: February 26, 2019

☐ I understand that checking this box constitutes my legal signature.

Program Change Description - Abbreviated Template

Section I: The Request

Salt Lake Community College requests approval to change name from International Studies to International & Global Studies and restructure International & Global Studies effective Fall 2019. This action was approved by the institutional Board of Trustees on 03/13/2019.

Section II: Program Proposal

Program Change Description/Rationale

Present a brief program change description. Describe the institutional procedures used to arrive at a decision for the change. Briefly indicate why such a change should be initiated. State how the institution and the USHE benefit by the change.

Program has been on hiatus following external review. The program received suggestions to make the program more transferable. After new articulation agreements with the University of Utah, which has itself changed some program requirements, we have now updated and changed SLCC program required courses and electives.

Consistency with Institutional Mission/Institutional Impact

Explain how the action is consistent with the institution's Regent-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/ . Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/ . Will faculty or staff structures be impacted by the proposed change?

Providing better program articulation has been mandated by SLCC's administration. Working with our transfer partners, we have streamlined the program, eliminating non-transferable courses. These actions provide seamless transfer articulation to two USHE institutions and ensure that students transfer with Junior status.

Finances

What costs or savings are anticipated from this change? If new funds are required to implement the change, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

N/A

Salt Lake Community College
PCO Proposal

Program Title: Interdisciplinary Studies

Credential: Associate of Science (AS)

Faculty Contact: Michael Young

Action: NEW

What is being changed and why? This is a new program**.** As the "General Studies" degree is phased out, the Interdisciplinary Studies Degree will allow students the option of developing a degree pathway for majors or programs that are not currently offered at SLCC. This degree will serve the interests and career opportunities of students as they seek to transfer to USHE colleges and universities to further their education. Additionally, it allows students the flexibility that go beyond the specifics of traditional or subscribed disciplinary requirements. Currently, the University of Utah, Southern Utah University, Weber State University, Utah State University, and Utah Valley University all offer a Bachelor's degree that this AS can transfer into. This will accommodate SLCC students who choose to take this educational pathway for transfer and their career.

If other than next catalog year, explain semester of implementation: Fall 2019

What is the impact of this program proposal on SLCC programs? There should be no detrimental impact on other SLCC programs. This intent and purpose of the degree is to offer an option to students to create a two-year degree for a major or area of study that SLCC does not currently offer so they can transfer to a four-year school or enter the workforce directly. Students will design their degree pathway and have it verified by the Program Advisor for approval.

What is the financial impact of this program proposal to SLCC, School, Division, and Department? None

According to the *Program Proposal Guide*, indicate required documentation for this proposal:

- ☒ **PCO Proposal**
- ☒ **PCO Program Narrative**
- ☒ **PCO Curriculum and Learning Outcomes**
- ☐ **PCO Pathway**
- ☐ **R401 Executive Summary**

☒ **R401 Full Template**

☐ **R401 Abbreviated Template**

☐ **R401 Program Change Template**

☐ **Gainful Employment**

☒ **Financial Aid Evaluation**

Program Title: Interdisciplinary Studies   **Credential:** AS   **Total Credits: 61**

Campus: Taylorsville Redwood   **Building:**   **Room:**

Telephone: **Webpage:** http://slcc.edu/interdisciplinary-studies/

Program Faculty: Faculty teaching in this program come from all disciplines and departments at Salt Lake Community College.

Program Description: The Interdisciplinary Studies degree is designed for students of varied interests in a major not currently offered at SLCC. Option 1) Students will complete two blocks of twelve credits from two disciplines (24 total) to build their major. Option 2) Student will create their own major consisting of twenty-four credits. Students in either option must complete thirty-four credits of General Education. Students are required to take the one credit IDS 1050 Foundations of Interdisciplinary Studies course and the two-credit IDS 2050 Capstone Course. Students will work closely with an Academic Advisor to certify their path to graduation and transfer.

Career Opportunities: Students of Interdisciplinary Studies have the opportunity to create a major that allows them to transfer or enter the workforce after graduation.

Transfer/Articulation Information: Admission into a major program at a transfer institution depends upon the receiving institution's requirements for that major. Some major programs are restricted and require special application as well as a competitive GPA. See an Academic Advisor at both SLCC and the intended receiving institution for specific articulation information, also available at http://www.slcc.edu/student/transfer/

Students should also be advised that a Bachelor of Arts (BA) will require four semesters or more of a foreign language and many four-year institutions may require those courses to be taken consecutively. SLCC also offers a wider selection of languages than many transfer institutions; it may not be possible to continue study of a specific language after transfer. Students should check with the institution to which they plan to transfer.

Estimated Cost for Students: There is no additional cost for this program beyond SLCC tuition and fees. Students should veryify through the course catalog which courses require separate fees when registering.

> Tuition and student fees: http://www.slcc.edu/student/financial/tuition-fees.aspx
> Books: $ Will vary depending on the courses.
> Supplies: $ Will vary depending on the courses.
> Course Fees: $ Will vary depending on the courses.
> Other (specify): $ Will vary depending on the courses.

Estimated Time to Completion: Time to completion is four semesters based on a full-time minimum of 15 credits per semester. Less than 15 credits per semester will increase time to completion.

Program Entry Requirements (*if applicable)***:** This is a selective admission program. Degree plan and integrated block of disciplines must be approved by the program Advisor. Students must complete all General Education requirements. Students must complete the 1-credit IDS 1050 Introduction to Interdisciplinary Studies within their first two semesters, and the 2-credit IDS 2050 Interdisciplinary Studies Capstone course after they have

completed two semesters in the program. Students must complete their Capstone Course Project into their ePortfolio. No pass/fail course may be used toward the IDS degree without prior approval (see Appendix A).

Specialized Program Accreditation: (*if applicable)*: n/a

------ [Appendix A]

<u>Enrollment Process for Interdisciplinary Studies Degree</u>

Admission information for SLCC Interdisciplinary Studies Degree is available on the program website at: http://slcc.edu/interdisciplinary-studies/ The program uses a selective admissions process, separate from the general college admissions process, in order to provide a clear pathway to graduation and transfer to USHE institutions. There is no additional cost to apply for this degree.

Students will complete a degree pathway for their major that focuses on graduation and transferability.

Students must meet with the Honors and Interdisciplinary Studies Coordinator for approval of their plan.

2.0 GPA to enter.

<u>Upon Enrollment Students Must Complete the Following:</u>

Students have two options they must choose from in developing their major: Option 1) involves completing two blocks of twenty-four credits from two academic disciplines. Option 2) is to complete twenty-four credits in a specific academic discipline. Both are options are intended to create a major that suits the career and educational interests of the student that is not currently offered at SLCC.

Students must complete the required 34 General Education requirements of SLCC.

Students cannot pursue the Interdisciplinary Studies degree to replace or substitute a current SLCC program.

Students must enroll and complete the one-credit IDS 1050 Introduction to Interdisciplinary Studies within their first semester at SLCC.

Students must enroll and complete the two-credit IDS 2050 Capstone Course after completing 50 credits of their plan. Additionally, students must complete their Capstone Course Project into their ePortfolio.

No pass/fail course may be used toward the IDS degree without prior approval.

Salt Lake Community College
PCO Curriculum and Learning Outcomes
for Associate of Science (AS) Degree

Program Title: Interdisciplinary Studies

Credential: Associate of Science (AS) **Total Cr:** 61

PROGRAM LEARNING OUTCOMES

Program Student Learning Outcomes mapped to SLCC College-Wide Student Learning Outcomes.

1. Acquire substantive knowledge
2. Communicate effectively
3. Develop quantitative literacies
4. Think critically & creatively
5. Become a community engaged learner
6. Work in a professional & constructive manner
7. Develop computer & information literacy
8. Develop lifelong wellness

College-wide Student Learning Outcome	Interdisciplinary Studies (AS) Program-level Student Learning Outcomes
#1 Acquire Substantive Knowledge	1. Students will possess a broad understanding of the content and ways-of-knowing in a variety of disciplines.
#2 Communicate Effectively	2. Students will… • demonstrate their ability to organize and present ideas in writing according to standard usage. • demonstrate their ability to organize and present ideas verbally according to standard usage. • demonstrate their ability to gather and analyze information and communicate effectively using technology, library resources, and other media.
#3 Develop Quantitative Literacy	3. Students will… • approach practical problems by choosing and applying appropriate mathematical techniques. • demonstrate that they can use and interpret information represented as data, graphs, tables and schematics in a variety of disciplines.
#4 Critical Thinking	4. Students will… • demonstrate that they can reason and argue effectively using available evidence. • demonstrate effective problem solving. • engage in creative thinking, expression, and application. • engage in reflective thinking and expression. • make connections across the disciplines. • apply scientific methods to the inquiry process.
#5 Civic Engagement and Working Productively with Others.	5. Students will… • demonstrate that they are informed citizens. • have opportunities to engage in service-learning.

	• work productively with people from various cultures and backgrounds. • understand the contemporary and historical significance of diversity in American life and can apply that understanding to their daily lives.
#6 Develop the knowledge and skills to work with others in a professional and constructive manner.	6. Students will… • Engage with a diverse set of others to produce professional work. • Interact competently across cultures. • Understand and appreciate human differences. • Understand and act on standards of professionalism and civility, including the requirements of the SLCC Student Code.
#7 Develop Computer and Information Literacy	7. Students will... • Use the library and current technology to research and complete their projects.

See SLCC Assessment webpage for additional details about College-Wide Student Learning Outcomes

AS GENERAL EDUCATION REQUIREMENTS (34 cr min)

Specifying or embedding General Education courses requires approval by the SLCC General Education Committee. For a current list of approved General Education courses, see the SLCC Catalog.

CORE SKILLS

COMPOSITION (EN) 2 courses
- ENGL 1010 and
- ENGL 2010 or ENGL 2100

QUANTITATIVE LITERACY (QL) 1 course

AMERICAN INSTITUTIONS (AI) 1 course

INSTITUTIONAL REQUIREMENTS

COMMUNICATION (CM) 1 course

INTERNATIONAL & GLOBAL (IG) 1 course

LIFELONG WELLNESS (LW) 1 course

DISTRIBUTION AREAS
1 course from each of the Distribution Areas, 5 total courses; 1 course must also be designated as DIVERSITY (DV)

FINE ARTS (FA)

HUMANITIES (HU)

LIFE SCIENCES (LS)

PHYSICAL SCIENCES (PS)

SOCIAL SCIENCES (SS)

REQUIRED COURSES (3 cr)

All course changes (title, credit, pre-req, semester taught, etc …) must be proposed on the CCO document.

Prefix	Number	Title	Cr/Hrs
IDS	1050	Foundations of Interdisciplinary Studies	1
IDS	2050	Interdisciplinary Studies Capstone	2
		TOTAL:	3

ELECTIVE COURSES (24 cr)

Elective requirements: Select 24 college-level credits according to option (1) 24 credits from two disciplines or (2) 24 credits overall. Work with the Interdisciplinary Program Coordinator to certify your plan of study.

Prefix	Number	Title	Cr/Hrs
		Total	24

Salt Lake Community College
PCO Pathway

Program Title: Interdisciplinary Studies (IDS)

Credential: AS

☒ 15 cr+ per semester ☐ 12 cr per semester ☐ 9 cr per semester

First Year

Semester:		Semester:	
Course	**Cr/Hr**	**Course**	**Cr/Hr**
General Education block (EN)	3	General Education block (EN)	3
General Education block (QL)	3	General Education block (LW)	1
General Education block (AI)	3	General Education block (IG)	3
Required Area of Focus (1) or (2)	3	Required Area of Focus (1) or (2)	3
Required Area of Focus (1) or (2)	3	Required Area of Focus (1) or (2)	3
IDS 1050 Interdisciplinary Studies	1		
	16		13

Second Year

Semester:		Semester:	
Course	**Cr/Hr**	**Course**	**Cr/Hr**
General Education block (CM)	3	General Education block (PS)	3
General Education block (FA)	3	General Education block (SS)	3
General Education block (LS)	3	General Education block (HU)	3
Required Area of Focus (1) or 2)	3	Required Area of Focus (1) or (2)	3
Required Area of Focus (1) or (2)	3	Required Area of Focus (1) or (2)	3
		IDS 2050 Interdisciplinary Capstone	2
	15		17
		Total	61

Advising Notes:

Besides the two required IDS courses, the General Education list is a recommended sequence of courses for students to follow.

Salt Lake Community College
PCO Proposal

Program Title: Interdisciplinary Studies (IDS)

Credential: Associate of Arts (AA)

Faculty Contact: Michael Young

Action: NEW

What is being changed and why? This is a new program**.** As the "General Studies" degree is phased out, the Interdisciplinary Studies Degree will allow students the option of developing a degree pathway for majors or programs that are not currently offered at SLCC. This degree will serve the interests and career opportunities of students as they seek to transfer to USHE colleges and universities to further their education. Additionally, it allows students the flexibility that go beyond the specifics of traditional or subscribed disciplinary requirements. Currently, the University of Utah, Southern Utah University, Weber State University, Utah State University, and Utah Valley University all offer a Bachelor's degree that this AA can transfer into. This will accommodate SLCC students who choose to take this educational pathway for transfer and their career.

If other than next catalog year, explain semester of implementation: Fall 2019

What is the impact of this program proposal on SLCC programs? There should be no detrimental impact on other SLCC programs. This intent and purpose of the degree is to offer an option to students to create a two-year degree for a major or area of study that SLCC does not currently offer so they can transfer to a four-year school or enter the workforce directly. Students will design their degree pathway and have it verified by the Program Advisor for approval.

What is the financial impact of this program proposal to SLCC, School, Division, and Department? None

---

According to the *Program Proposal Guide*, indicate required documentation for this proposal:

- ☒   **PCO Proposal**
- ☒   **PCO Program Narrative**
- ☒   **PCO Curriculum and Learning Outcomes**
- ☐   **PCO Pathway**
- ☐   **R401 Executive Summary**
- ☐   **R401 Full Template**

☒ **R401 Abbreviated Template**

☐ **R401 Program Change Template**

☐ **Gainful Employment**

☒ **Financial Aid Evaluation**

Salt Lake Community College
PCO Program Narrative

Program Title: Interdisciplinary Studies   **Credential:** AA   **Total Credits:** 61

Campus: Taylorsville Redwood   **Building:**   **Room:**

Telephone: **Webpage:** http://slcc.edu/interdisciplinary-studies/

Program Faculty: Faculty teaching in this program come from all disciplines and departments at Salt Lake Community College.

Program Description: The Interdisciplinary Studies degree is designed for students of varied interests in a major not currently offered at SLCC. Option 1) Students will complete a total of nineteen credits from two disciplines to build their major. Option 2) Student will create their own major consisting of nineteen credits. Students in either option must complete thirty four credits of General Education. Students are required to take the one credit IDS 1050 Foundations of Interdisciplinary Studies course and the two-credit IDS 2050 Capstone Course. Students will work closely with an Academic Advisor to certify their path to graduation and transfer.

Career Opportunities: Students of Interdisciplinary Studies have the opportunity to create a major that allows them to transfer or enter the workforce after graduation.

Transfer/Articulation Information: Admission into a major program at a transfer institution depends upon the receiving institution's requirements for that major. Some major programs are restricted and require special application as well as a competitive GPA. See an Academic Advisor at both SLCC and the intended receiving institution for specific articulation information, also available at http://www.slcc.edu/student/transfer/

Students should also be advised that a Bachelor of Arts (BA) will require four semesters or more of a foreign language and many four-year institutions may require those courses to be taken consecutively. SLCC also offers a wider selection of languages than many transfer institutions; it may not be possible to continue study of a specific language after transfer. Students should check with the institution to which they plan to transfer.

Estimated Cost for Students: There is no additional cost for this program beyond SLCC tuition and fees. Students should verify through the course catalog which courses require separate fees when registering.

> Tuition and student fees: http://www.slcc.edu/student/financial/tuition-fees.aspx
> Books: $ Will vary depending on the courses.
> Supplies: $ Will vary depending on the courses.
> Course Fees: $ Will vary depending on the courses.
> Other (specify): $ Will vary depending on the courses.

Estimated Time to Completion: Time to completion is four semesters based on a full-time minimum of 15 credits per semester. Less than 15 credits per semester will increase time to completion.

Program Entry Requirements (*if applicable)***:** This is a selective admission program. Degree plan and integrated block of disciplines must be approved by the program Advisor. Students must complete all General Education requirements. Students must complete the 1-credit IDS 1050 Introduction to Interdisciplinary Studies within their first two semesters, and the 2-credit IDS 2050 Interdisciplinary Studies Capstone course after they have

completed two semesters in the program. Students must complete their Capstone Course Project into their ePortfolio. No pass/fail course may be used toward the IDS degree without prior approval (see Appendix A).

Specialized Program Accreditation: (*if applicable)*: n/a

------- [Appendix A]

<u>Enrollment Process for Interdisciplinary Studies Degree</u>

Admission information for SLCC Interdisciplinary Studies Degree is available on the program website at: <u>http://slcc.edu/interdisciplinary-studies/</u> The program uses a selective admissions process, separate from the general college admissions process, in order to provide a clear pathway to graduation and transfer to USHE institutions. There is no additional cost to apply for this degree.

Students will complete a degree pathway for their major that focuses on graduation and transferability.

Students must meet with the Honors and Interdisciplinary Studies Coordinator for approval of their plan.

2.0 GPA to enter.

<u>Upon Enrollment Students Must Complete the Following:</u>

Students have two options they must choose from in developing their major: Option 1) involves completing two blocks of twenty-four credits from two academic disciplines. Option 2) is to complete twenty-four credits in a specific academic discipline. Both options are intended to create a major that suits the career and educational interests of the student that is not currently offered at SLCC.

Students must complete the required 34 General Education requirements of SLCC.

Students cannot pursue the Interdisciplinary Studies degree to replace or substitute a current SLCC program.

Students must enroll and complete the one-credit IDS 1050 Introduction to Interdisciplinary Studies within their first year at SLCC.

Students must enroll and complete the two-credit IDS 2050 Capstone Course after completing 50 credits of their plan. Additionally, students must complete their Capstone Course Project into their ePortfolio.

No pass/fail course may be used toward the IDS degree without prior approval.

Salt Lake Community College
PCO Curriculum and Learning Outcomes
for Associate of Arts (AA) Degree

Program Title: Interdisciplinary Studies

Credential: Associate of Science (AA)   **Total Cr:** 61

PROGRAM LEARNING OUTCOMES

Program Student Learning Outcomes mapped to SLCC College-Wide Student Learning Outcomes.

1. Acquire substantive knowledge
2. Communicate effectively
3. Develop quantitative literacies
4. Think critically & creatively
5. Become a community engaged learner
6. Work in a professional & constructive manner
7. Develop computer & information literacy
8. Develop lifelong wellness

College-wide Student Learning Outcome	Interdisciplinary Studies (AA) Program-level Student Learning Outcomes
#1 Acquire Substantive Knowledge	1. Students will possess a broad understanding of the content and ways-of-knowing in a variety of disciplines.
#2 Communicate Effectively	2. Students will… • demonstrate their ability to organize and present ideas in writing according to standard usage. • demonstrate their ability to organize and present ideas verbally according to standard usage. • demonstrate their ability to gather and analyze information and communicate effectively using technology, library resources, and other media.
#3 Develop Quantitative Literacy	3. Students will… • approach practical problems by choosing and applying appropriate mathematical techniques. • demonstrate that they can use and interpret information represented as data, graphs, tables and schematics in a variety of disciplines.
#4 Critical Thinking	4. Students will… • demonstrate that they can reason and argue effectively using available evidence. • demonstrate effective problem solving. • engage in creative thinking, expression, and application. • engage in reflective thinking and expression. • make connections across the disciplines. • apply scientific methods to the inquiry process.
#5 Civic Engagement and Working Productively with Others.	5. Students will… • demonstrate that they are informed citizens. • have opportunities to engage in service-learning.

	• work productively with people from various cultures and backgrounds. • understand the contemporary and historical significance of diversity in American life and can apply that understanding to their daily lives.
#6 Develop the knowledge and skills to work with others in a professional and constructive manner.	6. Students will… • Engage with a diverse set of others to produce professional work. • Interact competently across cultures. • Understand and appreciate human differences. • Understand and act on standards of professionalism and civility, including the requirements of the SLCC Student Code.
#7 Develop Computer and Information Literacy	7. Students will… • Use the library and current technology to research and complete their projects.

See SLCC Assessment webpage for additional details about College-Wide Student Learning Outcomes

AA GENERAL EDUCATION REQUIREMENTS (34 cr min)

Specifying or embedding General Education courses requires approval by the SLCC General Education Committee. For a current list of approved General Education courses, see the SLCC Catalog.

CORE SKILLS

COMPOSITION (EN) 2 courses
- ENGL 1010 and
- ENGL 2010 or ENGL 2100

QUANTITATIVE LITERACY (QL) 1 course

AMERICAN INSTITUTIONS (AI) 1 course

INSTITUTIONAL REQUIREMENTS

COMMUNICATION (CM) 1 course

INTERNATIONAL & GLOBAL (IG) 1 course

LIFELONG WELLNESS (LW) 1 course

DISTRIBUTION AREAS
1 course from each of the Distribution Areas, 5 total courses; 1 course must also be designated as DIVERSITY (DV)

FINE ARTS (FA)

HUMANITIES (HU)

LIFE SCIENCES (LS)

PHYSICAL SCIENCES (PS)

SOCIAL SCIENCES (SS)

AA LANGUAGE DEGREE REQUIREMENT (5 cr)

LANGUAGE (LN) 1 course
- LANG 1020

LANG prefix does not exist – it is replaced by the prefix for the chosen individual language: ARB, CHI, FRN, ITL, JPN, NAV, POR, RUS, SAM, SPN, TNG.

REQUIRED COURSES (3 cr)

All course changes (title, credit, pre-req, semester taught, etc …) must be proposed on the CCO document.

Prefix	Number	Title	Cr/Hrs
IDS	1050	Foundations of Interdisciplinary Studies	1
IDS	2050	Interdisciplinary Studies Capstone	2
		TOTAL:	3

ELECTIVE COURSES (19 cr)

Elective requirements: Select 19 college-level credits according to option (1) 19 credits from two disciplines or (2) 19 credits overall. Work with the Interdisciplinary Program Coordinator to certify your plan of study.

Prefix	Number	Title	Cr/Hrs
		TOTAL:	19

Salt Lake Community College
PCO Pathway

Program Title: Interdisciplinary Studies

Credential: AA

☒ 15 cr+ per semester ☐ 12 cr per semester ☐ 9 cr per semester

First Year

Semester:		Semester:	
Course	**Cr/Hr**	**Course**	**Cr/Hr**
General Education block (EN)	3	General Education block (EN)	3
General Education block (QL)	3	General Education block (LW)	1
General Education block (AI)	3	General Education block (IG)	3
Required Area of Focus (1) or (2)	3	Required Area of Focus (1) or (2)	1
Required Area of Focus (1) or (2)	3	Language Requirement – LANG 1020	5
IDS 1050 Interdisciplinary Studies	1		
	16		13

Second Year

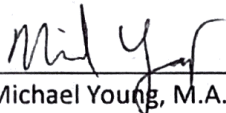| Semester:		Semester:	
Course	**Cr/Hr**	**Course**	**Cr/Hr**
General Education block (CM)	3	General Education block (PS)	3
General Education block (FA)	3	General Education block (SS)	3
General Education block (LS)	3	General Education block (HU)	3
Required Area of Focus (1) or 2)	3	Required Area of Focus (1) or (2)	3
Required Area of Focus (1) or (2)	3	Required Area of Focus (1) or (2)	3
		IDS 2050 Interdisciplinary Capstone	2
	12		17
		Total	61

Advising Notes: Besides the two required IDS courses, the General Education list is a recommended sequence of courses for students to follow.

Program-Specific Articulation Agreement
Salt Lake Community College | University of Utah

The School of Academic Affairs, Division of General Education, Integrated Learning, and High Impact Practices at Salt Lake Community College (SLCC) and the College of Undergraduate Studies, Department of University Studies at U of U agree to the articulation of transfer credit as outlined in the attached program-specific articulation agreement.

Terms of the agreement are as follows:
- Prior to transfer, students must complete an Interdisciplinary Studies Associate of Science (A.S) /Associate of Arts (A.A.)
- Students will be admitted into Bachelors of University Studies (B.U.S.) at U of U at junior standing.
- Students must meet U of U program-specific admission and graduation criteria as outlined.
- Students may seek advisement at both SLCC and U of U to ensure proper sequencing of courses and efficient time to degree completion.
- This agreement will be reviewed annually. Renewal will be contingent on the outcome of these reviews.
- This agreement will remain in effect unless terminated in writing by either institution.

Michael Young, M.A.
Associate Dean, Division of General Education,
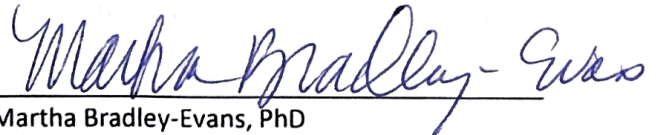Integrated Learning, and High Impact Strategies
Salt Lake Community College

James Agutter, M. Arch.
Director of Bachelor of University Studies
University of Utah

3/20/2019
Date

4/9/19
Date

David Hubert, PhD
Associate Provost
Salt Lake Community College

Martha Bradley-Evans, PhD
Senior Associate Vice President of Academic
Dean of Undergraduate Studies
University of Utah

3/20/2019
Date

4/11/19
Date

Admission Criteria

1. Apply to U of U
   a. Select University Studies
   b. Pay required fee
   c. Submit all official college transcripts
2. The major emphasis of a B.U.S. degree must be thematic, interdisciplinary, and not similar to any existing major offered at the University of Utah.
3. The student must have at least a 2.5 GPA to submit a proposal and must maintain that average until graduation.
4. The degree is meant to be prospective rather than retrospective. This means that the student should have at least 30 to 40 hours remaining to be taken (including hours currently in progress) when submitting the proposal.
5. Prerequisites for all proposed courses must be either listed as course work in the proposal or waived in writing by the appropriate department chairperson before the proposal is approved.
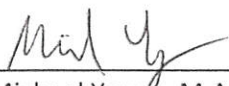
Program Articulation for AS Degree

GENERAL EDUCATION		U of U- B.U.S. REQUIREMENTS	
General Education Requirements are satisfied by a completed Associate of Science/Arts degree from SLCC.			
	Credits		Credits
ENGL 1010	3	IDS 1050 Foundations of Interdisciplinary Studies	1
ENGL 2010 or ENGL 2100	3	IDS 2050 Interdisciplinary Capstone	2
Quantitative Literacy (QL) approved course	3		
American Institutions (AI) approved course	3	Required Focus Block of Designed Major	24
Total Core Credits	**12**		
Communications (CM) approved course	3		
International & Global (IG) approved course	3		
Lifelong Wellness (LW) approved course	1		
Total Institutional Credits	**7**		
Fine Arts (FA) approved course	3		
Humanities (HU) approved course	3		
Life Sciences (LS) approved course	3		
Physical Science (PS) approved course	3		
Social Science (SS) approved course	3		
Distribution Area Credits	**15**		
TOTAL GENERAL EDUCATION CREDITS	**34**	**TOTAL DISCIPLINE CREDITS**	**27**
		TOTAL CREDITS REQUIRED FOR ARTICULATED AGREEMENT	**61**

Program-Specific Articulation Agreement
Salt Lake Community College | Weber State University

The School of Academic Affairs, Division of General Education, Integrated Learning, and High Impact Practices at Salt Lake Community College (SLCC) and the College of Humanities and Social Sciences, Department of Integrated Studies agree to the articulation of transfer credit as outlined in the attached program-specific articulation agreement.

Terms of the agreement are as follows:
- Prior to transfer, students must complete an Interdisciplinary Studies Associate of Science (A.S) /Associate of Arts (A.A.)
- Students will be admitted into Bachelors of Integrated Studies (B.I.S.) at WSU at junior standing.
- Students must meet WSU program-specific admission and graduation criteria as outlined.
- Students may seek advisement at both SLCC and WSU to ensure proper sequencing of courses and efficient time to degree completion.
- This agreement will be reviewed annually. Renewal will be contingent on the outcome of these reviews.
- This agreement will remain in effect unless terminated in writing by either institution.
- The termination will begin in the subsequent semester.

Michael Young, M.A.
Associate Dean, Division of General Education,
Integrated Learning, and High Impact Strategies
Salt Lake Community College

3/20/2019
Date

David Hubert, Ph.D.
Associate Provost
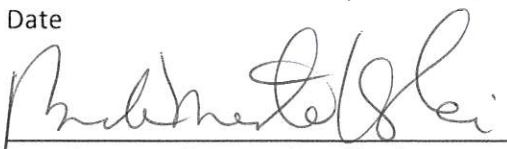Salt Lake Community College

3/20/2019
Date

Michael Cena, Ph.D.
Director for Bachelor of Integrated Studies
Weber State University

3-25-2019
Date

Brenda Marstellar Kowalewski, Ph.D.
Associate Provost
Weber State University

3/25/2019
Date

1. Apply to WSU
   a. Select the BIS Program
   b. Pay required fee
   c. Submit <u>all</u> official college transcripts
2. The Bachelor of Integrated Studies (BIS) is an interdisciplinary degree that allows you to select three areas or emphases and work out a contract of courses with the departments of your choice.
3. A final capstone project is required, which will bring together the three areas of emphasis.
4. Grade Requirements:
   a. Students must have earned a minimum cumulative GPA of 2.5, and must maintain a minimum grade of 2.0 in each course taken for the three areas of emphases.
   b. Classes listed on the BIS contract must be taken for a letter grade—special exams, CLEP, or credit/no credit are not allowed for contract classes.
   c. Classes that have been taken to fulfill general education requirements <u>cannot</u> be used again as part of the BIS contract.

Program Articulation for AS Degree

GENERAL EDUCATION		WSU IBS/IBA REQUIREMENTS	
General Education Requirements are satisfied by a completed Associate of Science/Arts degree from SLCC.			
	Credits		**Credits**
ENGL 1010	3	IDS 1050 Foundations of Interdisciplinary Studies	1
ENGL 2010 or ENGL 2100	3	IDS 2050 Interdisciplinary Capstone	2
Quantitative Literacy (QL) approved course	3		
American Institutions (AI) approved course	3	Required Focus Block of Designed Major **Note:** General Education courses cannot be used as part of the required BIS contract.	24
Total Core Credits	**12**		
Communications (CM) approved course	3		
International & Global (IG) approved course	3		
Lifelong Wellness (LW) approved course	1		
Total Institutional Credits	**7**		
Fine Arts (FA) approved course	3		
Humanities (HU) approved course	3		
Life Sciences (LS) approved course	3		

Physical Science (PS) approved course	3		
Social Science (SS) approved course	3		
Distribution Area Credits	**15**		
TOTAL GENERAL EDUCATION CREDITS	**34**	**TOTAL DISCIPLINE CREDITS**	**27**
		TOTAL CREDITS REQUIRED FOR ARTICULATED AGREEMENT	**61**

For the AA degree 5 credits of the AA Language Requirement would be part of the Focus Block.

GENERAL EDUCATION		WSU IBS or IBA REQUIREMENTS	
General Education Requirements are satisfied by a completed Associate of Science/Arts degree from SLCC.			
	Credits		**Credits**
ENGL 1010	3	IDS 1050 Foundations of Interdisciplinary Studies	1
ENGL 2010 or ENGL 2100	3	IDS 2050 Interdisciplinary Capstone	2
Quantitative Literacy (QL) approved course	3		
American Institutions (AI) approved course	3	Required Focus Block of Designed Major **Note:** General Education courses cannot be used as part of the required BIS contract.	19
Total Core Credits	**12**		
		Language Requirement -LANG 1020	5
Communications (CM) approved course	3		
International & Global (IG) approved course	3		
Lifelong Wellness (LW) approved course	1		
Total Institutional Credits	**7**		
Fine Arts (FA) approved course	3		
Humanities (HU) approved course	3		
Life Sciences (LS) approved course	3		
Physical Science (PS) approved course	3		
Social Science (SS) approved course	3		
Distribution Area Credits	**15**		
TOTAL GENERAL EDUCATION CREDITS	**34**	**TOTAL DISCIPLINE CREDITS**	**27**
		TOTAL CREDITS REQUIRED FOR ARTICULATED AGREEMENT	**61**

Integrated Studies Bachelor of Science or Bachelor of Arts Graduation Requirements

BIS students will complete a minimum of 60 credit hours, most of which will be upper division credit. A minimum of 18 credit hours are required in each of the three academic emphases—totaling 54 credit hours. In addition to these 54 credits, BIS students are required to take BIS 3800 (3) which is an introduction to the capstone process that is taught Fall, Spring, and Summer semesters. Student engaged in writing their Capstones must enroll in BIS 4800 (3) as they work on their projects.
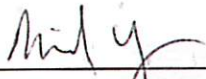
NOTE: This document serves only as an articulation guide and does not replace degree requirements listed in the WSU and SLCC General Catalogs

Program-Specific Articulation Agreement
Salt Lake Community College | Utah Valley University

The School of Academic Affairs, Division of General Education, Integrated Learning, and High Impact Practices at Salt Lake Community College (SLCC) and the College of Humanities and Social Sciences, Department of Integrated Studies agree to the articulation of transfer credit as outlined in the attached program-specific articulation agreement.
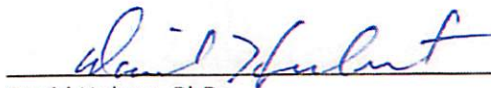
Terms of the agreement are as follows:
- Prior to transfer, students must complete an Interdisciplinary Studies Associate of Science (A.S) /Associate of Arts (A.A.)
- Students will be admitted into an interdisciplinary Bachelor of Science or Bachelor of Arts at UVU at junior standing.
- Students must meet UVU program-specific admission and graduation criteria as outlined.
- Students may seek advisement at both SLCC and UVU to ensure proper sequencing of courses and efficient time to degree completion.
- This agreement will be reviewed annually. Renewal will be contingent on the outcome of these reviews.
- This agreement will remain in effect unless terminated in writing by either institution.
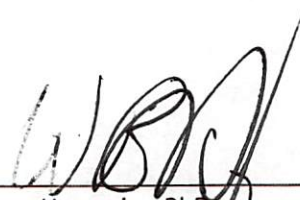
Michael Young, M.A.
Associate Dean, Division of General Education,
Integrated Learning, and High Impact Strategies
Salt Lake Community College

3/20/2019
Date

David Hubert, PhD
Associate Provost
Salt Lake Community College

3/20/2019
Date

Wayne Hanewicz, PhD
Director of Bachelors of Integrated Studies
Utah Valley University

5-2-19
Date

Steven Clark, PhD
Dean, College of Humanities and Social Sciences
Utah Valley University

5/2/19
Date

Admission Criteria

1. Apply to UVU
    a. Select Integrated Studies AA/AS
    b. Pay required fee
    c. Submit all official college transcripts
2. Meet with advisor of the Integrated Studies program to plan coursework and be matriculated in the BA/BS Program.
3. A 2.5 GPA required for application.
4. Complete an Interest Essay to be reviewed by the department.
Essay Prompt found here: https://www.uvu.edu/is/forms-resources.html

Program Articulation for AS Degree

GENERAL EDUCATION		UVU IBS/IBA REQUIREMENTS	
General Education Requirements are satisfied by a completed Associate of Science/Arts degree from SLCC.			
	Credits		Credits
ENGL 1010	3	IDS 1050 Foundations of Interdisciplinary Studies	1
ENGL 2010 or ENGL 2100	3	IDS 2050 Interdisciplinary Capstone	2
Quantitative Literacy (QL) approved course	3		
American Institutions (AI) approved course	3	Required Focus Block of Designed Major	24
Total Core Credits	**12**		
Communications (CM) approved course	3		
International & Global (IG) approved course	3		
Lifelong Wellness (LW) approved course	1	*IDS 1050 and IDS 2050 from SLCC will apply toward IS 2000, Knowledge Integrated, as a requirement of UVU's Integrated Studies AA/AS.	
Total Institutional Credits	**7**		
Fine Arts (FA) approved course	3		
Humanities (HU) approved course	3		
Life Sciences (LS) approved course	3		
Physical Science (PS) approved course	3		
Social Science (SS) approved course	3		
Distribution Area Credits	**15**		
TOTAL GENERAL EDUCATION CREDITS	**34**	**TOTAL DISCIPLINE CREDITS**	**27**
		TOTAL CREDITS REQUIRED FOR ARTICULATED AGREEMENT	**61**

For the AA degree 5 credits of the AA Language Requirement would be part of the Focus Block.

GENERAL EDUCATION		UVU IBS or IBA REQUIREMENTS	
General Education Requirements are satisfied by a completed Associate of Science/Arts degree from SLCC.			
	Credits		Credits
ENGL 1010	3	IDS 1050 Foundations of Interdisciplinary Studies	1
ENGL 2010 or ENGL 2100	3	IDS 2050 Interdisciplinary Capstone	2
Quantitative Literacy (QL) approved course	3		
American Institutions (AI) approved course	3	Required Focus Block of Designed Major	19
Total Core Credits	**12**		
		Language Requirement -LANG 1020	5
Communications (CM) approved course	3		
International & Global (IG) approved course	3		
Lifelong Wellness (LW) approved course	1	*IDS 1050 and IDS 2050 from SLCC will apply toward IS 2000, Knowledge Integrated, as a requirement of UVU's Integrated Studies AA/AS.	
Total Institutional Credits	**7**		
Fine Arts (FA) approved course	3		
Humanities (HU) approved course	3		
Life Sciences (LS) approved course	3		
Physical Science (PS) approved course	3		
Social Science (SS) approved course	3		
Distribution Area Credits	**15**		
TOTAL GENERAL EDUCATION CREDITS	**34**	**TOTAL DISCIPLINE CREDITS**	**27**
TOTAL CREDITS REQUIRED FOR ARTICULATED AGREEMENT			**61**

Bachelors of Integrated Studies Graduation Requirements

- Complete two approved 18-21 credit hour emphases from the following colleges/schools: College of Humanities and Social Sciences; College of Science and Health; College of Technology and Computing; School of the Arts; Woodbury School of Business. More than 40 emphasis areas are available. For a list, please visit www.uvu.edu/is.
- Complete the Integrated Studies Discipline Core with a minimum grade of C- in each class.
- Complete forty hours of upper-division course work as part of the requirements in the emphasis areas & IS Core.
- Complete thirty hours of course work in residency at UVU; at least 10 of these must be completed at UVU within the last 45 credit hours earned.
- Complete a Capstone Project.
- For a Bachelor of Arts degree, students must complete the 202G/2020 class in the chosen foreign language. For a Bachelor of Science degree, students must complete either MATH 1210 or STAT 2040.

NOTE: This document serves only as an articulation guide and does not replace degree requirements listed in the UVU and SLCC General Catalogs

Program-Specific Articulation Agreement
Salt Lake Community College I Southern Utah University

The School of Academic Affairs, Division of General Education, Integrated Learning, and High Impact Practices at Salt Lake Community College (SLCC) and the School of Integrative & Engaged Learning's (SIEL), department of Integrative and Engaged Studies (IES) agree to the articulation of transfer credit as outlined in the attached program-specific articulation agreement.

Terms of the agreement are as follows:

- Prior to transfer, students must complete an Interdisciplinary Studies Associate of Science (A.S)/Associate of Arts (A.A.)
- Students will be admitted into Bachelors of Interdisciplinary Studies (B.I.S.) at SUU at junior standing.
- Students must meet SUU program-specific admission and graduation criteria as outlined.
- Students may seek advisement at both SLCC and SUU to ensure proper sequencing of courses and efficient time to degree completion.
- This agreement will be reviewed annually. Renewal will be contingent on the outcome of these reviews.
- This agreement will remain in effect unless terminated in writing by either institution.
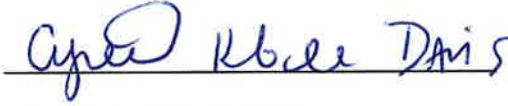
Michael Young, M.A.
Associate Dean of General Education, Integrated Learning. and High-Impact Strategies
Salt Lake Community College

3/20/2019
Date

David Hubert, Ph.D.
Associate Provost, Office of Learning Advancement
Salt Lake Community College

3/20/2019
Date

Cynthia Kimball Davis, Ph.D.
Integrative & Engaged Studies (IES)
School of Integrative & Engaged Learning (SIEL)
Southern Utah University

4/30/19
Date

Patrick Clarke , Ph.D.
Dean, School of Integrative & Engaged Learning (SIEL)
Southern Utah University

4/30/19
Date

1. Apply to SUU
   a. Select the BIS Program
   b. Pay required fee
   c. Submit official college transcripts
2. The Bachelor of Integrated Studies (BIS) is an interdisciplinary degree with two options to build a pathway across disciplines relating to a student's specific interests.
3. Degree and Grade Requirements:
   a. A student chooses two or three disciplines and constructs, under advisor supervision, a personalized program of study.
   b. 2 disciplines: 21 credits in each, 15 must be upper-division credits in each discipline.
   c. 3 disciplines: 15 credits in the first two tracks each, 9 must be upper-division credits in two disciplines, and 12 upper-division credits in the third discipline.
   d. Programs of study need to be approved by the academic coordinator within the BIS program and department chair. Students also take a common core of courses (9 credits) to facilitate integration. **Total required credits: 51 with a minimum of 36 upper division (6 in the common core.)**
   e. All courses must be passed with a "C-" (1.7) or better to be counted in the major.

I Program Articulation for AS Degree

GENERAL EDUCATION		SUU BIS REQUIREMENTS	
General Education Requirements are satisfied by a completed Associate of Science/Arts degree from SLCC.			
	Credits		Credits
ENGL 1010	3		
ENGL 2010 or ENGL 2100	3		
Quantitative Literacy (QL) approved course	3		
American Institutions (AI) approved course	3		
Total Core Credits	**12**		
Communications (CM) approved course	3		
International & Global (IG) approved course	3		
Lifelong Wellness (LW) approved course	1		
Total Institutional Credits	**7**		
Fine Arts (FA) approved course	3		
Humanities (HU) approved course	3		
Life Sciences (LS) approved course	3		
Physical Science (PS) approved course	3		
Social Science (SS) approved course	3		
Distribution Area Credits	**15**		
IDS 1050 Interdisciplinary Studies	1	BIS 2000 Interdisciplinary Studies	3
IDS 2050 Interdisciplinary Capstone	2	BIS 2000 Interdisciplinary Studies	3

TOTAL GENERAL EDUCATION CREDITS   **34**
TOTAL DISCIPLINE CREDITS   **27**
TOTAL CREDITS REQUIRED FOR ARTICULATED AGREEMENT   **61**

For the AA degree 5 credits of the AA Language Requirement would be part of the Focus Block.

GENERAL EDUCATION		SUU BIS REQUIREMENTS	
General Education Requirements are satisfied by a completed Associate of Science/Arts degree from SLCC.			
	Credits		**Credits**
ENGL 1010	3	IDS 1050 Interdisciplinary Studies	1
ENGL 2010 or ENGL 2100	3	IDS 2050 Interdisciplinary Capstone	2
Quantitative Literacy {QL} approved course	3		
American Institutions {AI} approved course	3	Required Focus Block of Designed Major	19
Total Core Credits	**12**		
		Language Requirement -LANG 1020	5
Communications {CM} approved course	3		
International & Global (IG) approved course	3		
Lifelong Wellness (LW) approved course	1		
Total Institutional Credits	**7**		
Fine Arts (FA) approved course	3		
Humanities {HU} approved course	3		
Life Sciences (LS) approved course	3		
Physical Science (PS) approved course	3		
Social Science (SS) approved course	3		
Distribution Area Credits	**15** .		
TOTAL GENERAL EDUCATION CREDITS	**34**	**TOTAL DISCIPLINE CREDITS**	**27**
TOTAL CREDITS REQUIRED FOR ARTICULATED AGREEMENT			**61**
IDS 1050 Interdisciplinary Studies	1	BIS 2000 Interdisciplinary Studies	3
IDS 2050 Interdisciplinary Capstone	2	BIS 2000 Interdisciplinary Studies	3

I Bachelor of Interdisciplinary Studies Graduation Requirements

A student chooses two or three disciplines and constructs, under advisor supervision, a personalized program of study.

- 2 disciplines: 21 credits in each, 15 must be upper-division credits in each discipline.
- 3 disciplines: 15 credits in the first two tracks each, 9 must be upper-division credits in two disciplines, and 12 upper-division credits in the third discipline.
- Programs of study need to be approved by the academic coordinator within the BIS program, department chair, and dean. Students also take a common core of courses (9 credits) to facilitate integration. **Total required credits: 51 with a minimum of 36 upper division (6 in the common core.)**
- A minimum of C- is required for any course counted toward the major.

NOTE: This document serves only as an articulation guide and does not replace degree requirements listed in the SUU and SLCC General Catalogs

INTERNATIONAL STUDIES (BA/BS)
SLCC Transfer Worksheet
ias.utah.edu

Catalog Yr: 2018-2019, 2019-2020

Note: the below courses may all be taken at Salt Lake Community College

REQUIRED CORE   (choose one course from each section)   9 credits

☐ PEOPLES
- ANTH 1010: Cultural Anthropology
- HIST 1220/1310/1460/1510
- COMM 2150: Intercultural Comm.
- ENGL 2030: Language in Society

☐ CHALLENGES
- GEOG 1400: Human Geography
- PHIL 1120: Ethics & Moral Problems
- INTL 2040: Immigrant Exp. Literature & Film
- PHIL 2300: Intro Environmental Ethics

☐ SYSTEMS
- MGT 2600: International Business
- GEOG 1300: World Geography
- ECON 2020: Macroeconomics
- POLS 2100: Intro to International Politics
- POLS 2200: Intro to Comparative Politics

LANGUAGE (BA) OR CULTURE (BS) ELECTIVES   6 credits

Note: Students choose to pursue either a Bachelor of Science or Bachelor of Arts in International Studies

BACHELOR OF ARTS: Complete 6 credits of upper division foreign language courses, taught in the target language

TIP: Begin taking lower-division foreign language courses at SLCC.

You may complete the 1010-2020 level of a language before transferring to the University of Utah.

LANGUAGES AVAILABLE at SLCC:

Arabic	Chinese	French
German	Italian	Japanese
Portuguese	Russian	Spanish

BACHELOR OF SCIENCE: Complete 6 credits of culture courses from the approved course list

APPROVED SLCC CULTURE ELECTIVES:
- COMM 2150: Intercultural Comm.
- INTL 2040 - The Immigrant Exp. Lit. and Film
- INTL 2060 - Int'l Literature and Culture
- INTL 2230 - Global French Cultures
- INTL 2240 - Latin American Studies

INTERNATIONAL EXPERIENCE   3 credits

Program: _____   Location: _____   Semester: _____

Course Taken: _____

*SLCC Study Abroad programs may count as an international experience if you earn a minimum of 3 credits

Grade Requirements: All major courses must be taken for a minimum letter grade of C or better.

updated 06/01/18

FOCUS ELECTIVES   18 credits

☐ [3000+]
☐ [3000+]
☐ [3000+]
☐ [3000+]
☐ [3000+]
☐ [3000+]

Complete 18 credits of approved courses from your chosen focus. Students must choose only one focus area.

- Culture/Identity   - Foreign Relations/Security
- Global Health   - Development/Sustainability
- Human Rights   - Trade/Commerce

Note: Courses must come from a minimum of three departments.
No more than 3 credits from a Hinckley internship may count toward your focus electives

LANGUAGE (BA) OR CULTURE (BS) ELECTIVES   6 credits

Note: Complete either of the below options, if not completed through courses taken at SLCC

☐ [3000+]
☐ [3000+]

Bachelor of Arts: Complete 6 credits of upper division foreign language courses, taught in the target language
OR
Bachelor of Science: Complete 6 credits of upper division culture electives from the approved course list

INTERNATIONAL EXPERIENCE   3 credits

Note: Complete your international experience (if not completed through a SLCC study abroad program)

Program: _____ Location: _____ Semester: _____
Course Taken:

MEET with an academic advisor

International Studies has three academic advisors you are able to meet with, and we would love to help make your transition to the University of Utah as smooth as possible!

Make An Appointment: visit **ias.utah.edu** then choose "advising appointment"

Here are a few of the things we can help you with:
- Build a class schedule that accomplishes your academic goals and your timeline for graduation
- Discuss the major and appropriate courses to take at SLCC
- Get connected to the major and to the international community at the U and in Salt Lake
- Explore academic options that support your personal and career interests
- Learn about how to best transition from SLCC to the University of Utah
- Navigate university and departmental policies and procedures

Salt Lake Community College
PCO Proposal

Program Title: Journalism & Digital Media

Credential: Associate of Science

Faculty Contact: Alison Arndt-Wild

Action: Revise

   What is being changed and why? Name is being updated from Media Studies and Journalism to Journalism & Digital Media, to better reflect program content. Program description is being updated to better reflect program content. Transfer and Articulation information is being updated to link to up-to-date information on the website and reflect new agreements with institutions. Pathways are being updated to utilize new forms. Course requirements are being updated to reflect a course name change.

   If other than next catalog year, explain semester of implementation:

What is the impact of this program proposal on SLCC programs? No impact

What is the financial impact of this program proposal to SLCC, School, Division, and Department?
None

According to the *Program Proposal Guide*, indicate required documentation for this proposal:

- ☒ **PCO Proposal**
- ☒ **PCO Program Narrative**
- ☒ **PCO Curriculum and Learning Outcomes**
- ☒ **PCO Pathway**
- ☐ **R401 Executive Summary**
- ☐ **R401 Full Template**
- ☐ **R401 Abbreviated Template**
- ☒ **R401 Program Change Template**
- ☐ **Gainful Employment**
- ☐ **Financial Aid Evaluation**

Salt Lake Community College
PCO Program Narrative

Program Title: Journalism & Digital Media   **Credential:** AS

School: Arts, Communication, and Media   **Division**: Communication & Performing Arts   **Total Cr:** 61

Campus: South City Campus   **Building:** SCM   **Room:** 1-059

Telephone: 801-957-3099   **Webpage:** www.slcc.edu/communication

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Program Faculty: Associate Professors - Roger Johnson, Shirene McKay, Tamra Phillips
Assistant Professors - Jodie Jones, Matt Merkel, Sarah Billington, Ashley Givens, Alison Arndt-Wild, Marcie Young Cancio

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Program Description: The Associate of Science (AS) degree in Journalism & Digital Media introduces students to multimedia journalism and media content creation including video, audio, and social media. Students in the program learn through exciting hands-on opportunities both in the field and in studios in addition to the opportunities they have to explore media and journalism history and theory in the classroom. Students completing the program will be well prepared to enter careers in several areas of media content creation or for further study in programs such as communication, journalism, television, social media, broadcasting, and public relations. Students will have the opportunity to create media in the Student Media Center contributing to *The Globe* student news, RadioSLCC, a number of student-produced TV and web shows, and social media platforms. Best of all, the Journalism & Digital Media program is housed at the South City Campus, Center for Arts and Media, offering students the most state-of-the-art production facilities of any Utah State Higher Education institution.

The AS requires a minimum of 61 semester credit hours with a cumulative grade-point average of 2.0 or better. Elective hours may be selected from department-approved lists to emphasize the student's interest area within digital media. For more information, visit www.slcc.edu/communication.

Career Opportunities: Media Content Writer, Media Content Creator for video, audio or social media, TV Studio Crew member, News Editor, Copy Editor/Proofreader, Radio operations crew, Radio DJ, Podcast Producer, Media Producer, Radio Promotions Director, Production Manager, Promotion Editor, Public and Media Relations, Copywriter, Radio Promotions, Journalist/Reporter, Social Media Director, Sports Announcer, TV/Video Editor, Videographer/TV Photojournalist, TV Promotions.

Gainful Employment (*only required for Certificates of Completion)*: n/a

Transfer/Articulation Information: The Communication Department recommends that students see an Academic Advisor at both SLCC and the intended receiving institution for specific articulation information. The SLCC Communication department has existing articulation agreements with the following USHE institutions: University of Utah, Weber State University, and Dixie State University. The Journalism & Digital Media program also has a 2+2 agreement with Westminster College. You are strongly encouraged to complete your AS degree at SLCC before transferring. See the communication department website, http://www.slcc.edu/communication/transfer.aspx for specific information on transfer agreements.

Estimated Cost for Students:

Tuition and student fees: http://www.slcc.edu/student/financial/tuition-fees.aspx
Books: $175.00
Supplies: $35.00
Course Fees: $190.00
Other (specify): $

Estimated Time to Completion: Time to completion is 4 semesters based on a full-time minimum of 15 credits per semester. Less than 15 credits per semester will increase time to completion.

Program Entry Requirements (*if applicable)*: n/a

Specialized Program Accreditation: (*if applicable)*: n/a

Salt Lake Community College
PCO Curriculum and Learning Outcomes
for Associate of Science (AS) Degree

Program Title: Journalism & Digital Media

Credential: Associate of Science (AS)   **Total Cr:** 61 cr

PROGRAM LEARNING OUTCOMES

Program Student Learning Outcomes mapped to SLCC College-Wide Student Learning Outcomes.

1. Acquire substantive knowledge
2. Communicate effectively
3. Develop quantitative literacies
4. Think critically & creatively
5. Become a community engaged learner
6. Work in a professional & constructive manner
7. Develop computer & information literacy
8. Develop lifelong wellness

Program Learning Outcomes	SLCC CWSLO #
Students will demonstrate a solid foundational understanding media production, journalism, media markets and management and communication technology.	1, 2, 3, 4
Students will write effectively for academic and public audiences incorporating authoritative resources.	1, 2, 4, 5, 6
Students will demonstrate a comprehensive knowledge of the media production/design process and will produce professional quality projects with employment or transfer goals.	1, 2, 4, 6, 7
Students show a high level of media literacy by demonstrating: a professional level understanding of the production/design process, solving media communication problems creatively and logically, and becoming active participants rather than passive consumers of media.	1, 2, 4, 6, 7
Students will demonstrate use of proper industry terminology, which will allow them to communicate effectively with other similarly engaged professionals.	1, 2, 6
Students will exhibit professionalism by creating and delivering presentations and productions containing strong oral and visual components; by learning to work cooperatively within teams and groups; by interacting with the public in an ethical manner; and understand how media influences society.	1, 2, 4, 5, 6, 7
Students will acquire the knowledge of and apply mass media and design theories, such as • Information Theory • Diffusion of Innovation Theory • Communication Privacy Management Theory • Cultivation Analysis Theory • Uses and Gratifications Theory • Technological Determinism • Visual Design Theory (space, line, shape, scale, proportion, balance, rhythm, perspective, harmony and variety) • Semiotics • Social Learning Theory • Media Equation Theory	1, 2, 4

Students will demonstrate a substantive knowledge of practices that will prepare them for employment in media content creation.	1, 2, 6
Students will showcase professional media elements/projects in a digital portfolio that can be used for job applications and interviews.	1, 2, 4, 7
Students will demonstrate the ability to understand and adapt to new communication technologies, issues, and trends.	1, 4, 5, 7
Students will develop an understanding of cultural sensitivity and respect for diversity through media consumption, analysis, and production.	1, 2, 4, 5, 6
Students will understand audience demographics and craft targeted media messages.	1, 2, 4, 5, 6, 7

See SLCC Assessment webpage for additional details about College-Wide Student Learning Outcomes

AS GENERAL EDUCATION REQUIREMENTS (34 cr min)

Specifying or embedding General Education courses requires approval by the SLCC General Education Committee. For a current list of approved General Education courses, see the SLCC Catalog.

CORE SKILLS

COMPOSITION (EN) 2 courses
- ENGL 1010 and
- ENGL 2010 or ENGL 2100

QUANTITATIVE LITERACY (QL) 1 course

AMERICAN INSTITUTIONS (AI) 1 course

INSTITUTIONAL REQUIREMENTS

COMMUNICATION (CM) 1 course

INTERNATIONAL & GLOBAL (IG) 1 course

LIFELONG WELLNESS (LW) 1 course

DISTRIBUTION AREAS
1 course from each of the Distribution Areas, 5 total courses; 1 course must also be designated as DIVERSITY (DV)

FINE ARTS (FA)

HUMANITIES (HU)

LIFE SCIENCES (LS)

PHYSICAL SCIENCES (PS)

SOCIAL SCIENCES (SS)

REQUIRED COURSES (24 cr)

All course changes (title, credit, pre-req, semester taught, etc …) must be proposed on the CCO document.

Prefix	Number	Title	Cr/Hrs
COMM	1130	Journalism & Media Writing	3
COMM	1500	Media and Society (CM)	3
COMM	1800	Digital Media Tools & Techniques	4
COMM	2110	Interpersonal Communication (CM)	3
COMM	2250	TV Studio Production	2
COMM	2400	Social Media Tools/Strategies	3
COMM	2600	Production for Student Media	3
COMM	1560	Radio Performance & Production (CM)	
	OR		3
COMM	2200	Video Content Creation	
		TOTAL:	24

ELECTIVE COURSES (3 cr min)

Elective requirements: Students will need to complete elective courses (three to six credits) in order to reach the 61 credits required for graduation.

Prefix	Number	Title	Cr/Hrs
COMM	1515	Basic Audio Production	3
COMM	1560	Radio Performance & Production	3
COMM	2000	Communication CO-OP/Internship	1-6
COMM	2050	Perspectives in Communication (HU)	3
COMM	2200	Video Content Creation	3
COMM	2220	Beginning Video Editing	2
COMM	2250	TV Studio Production	2
COMM	2300	Intro to Public Relations	3
COMM	2500	Elements of Digital Media (CM)	4
COMM	2510	Documentary Production	4
COMM	2570	Intro to Visual Communication (FA)	3
COMM	2600	Production for Student Media	3
		Any other COMM course or related media course with prior departmental approval.	
			TOTAL: 3-6

Salt Lake Community College
PCO Pathway

Program Title: Journalism & Digital Media

Credential: AS

☒ 15 cr+ per semester ☐ 12 cr per semester ☐ 9 cr per semester

First Year

Semester: Fall	
Course	**Cr/Hr**
ENGL 1010 (EN)	3
Quantitative Literacy (QL)	3
Humanities (HU) or any Gen Ed	3
International & Global (IG) or any Gen Ed	3
Social Sciences (SS) or any Gen Ed	3
TOTAL	15

Semester: Spring	
Course	**Cr/Hr**
American Institutions (AI) or any Gen Ed	3
Life Sciences (LS) or any Gen Ed	3
COMM 2570 (FA) or any Gen Ed	3
ENGL 2010 (EN)	3
COMM 1800	4
TOTAL	16

Second Year

Semester: Fall	
Course	**Cr/Hr**
Physical Sciences (PS) or any Gen Ed	3
COMM 1130	3
COMM 1500 (CM)	3
COMM 2110 (CM)	3
COMM 2200 **OR** COMM 1560 (CM)	3
TOTAL	15

Semester: Spring	
Course	**Cr/Hr**
Lifelong Wellness (LW)	1
COMM 2250	2
COMM 2400	3
COMM 2600	3
COMM 1560 (CM) **OR** COMM 2200 Elective	3
COMM Elective	3
TOTAL	15

Advising Notes: Students are strongly encouraged to take ENGL 1010 and their QL course during their first semester, COMM 1800 during their second semester, and COMM 1130 during their second or third semester. It is the student's responsibility to examine each course description for details of prerequisite classes. Those prerequisites must be satisfied before the designated class may be taken. Students may use COMM 1500, COMM 1560, or COMM 2110 to fulfill their CM General Education requirement. Students should check the current class schedule for availability of courses at all sites for day/evening availability and for modification caused by varying enrollments.

*Total number of General Education credits, required credits, and the total number of elective credits must equal 61 or greater.

Salt Lake Community College
PCO Pathway

Program Title: Journalism & Digital Media

Credential: AS

☐ 15 cr+ per semester ☒ 12 cr per semester ☐ 9 cr per semester

First Year

Semester: Fall		Semester: Spring	
Course	**Cr/Hr**	**Course**	**Cr/Hr**
ENGL 1010 (EN)	3	American Institutions (AI) or any Gen Ed	3
Quantitative Literacy (QL)	3	Life Sciences (LS) or any Gen Ed	3
Humanities (HU) or any Gen Ed	3	COMM 2570 (FA) or any Gen Ed	3
International & Global (IG) or any Gen Ed	3	ENGL 2010 (EN)	3
TOTAL	12	**TOTAL**	12

Second Year

Semester: Fall		Semester: Spring	
Course	**Cr/Hr**	**Course**	**Cr/Hr**
Physical Sciences (PS) or any Gen Ed	3	COMM 1130	3
Social Sciences (SS) or any Gen Ed	3	COMM 1500 (CM)	3
Lifelong Wellness (LW)	1	COMM 2110 (CM)	3
COMM 1800	4	COMM 2200 **OR** 1560 (CM)	3
COMM 2250	2		
TOTAL	13	**TOTAL**	12

Third Year

Semester: Fall	
Course	**Cr/Hr**
COMM 2400	3
COMM 2200 **OR** COMM 1560 (CM) Elective	3
COMM 2600	3
COMM Elective	3
TOTAL	12

Advising Notes: Students are strongly encouraged to take ENGL 1010 and their QL course during their first semester. Students are also strongly encouraged to take COMM 1130 and COMM 1800 prior to other required COMM courses as they are prerequisite courses for other required COMM courses. It is the student's responsibility to examine each course description for details of prerequisite classes. Those prerequisites must be satisfied before the designated class may be taken. Students may use COMM 1500, COMM 1560, or COMM 2110 to fulfill their CM General Education requirement. Students should check the current class schedule for availability of courses at all sites for day/evening availability and for modification caused by varying enrollments.

*Total number of General Education credits, required credits, and the total number of elective credits must equal 61 or greater.

Salt Lake Community College
PCO Pathway

Program Title: Journalism & Digital Media

Credential: AS

☐ 15 cr+ per semester ☐ 12 cr per semester ☒ 9 cr per semester

First Year

Semester: Fall	Cr/Hr
Course	**Cr/Hr**
ENGL 1010 (EN)	3
Quantitative Literacy (QL)	3
Humanities (HU) or any Gen Ed	3
TOTAL	9

Semester: Spring	Cr/Hr
Course	**Cr/Hr**
American Institutions (AI) or any Gen Ed	3
Life Sciences (LS) or any Gen Ed	3
ENGL 2010 (EN)	3
TOTAL	9

Second Year

Semester: Fall	Cr/Hr
Course	**Cr/Hr**
Physical Sciences (PS) or any Gen Ed	3
Social Sciences (SS) or any Gen Ed	3
COMM 2570 (FA) or any Gen Ed	3
TOTAL	9

Semester: Spring	Cr/Hr
Course	**Cr/Hr**
International & Global (IG) or any Gen Ed	3
COMM 1500 (CM)	3
COMM 2110 (CM)	3
TOTAL	9

Any Year (before Fall of third year)

Semester: Summer (recommended)	Cr/Hr
Course	**Cr/Hr**
COMM 1130	3
COMM 1800	4
TOTAL	7

Third Year

Semester: Fall			Semester: Spring	
Course	**Cr/Hr**		**Course**	**Cr/Hr**
COMM 1560 (CM) **OR** COMM 2200	3		COMM 2250	2
COMM 1560 (CM) **OR** COMM 2200 Elective	3		COMM 2600	3
COMM 2400	3		COMM Elective	3
			Lifelong Wellness (LW)	1
TOTAL	9		**TOTAL**	9

Advising Notes: Students are strongly encouraged to take ENGL 1010 and their QL course during their first semester. COMM 1130 and COMM 1800 should be taken prior to a student's final semester as they are prerequisite courses for other required COMM courses. It is the student's responsibility to examine each course description for details of prerequisite classes. Those prerequisites must be satisfied before the designated class may be taken. Students attending 9 hours a semester are recommended to take at least one summer semester. Students may use COMM 1500, COMM 1560, or COMM 2110 to fulfill their CM General Education requirement. Students should check the current class schedule for availability of courses at all sites for day/evening availability and for modification caused by varying enrollments.

*Total number of General Education credits, required credits, and the total number of elective credits must equal 61 or greater.

Utah System of Higher Education
Changes to Existing Academic Program Proposal
Cover/Signature Page - Abbreviated Template

Institution Submitting Request: **Salt Lake Community College**

	Current	*Proposed (if applicable)*
Program Title:	**Media Studies & Journalism**	**Journalism & Digital Media**

Sponsoring School, College, or Division: **School of Art, Communication, and Media**

Sponsoring Academic Department(s) or Unit(s):   **Division of Communication and Performing Arts**

Classification of Instruction Program Code[1]:   09.0402

Min/Max Credit Hours for Full Program Required: 61   /   /

Proposed Effective Term for Program Change[2]:   **Fall**   **2019**

Institutional Board of Trustees' Approval Date: 03/13/2019

Award Type: AS

Program Change Type (check all that apply):

☒	Name Change of Existing Program
☐	Program Restructure with or without Consolidation
☐	Program Transfer to a new academic department or unit
☐	Program Suspension
☐	Program Discontinuation
☐	Reinstatement of Previously Suspended Program
☐	Out of Service Area Delivery Program

Chief Academic Officer (or Designee) Signature:

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Clifton G Sanders, PhD   Date: February 26, 2019

☒ I understand that checking this box constitutes my legal signature.

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1 For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55.
2 "Proposed Effective Term" refers to term when change to program is published. **For Suspensions and Discontinuations,** "effective term" refers to the term the program will suspend admissions.

Program Change Description - Abbreviated Template

Section I: The Request

Salt Lake Community College requests approval to change name from Media Studies & Journalism to Journalism & Digital Media effective Fall 2019. This action was approved by the institutional Board of Trustees on 03/13/2019.

Section II: Program Proposal

Program Change Description/Rationale

Present a brief program change description. Describe the institutional procedures used to arrive at a decision for the change. Briefly indicate why such a change should be initiated. State how the institution and the USHE benefit by the change.

Update the program name from Media Studies & Journalism to Journalism & Digital Media. In academia Media Studies tends to be very theory heavy and focuses on the media's effects on society. While our program at SLCC does cover these topics, our program has a heavier focus on digital media content creation and multimedia journalism. The proposed name better reflects the content and focus of the program.

Consistency with Institutional Mission/Institutional Impact

Explain how the action is consistent with the institution's Regent-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/ . Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/ . Will faculty or staff structures be impacted by the proposed change?

This name change would better describe the pathway, knowledge, and skills SLCC provides via this program. Program will not be outside of service area. There will be no impact to faculty or staff structures.

Finances

What costs or savings are anticipated from this change? If new funds are required to implement the change, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

The costs will stay the same as they currently are for the program.

Salt Lake Community College

Surplus Property Operations Report FY 2019, FY 2018, FY 2017, & FY2016

	FY 2016	FY 2017	FY 2018	Estimate FY 2019
Revenue				
Sales Revenue	168,089	253,989	177,997	155,000
Total Revenue	$168,089	$253,989	$177,997	$155,000
Operating Expenses				
Salaries & Wages	$79,424	$41,292	$14,315	$67,500
Benefits	5,168	2,911	473	3,500
Current Expense	60,408	68,017	21,354	64,800
Capital Equipment			44,933	0
Travel	316	0	28	0
Total Operating Expenses	$145,316	$112,220	$81,104	$135,800
Net Income/(Loss)	22,773	141,769	96,894	19,200
Beginning Fund Balance	105,414	128,188	269,957	366,850
Ending Fund Balance	$128,188	$269,957	$366,850	$386,050
Education and General Support	$6,594	$35,599	$67,899	$44,706

Notes:

Required per Regent Policy R220 Checklist of Presidents' and Trustees' Responsibilities C.9

Information provided by SLCC Controller's Office May 30, 2019

TAB P

Salt Lake Community College
Policies and Procedures

FINANCE AND ADMINISTRATION
COLLEGE MOTOR VEHICLE   Board of Trustees Approval: 00/00/0000
CHAPTER 2   Date of Last Cabinet Review: 04/23/2019
POLICY 14.01   Page 1 of 14

I. **POLICY**

Fleet vehicles at Salt Lake Community College shall be purchased, operated, maintained, and sold in accordance with approved college policies and procedures and laws of the State of Utah.

Salt Lake Community College
Policies and Procedures

FINANCE AND ADMINISTRATION
COLLEGE MOTOR VEHICLE   Board of Trustees Approval: 00/00/0000
CHAPTER 2   Date of Last Cabinet Review: 04/23/2019
PROCEDURES FOR POLICY 14.01   Page 2 of 14

I.   REFERENCES

A. Traffic Code, U.C.A. §§ 41-6a-101 et seq.

B. Utah Administrative Services Code, U.C.A. §§ 63A- 9-101 et seq.

C. Administrative Services, Fleet Operations, Utah Admin. Code, r. 27.

D. Auxiliary and Services Enterprises, Utah Admin. Code, r. 550-559.

E. SLCC Motor Vehicle Website

II. DEFINITIONS

A. Buses: Any vehicle that holds fifteen or more occupants, including the driver, which requires a commercial driver's license with a passenger endorsement or other endorsements to drive.

B. Cargo Vehicle: Any van or other vehicle designed to carry cargo that has a manufacturer's recommended maximum payload weight.

C. Driver Safety Committee: A committee charged with reviewing all employee accidents and requests for informal hearings.

D. Emergency: A sudden, unexpected, or impending situation that may cause injury, loss of life, damage to property, or interference with normal activities, which requires immediate attention and action.

E. Executive Cabinet Member: The vice president over the department for whom an employee works.

F. Large Capacity Passenger Vehicles (LCPV): Any vehicle that holds seven or more occupants, including the driver.

G. Low-Speed Vehicle (LSV): Any vehicle that is not licensed by the Utah Department of Motor Vehicles and that operates on a private or public road, for example, golf carts, electric vehicles, ATVs, UTVs, tractors, and similar vehicles.

H. Motor Vehicle: A vehicle that is self-propelled by consuming electricity or fuel, excluding aircraft.

Salt Lake Community College
Policies and Procedures

FINANCE AND ADMINISTRATION
COLLEGE MOTOR VEHICH   Board of Trustees Approval: 00/00/0000
CHAPTER 2   Date of Last Cabinet Review: 00/00/0000
PROCEDURES FOR POLICY 14.01   Page 3 of 14

I. Official College Business: Activities conducted to meet the needs of approved college programs, functions, or activities and the college's officers, departments, organizations, and operating units.

J. Salt Lake Metropolitan Area: An area including Utah County from Spanish Fork and north, Salt Lake County, Davis County, Weber County from Ogden and south, and Tooele County from Tooele and east. The Salt Lake metropolitan area does not include any canyon.

K. Take-Home Use: Using a college vehicle between an employee's residence and the employee's assigned work location.

L. Telematics: A general term that refers to any device which merges telecommunications and vehicle data to monitor driving patterns and violations and reports the violations to the fleet and logistics manager.

M. Telemetric Threshold Violations: Violations that are reported to the fleet and logistics manager via Telematics. Included are speeding, idling for more than five minutes, hard stops, hard starts, hard stops while turning, and others.

N. Vehicle: Any device by which a person or property may be transported.

III. PROCEDURES

A. Acquisition, Ownership, Disposal, and Replacement of Vehicles

1. The college's fleet and logistics manager shall administer all motor vehicles owned or leased by the college.

2. Vehicle acquisition, maintenance, and licensing of all vehicles shall be performed or directed by the fleet and logistics manager.

3. The fleet and logistics manager will recommend to the vice president for finance and administration the type of motor vehicle to be purchased and made available for departmental use. Departmental needs will be considered as well as the vehicle's records of reliability, maintenance cost, and fuel efficiency.

4. Donation of vehicles that require a manufacturer statement of origin (MSO), registration, or other forms of licensing must be registered with the Fleet and Logistics office. The donating party must provide a clear MSO, title, registration, or proof of ownership. Means by which a donating party may submit such evidence

Salt Lake Community College
Policies and Procedures

FINANCE AND ADMINISTRATION
COLLEGE MOTOR VEHICH   Board of Trustees Approval: 00/00/0000
CHAPTER 2   Date of Last Cabinet Review: 00/00/0000
PROCEDURES FOR POLICY 14.01   Page 4 of 14

may be found at the Utah DMV's public insufficient evidence checklist. These include:

a. printed color photos of ALL sides of the vehicle;

b. a completed form TC-569A, ownership statement;

c. a completed form TC-661, VIN inspection; and

d. any bill of sale, a release of ownership, or receipts for repairs, etc.

5. The department receiving a donated vehicle must document it on the donation form.

6. The college may refuse to accept the donation of a vehicle.

7. The fleet and logistics manager will recommend to the vice president for finance and administration when surplus or disposal of all college vehicles should occur. After review, the vice president for finance and administration may remove the vehicles from the college inventory system. College policy and procedure will govern the disposal of vehicles that are no longer needed, no longer serviceable, or scheduled for replacement, surplus or disposal.

8. The college will keep vehicles for a minimum of five years and a maximum of ten years or 100,000 miles, whichever occurs first.

9. Vehicles may be disposed of at any time if its cost exceeds its value, the value is below 20% of market value, or the vehicle is underutilized by the college or a department.

B. Vehicle Identification

1. The fleet and logistics manager will determine the color of a vehicle. The fleet and logistics manager will consider department preferences and college standards.

2. College operated vehicles must display the college or state seal on both driver and passenger sides of the vehicle, as well as a vehicle number on the left front and right rear bumpers.

3. College owned or operated motor vehicles must display exempt license plates unless authorized to display other Utah license plates by the vice president of business service, and by applicable state laws.

Salt Lake Community College
Policies and Procedures

FINANCE AND ADMINISTRATION
COLLEGE MOTOR VEHICH   Board of Trustees Approval: 00/00/0000
CHAPTER 2   Date of Last Cabinet Review: 00/00/0000
PROCEDURES FOR POLICY 14.01   Page 5 of 14

C. Telematics:

   1. Telematic devices shall be installed in state motor vehicles as required by Utah Administrative Code r. 27-7.

   2. Telematic devices collect information regarding the manner which a vehicle is being driven and reports telemetric violations to the Fleet and Logistics office.

   3. Drivers have no expectation of privacy when driving a college-owned vehicle.

D. Insurance

   1. Insurance

      a. The college provides appropriate insurance for all college-owned vehicles.

      b. The college does not provide or offer insurance for personally-owned vehicles, even when driven on college business.

      c. The driver of a personally owned vehicle that is driven for college business shall make certain the vehicle is insured in accordance with state law.

   2. All vehicles will be covered by liability, collision, and comprehensive insurance consistent with the requirements of applicable state law and the SLCC office of Risk Management.

   3. The cost of insurance coverage, as determined by the Utah State office of Risk Management, will be included in the fleet vehicle user fee.

   4. Rental vehicles must adhere to the automobile insurance requirements provided by the SLCC office of Risk Management. If a vehicle is not rented through a state contracted provider, the office of Risk Management requires the renter to purchase both damage and liability insurance offered by the rental agency.

E. User Fees

User fees must reflect the actual costs of each vehicle, including:

   1. insurance costs;

   2. maintenance costs;

Salt Lake Community College
Policies and Procedures

FINANCE AND ADMINISTRATION
COLLEGE MOTOR VEHICH   Board of Trustees Approval: 00/00/0000
CHAPTER 2   Date of Last Cabinet Review: 00/00/0000
PROCEDURES FOR POLICY 14.01   Page 6 of 14

3. fuel costs;

4. replacement costs;

5. the State of Utah required fees for state-owned vehicles;

6. HOV lane violations, tolls, or other miscellaneous fees charged during vehicle use; and

7. other costs as identified by the vice president for finance and administration or designee.

Departments may utilize motor pool vehicles under a fee structure to be reviewed on a regular basis.

F. Extraordinary Wear and Tear

If the fleet and logistics manager determines that a department's use of college-owned vehicles has resulted in unusual or extraordinary wear and tear, the department will be assessed additional charges to offset the resulting additional costs.

G. Maintenance

1. All college vehicles, regardless of the department to which they are assigned, will be maintained and serviced on a regular basis. The Fleet and Logistics office will determine needed repairs and maintenance for vehicles. The Fleet and Logistics office will bill the department to which the vehicle is assigned for the repairs.

2. Any repairs done by the department to a motorized vehicle or equipment shall be pre-approved and coordinated through the Fleet and Logistics office.

3. All motorized vehicle and equipment's repairs will be documented. Invoices must include any parts replaced and any items repaired. The invoice must be submitted to the Fleet and Logistics office.

H. Use of College Owned Motor Vehicle

Use of college-owned vehicles is limited to official college business by college employees, authorized students, or approved college volunteers.

1. Driver Qualifications

Salt Lake Community College
Policies and Procedures

FINANCE AND ADMINISTRATION
COLLEGE MOTOR VEHICH   Board of Trustees Approval: 00/00/0000
CHAPTER 2   Date of Last Cabinet Review: 00/00/0000
PROCEDURES FOR POLICY 14.01   Page 7 of 14

a. Every driver of a college-owned vehicle must possess a valid Utah driver license.

b. Authorized drivers operating state vehicles must have the correct license required for the vehicle they are operating and any special endorsements required to operate specialty vehicles.

c. Every operator must be on the motor pool authorized drivers list. The office of risk management maintains the authorized drivers list.

d. Except where noted, the operation of college motor vehicles is limited to persons eighteen years of age or older.

e. All drivers of college vehicles and all persons who drive on college business must pass the *driver safety test* every two years.

f. Any driver who receives a citation for violating any motor vehicle law while driving a college vehicle, must immediately inform the driver's supervisor. Failure to report the citation may result in a loss of driving privilege.

2. Driving College-owned Vehicles

a. Departments to which vehicles are assigned are responsible for ensuring an employee is qualified prior to allowing the individual to drive a college vehicle.

b. College motor vehicles will be used only for official college business and only in the Salt Lake metropolitan area, except as outlined below. Use of college vehicles for personal use is prohibited.

c. Operation of a college-owned vehicle outside of Salt Lake metropolitan area is restricted to:

(1) drivers 18 years of age or older;

(2) who are authorized drivers; and

(3) who have submitted an in-state travel request form to the Fleet and Logistics office and have received approval before travel.

d. Operating a college-owned vehicle outside of Utah is restricted to:

Salt Lake Community College
Policies and Procedures

FINANCE AND ADMINISTRATION
COLLEGE MOTOR VEHICH   Board of Trustees Approval: 00/00/0000
CHAPTER 2   Date of Last Cabinet Review: 00/00/0000
PROCEDURES FOR POLICY 14.01   Page 8 of 14

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(1) persons 18 years of age or older;

(2) who are authorized drivers; and

(3) have submitted an out-of-state travel request form to the office of risk management and have received approval before travel.

e. The office of risk management will forward a copy of the authorization to the Fleet and Logistics office.

f. Only college employees, registered students, official guests on college business, and official college volunteers may ride as passengers in college vehicles.

g. Employees wanting family members to accompany them must drive a personally owned or rented vehicle.

h. Animals, except for service animals, are not allowed in college vehicles.

i. Drivers are not permitted to drive more than eight cumulative hours in a 24 hour period, and must not exceed 12 hours on duty or work time.

j. Driving is prohibited between the hours of 11:00 p.m. and 5:00 a.m. except where a trip is solely to return to home base and the return time will be no later than midnight. Exceptions are:

(1) driving during an assigned shift; or

(2) an emergency as defined in II(D)

k. Exceptions to driving between 11:00 p.m. and 5:00 a.m. may be granted, on a limited, narrow basis, and must be pre-approved by both the SLCC office of Risk Management and the traveler's executive cabinet member. Travel between 11:00 p.m. and 5:00 a.m. requires two authorized drivers – one as the driver and the other must be in the front passenger seat.

l. Trips lasting longer than six hours require more than one authorized driver; drivers must rotate at least every two hours.

m. On trips greater than one hour but fewer than six hours (to include trips between Salt Lake City and Las Vegas), the authorized driver must take at least one 15-minute rest break every two hours.

Salt Lake Community College
Policies and Procedures

FINANCE AND ADMINISTRATION
COLLEGE MOTOR VEHICH   Board of Trustees Approval: 00/00/0000
CHAPTER 2   Date of Last Cabinet Review: 00/00/0000
PROCEDURES FOR POLICY 14.01   Page 9 of 14

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n. Any reliable online service may be used to calculate trip duration, as long as the calculation contains accurate starting and ending locations. The office of risk management will use Google maps to calculate drive time if trip duration calculations are not submitted with the travel request.

o. Drivers must use good judgment concerning weather and driving conditions by reviewing weather conditions in advance of any trip and making prudent travel adjustments when necessary.

p. Drivers must slow down if adverse weather conditions exist. Travel should not proceed in extreme weather conditions.

q. Travel plans should allow for emergency stop-overs and associated expenses due to bad weather.

r. Drivers are responsible for the safe operation and condition of the vehicle they are driving and should be familiar with the vehicle's safety equipment. Drivers must report problems or concerns to the Fleet and Logistics office promptly.

s. Loading, including passengers, and towing should not exceed the manufacturer's capacity limits.

t. Adding storage or luggage racks above any vehicle is not allowed.

3. Large Capacity Passenger Vehicles (LCPV), Cargo Vehicles, and Low-Speed Vehicles (LSV)

   a. All LCPV operators must pass the *LCPV Driver Test* every four years.

   b. All LCPV operators must pass the hands-on training that is administered by the Fleet and Logistics office every two years.

   c. All LCPV operators must be at least 21 years old;

   d. Any person who operates a college vehicle or combination of vehicles having a combined gross laden weight of 26,001 pounds or more must maintain a valid commercial driver's license (CDL) with all applicable endorsements and a current medical card.

   e. Drivers of LCPV and cargo vehicles must ensure that the vehicle is not overloaded with equipment, that the spare tire is properly secured, and the

Salt Lake Community College
Policies and Procedures

FINANCE AND ADMINISTRATION
COLLEGE MOTOR VEHICH   Board of Trustees Approval: 00/00/0000
CHAPTER 2   Date of Last Cabinet Review: 00/00/0000
PROCEDURES FOR POLICY 14.01   Page 10 of 14

vehicle manufacturer's payload and trailering specifications are met.

    f. Drivers of low-speed vehicles must complete a training course approved by the college's office of Environmental Health and Safety before operating a low-speed vehicle. This training must be renewed every three years.

    g. LSV drivers must also complete hands-on training for specific LSV. Hands-on training shall be provided by the department owning the LSV, or by the Fleet and Logistics office.

    h. Employees 16 years of age or older, and who are authorized may drive a UTV, ATV, or golf cart.

4. Buses

    a. If the LCPV is designed to transport 16 or more passengers, including the driver, the driver must have a CDL with a passenger endorsement.

    b. A CDL driver must provide a copy of the driver's current medical card to the Fleet and Logistics office.

    c. The driver must participate in the SLCC random drug & alcohol testing program through the office of Risk Management pursuant to the college's drug free workplace policy.

    d. Drivers must take sufficient time before the trip begins to become familiar with the location of all control switches and the instrument panel.

    e. Drivers must complete the pre- and post-operational checklist. The checklist must be kept in the vehicle while driving, and the driver must return it into the Fleet and Logistics office when returning the vehicle's keys.

    f. Drivers must check tire pressure daily.

    g. The Federal Motor Carrier Safety Administration (FMCSA) regulates commercial drivers. Drivers holding CDLs are exempt from the time, passenger, and distance restrictions in this policy. CDL drivers will follow FMCSA regulations.

I. Safety

Salt Lake Community College
Policies and Procedures

FINANCE AND ADMINISTRATION
COLLEGE MOTOR VEHICH   Board of Trustees Approval: 00/00/0000
CHAPTER 2   Date of Last Cabinet Review: 00/00/0000
PROCEDURES FOR POLICY 14.01   Page 11 of 14

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1. Drivers must complete the pre- and post-operational checklist prior to driving a college-owned vehicle.

2. All drivers and passengers must fasten safety restraints while riding in college-owned vehicles or other vehicles on college business.

3. The driver is responsible for ensuring that all passengers fasten safety restraints. Persons failing to fasten restraints may be asked to leave vehicles and are subject to corrective action.

4. Except where OSHA or FMCSA require hearing protection, the use of earphones, earbuds, or other devices – including a loud radio – that inhibit the driver's ability to hear warning signals and hazards is prohibited while operating vehicles.

5. Except for emergency situations as defined in U.C.A. § 41-6a-1716, the use of handheld wireless communication devices while operating a moving motor vehicle is prohibited.

6. While driving a college or personal vehicle on college business, drivers must pull off the road into a safe area before placing or receiving cellular phone calls or reading or sending electronic messages.

7. If an emergency phone call must be made or received while driving, drivers must use a hands-free headset or speakerphone whenever possible.

8. Any individual on the list of authorized drivers who is convicted of driving under the influence of alcohol or drugs (DUI), reckless driving, or any felony in which a motor vehicle is used, either on-duty or off-duty, and whether in the state vehicle or their personal vehicle, may have their state driving privileges withdrawn, suspended, or revoked.

J. Take-Home Use

1. The president may approve a college vehicle for take-home use when:

    a. a potential emergency exists and delaying an employee's response time could endanger a person's life or cause significant property damage; or

    b. it is clearly more practical for an employee to go directly to an alternate work-site rather than reporting to a specific location to pick-up a college vehicle.

Salt Lake Community College
Policies and Procedures

FINANCE AND ADMINISTRATION
COLLEGE MOTOR VEHICH   Board of Trustees Approval: 00/00/0000
CHAPTER 2   Date of Last Cabinet Review: 00/00/0000
PROCEDURES FOR POLICY 14.01   Page 12 of 14

2. The president has delegated the authority to approve the take-home use of vehicles to the associate vice president of facilities services.

3. Employees who are allowed take-home privileges must comply with all requirements of take-home use outlined in Utah Administrative Rule 27.

K. Consequences of Violating this Policy

1. The privilege to use college vehicles, by individuals or departments or both, may be withdrawn for violations of this policy or moving violations, whether obtained through telematics or another source.

2. Any member of the SLCC Driver Safety Committee may temporarily suspend driving privileges based on Section M until the driver safety committee can meet to review the preventability of accidents or the eligibility of authorized drivers.

3. Authorized drivers with a moving violation, whether personal or business related, in the preceding 90 days may not transport passengers.

4. The withdrawal of authority to operate a college-owned vehicle or a personally owned vehicle on college business is in addition to any necessary corrective action imposed by an authorized driver's supervisor.

5. Drivers of college vehicles shall be personally responsible for all fines, forfeitures of bail, or other penalties for parking and traffic violations.

6. After a moving violation or an at-fault accident, a college employee must complete the first preventable accident training or driver training again before being authorized to drive a college-owned vehicle or operating a personally owned vehicle on college business.

L. Accidents

1. An employee must report all accidents involving a college-owned motor vehicle or equipment and personal vehicles being used on college business to the appropriate law enforcement agency, the state division of fleet operations, and state risk management immediately.

2. All vehicle accidents or other circumstances resulting in damage to college vehicles or property must be reported immediately, including nights and weekends, to the Fleet and Logistics office.

Salt Lake Community College
Policies and Procedures

FINANCE AND ADMINISTRATION
COLLEGE MOTOR VEHICH   Board of Trustees Approval: 00/00/0000
CHAPTER 2   Date of Last Cabinet Review: 00/00/0000
PROCEDURES FOR POLICY 14.01   Page 13 of 14

3. The driver safety committee shall review any accident involving college-owned vehicles.

4. If the driver safety committee finds an accident to be preventable, the employee's department will be responsible for the cost of repairs to the limits of the deductible.

M. Driver Safety Committee

1. The purpose of the driver safety committee is to increase the safety of the driver and reduce losses associated with state vehicles.

2. Using standards published by the National Safety Council, the driver safety committee reviews eligibility of drivers to operate a college-owned vehicle or personally owned vehicle on college business.

3. In addition to the National Safety Council standards, the driver safety committee may take the following into account in determining driver eligibility: provisions of Utah Administrative Rule27-7, validity of citizen complaints, telemetrics threshold violations, and any other item brought before the committee that is within its discretion.

4. The driver safety committee shall consist of at least three voting members. At a minimum, the committee shall include a representative from:

   a. the office of Risk Management;

   b. People and Workplace Culture; and

   c. the Fleet and Logistics office.

5. The committee shall meet monthly to review preventability determinations of any accidents and eligibility of drivers, unless there are no items to review.

6. The driver safety committee shall recommend corrective action to the employee relations office in addition to determining driver eligibility. The employee's supervisor, in consultation with the employee relations office, is responsible for issuing corrective action.

7. If the driver safety committee withdraws a driver's authority to operate a college-owned vehicle or personally owned vehicle on college business, the driver may

Salt Lake Community College
Policies and Procedures

FINANCE AND ADMINISTRATION
COLLEGE MOTOR VEHICH   Board of Trustees Approval: 00/00/0000
CHAPTER 2   Date of Last Cabinet Review: 00/00/0000
PROCEDURES FOR POLICY 14.01   Page 14 of 14

appeal to the state [driver eligibility board](). Appeals must:

    a. be made in writing; and

    b. be made within 30 days from the date the driver safety committee issues its decision.

N. Reporting of Mechanical or Safety Defect

1. Each college-owned vehicle shall have an information packet identifying the procedure to be used in reporting mechanical or safety defects. Employees must report any such defects immediately, including nights and weekends.

2. A driver must never abandon a disabled vehicle unless it is an emergency situation.

3. Upon receipt of such report, the fleet and logistics manager shall inspect the vehicle and immediately take appropriate action to bring the vehicle into compliance with current safety standards or the standards for efficient mechanical operations.

4. The fleet and logistics manager is authorized to take any vehicle out of service until mechanical and safety defects are corrected.

O. Smoking

1. All college-owned or operated vehicles are non-smoking. Any violator or the violator's department will be assessed fees for any damage repair, cleaning, or odor removal required as a result of smoking, including e-cigarettes, in vehicles.

2. A driver who smokes, including e-cigarettes or vapes, in a college vehicle may be referred to the driver's supervisor for corrective action.

3. All smoking must be 25 feet or more from an open window or door of a college-owned or operated vehicle.

Shipping & Receiving, Mail Services and Courier
Chapter 2, Section 11.01

I. **POLICY**

   A. In order to provide the college with efficient, cost-effective postal services, Facilities Services shall maintain shipping and receiving, mail, and courier services.

II. **DEFINITIONS**

   A. Central Receiving: A centralized location for the receiving, processing, and distribution of all packages and supplies and shipping from the college.

   B. FIX IT: The college's customer service and communications system administered by Facilities Services.

   C. Mail: Letter and small packages sent and received through the United States Postal Service (USPS).

III. **PROCEDURE**

   A. Unless approved by one's supervisor, all college-related mail, packages, and material must be received at an official college receiving location. College-related mail, packages, or supplies must not be sent to a private address or post office box.

   B. Mail Services

   1. Mail Services is responsible for the processing of the college's incoming and outgoing USPS mail and inter-office mail.

   2. Mail Services operates from 8:00 a.m. to 4:30 p.m. Monday through Friday.

   3. Incoming USPS mail is delivered to the Taylorsville Redwood Campus twice a day.

   4. Mail Services provides daily USPS and inter-office mail pickup and delivery services between all campuses.

   5. For outgoing mail, deliver it to the nearest campus mail facility. For campus locations that do not have mail facilities, schedule a pick-up with Central Receiving.

   6. Outgoing mail must be received by Mail Services at the Taylorsville Redwood Campus by 3:00 p.m. for same day processing.

   7. All college mail must display the college's correct address as either the return address or the recipient's address:

      Salt Lake Community College
      Attn: *Name or department name / mail stop code*

P.O. Box 30808
Salt Lake City, UT 84130-0808

8. Employees and students may not receive personal mail through Mail Services at any SLCC location.

9. Mail Services at the Taylorsville Redwood Campus provides the following counter services for personal mail:

   a. stamps, envelopes, etc.; and

   b. weighing and posting.

C. Central Receiving

   1. Central Receiving is responsible for the processing and distribution of all non-USPS packages and supplies received by the college as well as shipping from the college.

   2. Central Receiving's hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday except college recognized holidays.

   3. Receiving Packages

      a. Except as noted, all non-USPS deliveries must be sent to Central Receiving at:

         Salt Lake Community College / *Your name*
         2675 S 900 W
         Salt Lake City, UT 84119

      b. Upon receiving packages, Central Receiving will:

         (1) inspect the package for damage;

         (2) Scan the package into the package tracking software; and

         (3) distribute the items to the appropriate campus.

      c. The courier makes rounds in the morning and again in the afternoon.

      d. Employees and students may not receive personal packages through Central Receiving at any SLCC location.

   4. Shipping College-Related Packages Using an External Carrier

      a. Send items to be shipped with a courier requisition to Central Receiving.

      b. Provide the full street address of the recipient.

      c. Central receiving will ship by the most economical method.

      d. Items not received at Central Receiving by 12:30 p.m. will be processed the following business day.

D. Courier Services

    1. Courier Services provides pick-up and delivery support for Central Receiving and Mail Services.

    2. Courier Services also provides:

       a. off-campus delivery or pickup; and

       b. urgent pick-up or delivery of inter-office mail, USPS mail, packages, next-day mail, and off-campus deliveries.

    3. A pickup and delivery requisition can be submitted to Central Receiving or to FIX IT through the college email system or by calling 801-957-3911.

    4. To ensure that the courier can accommodate same day delivery, urgent shipments require prior approval of the Central Receiving manager, supervisor or designee by calling 801-957-2200

    5. When a department has arranged with the Central Receiving technician for courier delivery, items must be delivered to the campus central pickup point by the department unless the department has made other arrangements.

E. Receiving Damaged Items

    1. Central Receiving will keep damaged items in the state in which they are received and in the original shipping container until instructions for further action are received.

    2. Central Receiving will fill out a damage report for any damaged items, irregularities, or discrepancies between the items ordered and the items received including:

       a. the vendor's name and purchase order;

       b. the date received;

       c. a list of the damaged items including a description of the damage; and

       d. the condition of the shipping container.

    3. The damage report will be sent to the Purchasing office.

    4. When department members receive a package they shall:

       a. inspect the contents of the package for damage; and

b. report any damage, irregularities, or discrepancies to the Purchasing office and the Central Receiving office.

5. The Purchasing office, Central Receiving, and the purchaser will cooperate to determine liability for damaged items, file claims, or request replacements for the damaged items.

F. Deliveries to locations other than Central Receiving

Deliveries directly to any other location require prior authorization from the director of Fleet and Logistics or the Central Receiving facilities supervisor.

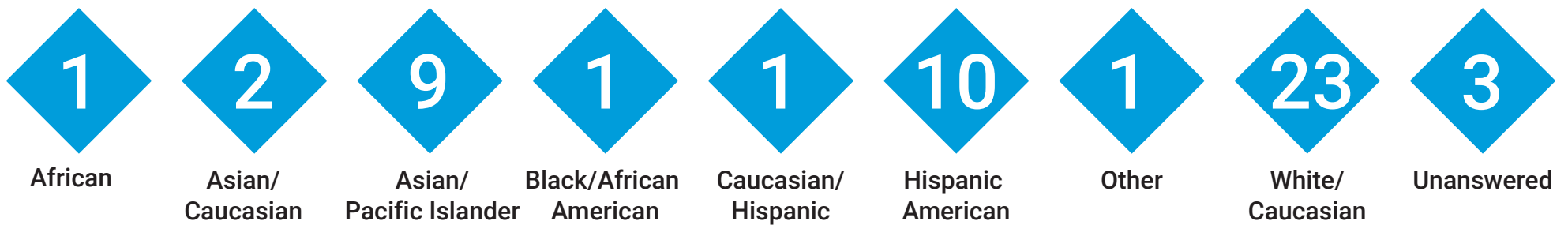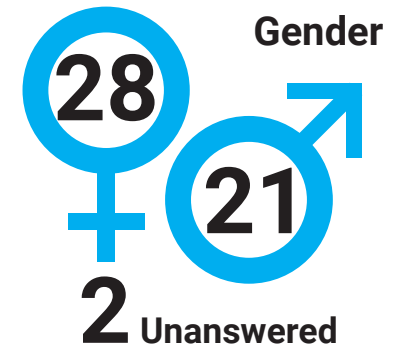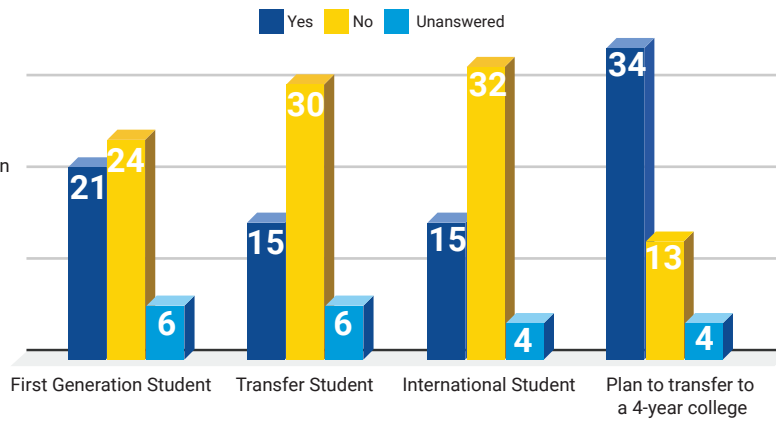# Career Services | College Internship Program - AT A GLANCE -
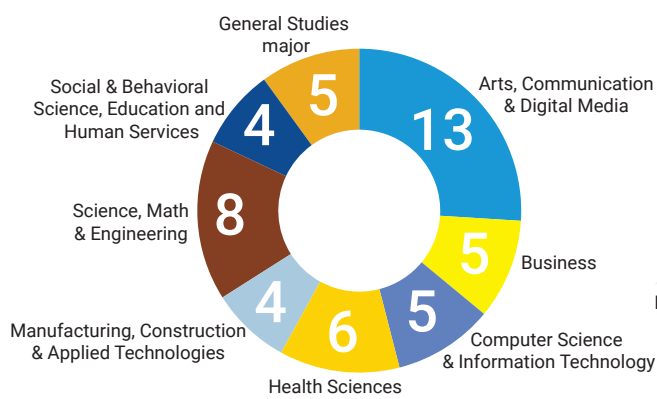
Fall Semester 2018 & Spring 2019

Overview

39 Positions funded for Fall 2018 and Spring 2019 | Specialist 1 @ 12^{00} an hour

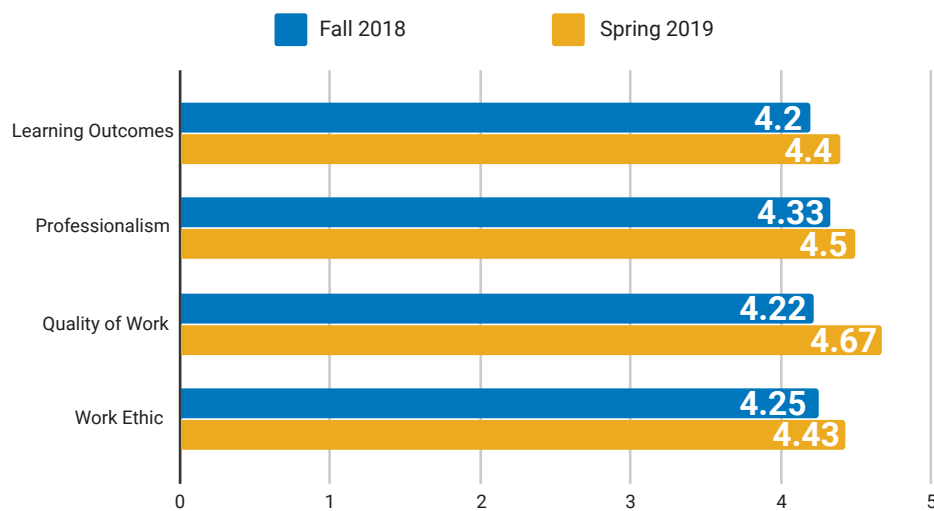**51** Students participated in Fall 2018 and Spring 2019 semesters

Our Interns

Areas of Study and General Studies major

- General Studies major: 5
- Arts, Communication & Digital Media: 13
- Business: 5
- Computer Science & Information Technology: 5
- Health Sciences: 6
- Manufacturing, Construction & Applied Technologies: 4
- Science, Math & Engineering: 8
- Social & Behavioral Science, Education and Human Services: 4

Legend: Yes | No | Unanswered

	Yes	No	Unanswered
First Generation Student	21	24	6
Transfer Student	15	30	6
International Student	15	32	4
Plan to transfer to a 4-year college	34	13	4

Gender

- 28 (female)
- 21 (male)
- 2 Unanswered

Value	Category
1	African
2	Asian/Caucasian
9	Asian/Pacific Islander
1	Black/African American
1	Caucasian/Hispanic
10	Hispanic American
1	Other
23	White/Caucasian
3	Unanswered

End of Year

Supervisor Evaluation of CIP Student

Legend: Fall 2018 | Spring 2019

	Fall 2018	Spring 2019
Learning Outcomes	4.2	4.4
Professionalism	4.33	4.5
Quality of Work	4.22	4.67
Work Ethic	4.25	4.43

Fall 2018

- Average Credit Hrs: **12.65**
- Average Weekly Hrs: **18**
- Average GPA: **3.37**

Spring 2019

- Average Credit Hrs: **12.15**
- Average Weekly Hrs: **17.8**
- Average GPA: **3.41**

Legend: Fall 2018 | Spring 2019

	Fall 2018	Spring 2019
Departmental positions	39	39
Requested continuation of intern	27	23
Requested to replace intern	12	13

Reasons for Replacement

Reason	Value
Graduated	10
Transferred to 4 year college	9
Moved	1
Permanent position in department	1
Other	4
Left position prior to end of semester	3

Your career starts here!

Salt Lake Community College
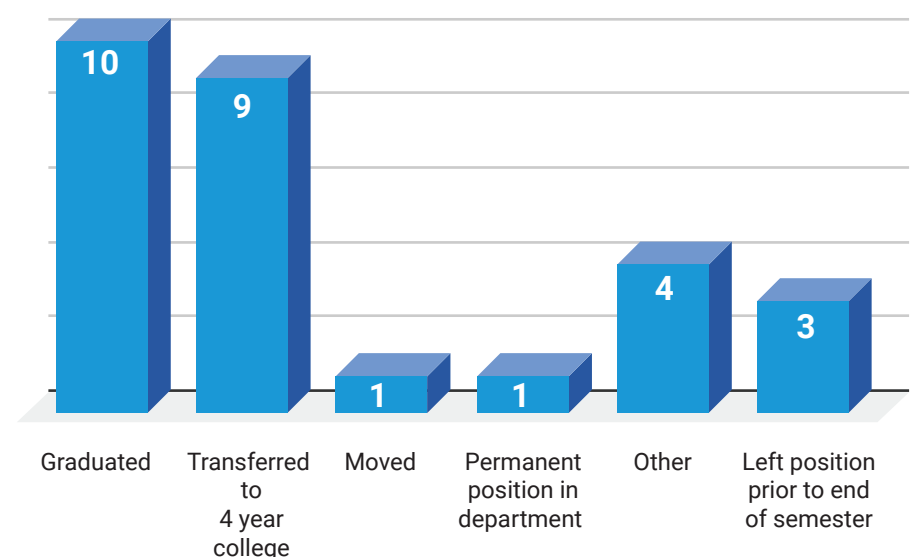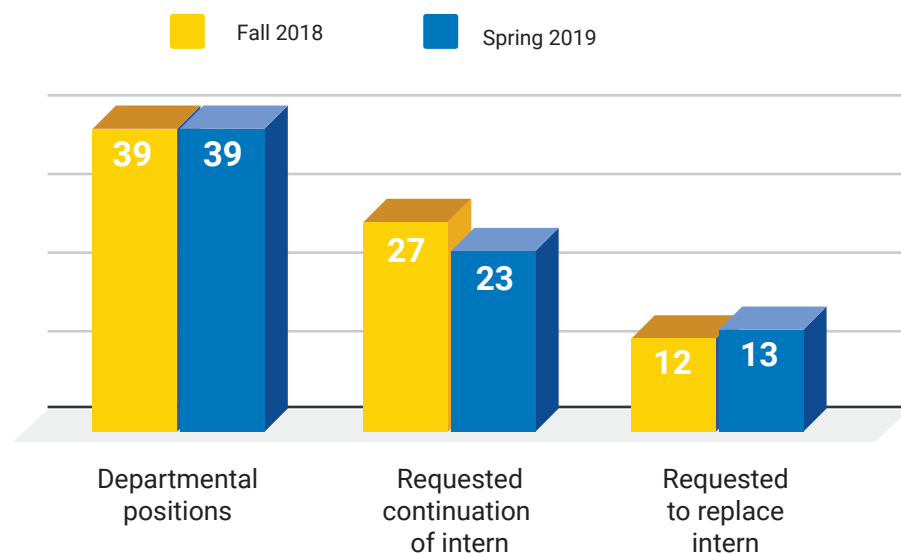
College Internship Program Outcomes - Spring Semester 2019

CIP Outcomes	Spring Semester 2019
Total # of CIP Positions	39
Students Continuing into Spring Semester	27
Number of Positions Re-Posted:	12
Number of Positions Funded:	39
Hourly Pay Rate:	$12.00
Position Title:	Specialist I
Students Applying for CIP positions:	247
CIP Position Inquiries	12 New Positions were reviewed on the College Central Network, Job Board – 117 times
Total Number of Students Participating in the Fall 2018 and Spring 2019 Semesters:	51

CIP Outcomes	Spring Semester 2019
Number of Positions Funded:	39
Number of student interns in position at the end of the semester	39
Number of departments requesting continuation of CIP position for the spring semester	39

CIP Student Outcomes	Spring Semester 2019
Total Number of Student Interns:	39
Learning Outcome Agreements Completed	39
Students in CIP position at the end of the semester:	39
New Students attending Career Readiness & Job Skills workshop:	12
Students meeting with Career Advisor for one-on-one career development	39
Spring Semester Average Credit Hours	12.15 course credits
Spring Semester Average Number of Hours CIP student interns worked weekly	17.8 hours
Spring Semester Average GPA for Fall Semester CIP student interns	3.43 GPA
Supervisor Evaluation of CIP Student	33 Submitted
Quality of Work	1 out of 5 - CIP Student Intern Average 4.67
Professionalism	1 out of 5 - CIP Student Intern Average 4.50
Work Ethic	1 out of 5 - CIP Student Intern Average 4.43
Overall Rating	1 out of 5 - CIP Student Intern Average 4.65
Learning Outcomes	1 out of 5 – CIP Student Intern Average 4.40

CIP Outcomes – Spring Semester	Spring 2019
Departmental Positions Spring 2019	39
Students continuing w/ current CIP position in Summer/Fall 2019	23
Departments Requesting **Continuation** of CIP student for Summer/Fall 2019	16
Students Not Continuing in CIP Position in Summer 2019	4
Students Not Continuing - Graduated Spring 2019	9
Departments Requesting to **Replace** CIP Student Position Summer /Fall 2019	13

College Internship Program – Student Demographics – Fall 2018 & Spring 2019 Semesters
51 out of 51 participating students completed the demographic questionnaire

Age	Gender	Ethnicity	Household Income	Degree	First Generation Student	International Student	Attended Other Higher Ed. Institution	Plan to transfer to a University	Plan to seek employment when SLCC degree is complete
16-21	Male	White/Caucasian	0.0 -24,999	AS	Yes	Yes	Yes	Yes	Yes
(22)	(21)	(23)	(27)	(35)	(21)	(15)	(15)	(34)	(13)
22-27	Female	African	25,000 – 49,999	AA	No	No	No	No	No
(14)	(28)	(1)	(10)	(01)	(24)	(32)	(30)	(13)	(30)
28-32	Unanswered	Black African American	50,000 -74,999	AAS	Unanswered	Unanswered	Unanswered	Unanswered	Unanswered
(07)	(02)	(1)	(3)	(13)	(6)	(4)	(6)	(4)	(8)
33-37		Hispanic American	75,000-99,999	APE					
(2)		(10)	(3)	(1)					
38-42		Caucasian/Hispanic	Unanswered	CERT					
(3)		(1)	(7)	(1)					
43 +		Asian/Pacific Islander							
(1)		(9)							
Unanswered		Asian/Caucasian							
(2)		(2)							
		Other/Earthling							
		(1)							
		Unanswered							
		(3)							

	Program of Study	Degree	Fall 2018 Credits	Fall 2018 GPA	STUDENT Outcomes	Degree	Spr. 2019 Credits	Spr. 2019 GPA
1	Architecture	AS	14	3.63	Transferred	N/A	N/A	N/A
2	Architecture	AS	10	2.31	Registered	AS	10	2.31
3	Aviation Maintenance	AAS	16	3.95	Graduated	N/A	N/A	N/A
	Aviation Maintenance	N/A	N/A	N/A	New CIP	AAS	16	3.34
	Aviation Maintenance	N/A	N/A	N/A	New CIP	AAS	16	3.30
4	Biology	AS	15	2.23	Registered	AS	15	2.23
5	Biotechnology	AS	16	3.98	Graduated	N/A	N/A	N/A
	Biotechnology	N/A	N/A	N/A	New CIP	AS	10	3.95
6	Business	AS	11	2.31	Registered	AS	11	2.39
7	Business	AS	14	3.80	Registered	AS	13	3.79
8	Business	AS	12	2.89	Registered	AS	15	2.81
9	Business	AS	13	3.40	Transferred	N/A	N/A	N/A
	Business	N/A	N/A	N/A	New CIP	AS	09	3.56
	Chemistry	N/A	N/A	N/A	New CIP	APE	14	3.98
	Communication	N/A	N/A	N/A	New CIP	AS	12	3.85
10	Computer Science Info Systems	AAS	13	3.83	Transferred	N/A	N/A	N/A
11	Computer Science Info Systems	AS	15	3.86	Registered	AS	12	3.82
12	Computer Science Info Systems	AS	13	3.36	Registered	AS	07	3.38
13	Computer Science Info Systems	AS	09	4.0	Registered	AS	06	4.00
14	Computer Science Info Systems	AS	14	2.78	Registered	AS	17	2.66
15	Education	AS	16	3.58	Registered	AS	17	3.65
	Education	N/A	N/A	N/A	NEW CIP	AS	19	3.87
16	Electronics Engineering	AAS	13	4.0	Registered	AAS	15	3.76
17	Film Production	AAS	14	3.68	Registered	AAS	14	3.79
18	Fitness Technician	AAS	15	3.68	Registered	AAS	17	3.78
	Graphic Communication	N/A	N/A	N/A	NEW CIP	AS	10	3.10
19	General Studies	AS	14	3.57	Registered	AS	17	3.78
20	General Studies	AS	12	2.86	Transferred	N/A	N/A	N/A
21	General Studies	AS	11	3.76	Registered	AS	15	3.32
22	General Studies	AA	14	3.76	Registered	AS	14	3.76
23	General Studies	AS	10	3.06	Registered	AS	13	3.49
24	Graphic Technician	CP	12	3.60	Registered	AS	12	3.64
25	Homeland Security Management	AAS	06	3.66	Registered	AAS	06	3.69
26	Pre Engineering / Mechanical	APE	15	3.31	Registered	APE	13	3.37
	Mathematics	N/A	N/A	N/A	NEW CIP	AS	12	3.81
	Media / Journalism	N/A	N/A	N/A	NEW CIP	AS	12	3.67
	Music Recording Technician	N/A	N/A	N/A	NEW CIP	AAS	08	3.41
27	Non Destructive Testing	AAS	09	3.88	Graduated	N/A	N/A	N/A
28	Nursing	AAS	13	3.49	Registered	AAS	09	3.53
29	Physics	AS	12	3.97	Registered	AS	14	3.96
30	Pre Health Science	AS	12	3.33	Registered	AS	13	3.17
31	Pre Health Science	AS	11	2.77	Dropped	N/A	N/A	N/A
32	Pre –Medical Health Science	AS	09	3.21	Registered	AAS	09	3.32
	Pre-Medical Health Science	N/A	N/A	N/A	NEW CIP	AS	10	3.24
33	Sociology	AS	15	2.73	Registered	AS	09	2.70
34	Theater Arts	AS	13	3.68	Registered	AS	15	3.55
	Theater Arts	N/A	N/A	N/A	NEW CIP	AS	10	3.92
35	Visual Art & Design / Multi Media	AAS	13	2.75	Registered	AAS	10	2.74
36	Visual Art & Design / Animation	AS	15	1.98	REG NEW JOB	N/A	N/A	N/A
37	Visual Art & Design / Graphic Design	AAS	09	3.64	REG NEW JOB	N/A	N/A	N/A
	Totals Averages		468/37 = 12.65	124.48/37 = 3.37GPA		Total Average	486/40 = 12.15	137.36/40 = 3.43

How will participation in the College Internship Program help you achieve your:

Academic Goals	Career Coals
	Biotech and manufacturing experience
With the flexibility and location of my current job, I am able to focus on my studies	Gaining experience in my field of study, building network
Position works well with my schedule, able to study and work	Develop good skills, building confidence in communication, teamwork
Get better grades, more focus on my classes	Building leadership, organizational and motivation, leadership, skills
Having a supportive employer who understands my needs as a student	Get better opportunities, learn outcomes, gain understanding and helping others
Understanding materials and equipment	Learning better career skills, management and leadership skills
Improving work ethic	Marketing skill transfers to positions
Building communication skills	By helping me achieve my academic goals and providing work experience
Applying what I learn	Gaining more in-depth experience to gain employment
More time to use equipment	Becoming more familiar with design software
On the job training	Gaining confidence with using advanced equipment
Paying bills and academic experience	On the job training
Using skills learning at work on my class work	Gaining professional experience
Maintain and improve gpa	Gain valuable skills (computer networking) recognizing problems and effectively handle the situation
Communication Skills	Leadership skills
Bring up GPA	Skills to work in HR
Using skills I'm learning in time management, applying to assignments	Promote myself professionally, expand and learn how to connect and network
Improving self-learning skills helps with my studies	Networking with the people I'm working with
Graduate with a higher GPA	Enhancing communication skills, helps in business career
It can help me decide if my degree choice is one I wish to pursue	references
*Help pay for tuition	Learning about my career
Tuition – gain experience related to my major	Help get my foot in the door to jobs in my field of interest
Find success in my degree	N/A
Gaining industry experience	Find work at a bank
Professional experience	Find success at work
Skills in my major	Industry experience, find work at better company
Higher GPA	Work in my degree
Graduate and transfer	Become an airplane mechanic
Gives me free time to study	Get a job before I graduate
Build resume, gin new skills in workforce	Time management and work skills
Help to complete my degree and graduate	

What barriers may stop you from completing your degree at Salt Lake Community College?

None	Financial	Lack of Motivation	Racism	Transportation
No Barriers	Cost of Living/Financial	Mental Health	Sexism	No Cell Phone
None	Financial	Employment in industry before finishing degree	Finding opportunities	Administrative Red Tape
None	Financial	Anxiety & Depression	Juggling School and Work	Travel distance
None	Financial		Math	VA Red Tape Bureaucracy
None	Financial		Mental Health	Transferring to 4year school
None	Financial		Family	
	Financial		Homelessness	
	Financial		Lack of support from family	
	Financial		Not finding job that works around school schedule	
None	Tuition Costs		Math	
None	Financial			
None	Financial			
	Financial			
	Tuition Costs			
	Money Problems / Tuition			
	Money			
	Money/family			
	Financial			
	Self Discipline			

FLSA & OVERTIME PAY

I. POLICY

Salt Lake Community College complies with the requirements of the Fair Labor Standards Act (FLSA). The FLSA establishes a minimum wage, overtime pay, record keeping, and youth employment standards affecting employees in the private sector and federal, state, and local governments.

~~The College discourages overtime work for non-exempt employees. Overtime will be permitted in exceptional circumstances when properly authorized. The College complies with the overtime provision of the Federal Fair Labor Standards Act (FLSA) and the College FLSA policy, Personnel Policy No. C2S05.03.~~

II. REFERENCES

Fair Labor Standards, 29 U.S.C. § 203-213.

III. DEFINITIONS

See Human Resources personnel definitions procedure.

IV. PROCEDURE

A. Overtime Work

1. Overtime work must have prior approval from the appropriate supervisor responsible for the department budget.

2. ~~Non-exempt employees will not be permitted to remain at their designated work station after work hours without prior approval. Overtime work includes work required by the supervisor even though it isn't similar to the regular assignment.~~

3. Employees who do not obtain approval before working overtime hours may be subject to corrective action.

4. A department may require non-exempt employees to work overtime; however, supervisors will keep overtime hours to a minimum.

B. Standard Work Week

1. Overtime is computed based on a standard work week. Non-exempt employees work a standard work week of 40 hours. Because each work week stands alone, the number of hours worked over two or more weeks cannot be averaged.

2. For computing overtime, the work week begins at ~~12:01 a.m.~~ midnight, Saturday and ends at ~~12:00~~ 11:59 p.m. the following Friday.

3. ~~An exception is permitted for the Security Department. They may use up to a 28-day standard period for overtime calculations.~~

4. If employees work additional hours on one or more days of a standard work week, supervisors should, whenever possible and with the employee's knowledge, reduce the hours of work within the same work week to stay within the standard forty hour work week.

C. Overtime Pay

1. The college compensates employees for overtime work regardless of supervisor approval. Non-exempt employees who work more than the standard work week receive compensatory leave time at the rate of time-and-one-half hours.

2. If the employee is unable to or elects not to take compensatory leave time, the college will remunerate the employee at the rate of time-and-one-half of the employee's regular rate of pay.

   ~~Non-exempt employees will be paid at straight time for hours actually worked during the standard work week. Those who work in excess of the standard work week will receive overtime pay at the rate of time and one-half (1 1/2) of their regular rate of pay if they don't take compensatory leave time.~~

   ~~The College's obligation comes whether approved or not by the supervisor. However, it is appropriate when overtime is required that the work week be adjusted by reducing hours of work required on another day of the same week whenever possible. If this is done, it must be with mutual knowledge of the employee and the supervisor. Adjustments in the same week are paid regular rates. Adjustments in subsequent weeks are paid at time and one-half rates.~~

D. Compensatory Leave Time

When non-exempt employees work more than the standard work week, the college prefers to give compensatory leave time following these guidelines:

   ~~Employees should take compensatory leave time within 90 days or be paid at the overtime rate.~~

1. Employees should take compensatory leave time before termination. ~~If not, they must be paid for this time.~~ At termination, the employee's last paycheck will include any unused compensatory time.

2. An employee's compensatory leave time cannot exceed 60 hours (40 hours of overtime work multiplied by 1.5). Overtime worked above the 60 hours will require

payment at the time and one-half rate.

3. Employees ~~must take~~ earn compensatory leave at the time-and-one-half rate of overtime worked.

4. As an employee earns compensatory leave time, the ~~supervisor must fill out a College Compensatory Leave Time Earned Report. It must be approved by two levels of supervisors and forwarded to the Payroll Office on a weekly basis.~~ employee reports the time in the timesheet under the "Comp Time Earned" code. The supervisor then approves this time.

5. ~~When employees take compensatory leave time, they must complete the College Absence Record report, which the supervisor must sign and forward to the Payroll Office.~~

E. Vacation and Sick Leave

Days absent from the job for vacation and sick leave are not to be counted as time worked for computing overtime pay.

F. Holidays

1. Days absent for paid holidays are ~~to be~~ counted as time worked in computing overtime pay. However, if a non-exempt employee is required by the college to work on a recognized ~~College~~ holiday, the supervisor may schedule another day off during the week in which the holiday occurs.

2. If such an adjustment is not possible, the employee is entitled to receive regular compensation and an additional payment of holiday pay at time-and-one-half pay.

G. Non-Exempt Determination

The College pays time-and-one-half overtime pay to non-exempt employees only. The ~~Personnel Services~~ Human Resources ~~O~~office is responsible for determining the exempt or non-exempt status of all positions and advising the supervisors as necessary.

H. ~~Joint Employment~~ Multiple Positions

1. When non-exempt employees perform work in two different departments, the second department in which the employee worked overtime will pay the employee's overtime. It will be based on the time and one-half rate of the primary department unless the second assignment ~~is sporadic, occasional and at the option of the employee, i.e., volunteer work.~~ is at the option of the employee, and is not similar to the employees paid position(s).

2. An additional job with scheduled working hours is considered covered under the overtime rule and paid at the overtime rate of time-and-one-half.

I. Volunteer Work

1. The college will not ask non-exempt employees to volunteer their time instead of paying overtime. If non-exempt employees perform volunteer work similar to their regular job duties and the volunteer hours exceed the standard work week (regardless of the employing department), employees must be given compensatory leave time or paid at the time-and-one-half rate.

2. If the work is not ~~clearly~~ similar work and is not required by the supervisor, it ~~is~~ may be deemed volunteer work without pay as long as ~~it is~~ the employee performs the work at the employee's free will.

   ~~When non-exempt employees perform volunteer work at the College, it may require overtime pay/compensatory leave time:~~

   ~~If it is similar work and exceeds the standard work week (regardless of the employing department), employees must be paid at the time and one-half rate or be given compensatory leave time.~~

J. Recordkeeping

All departmental and college pay records must be accurate, complete, and retained for a minimum of three years.

K. Reporting

L. The college's Payroll office prepares quarterly reports showing overtime payments ~~are prepared by the Payroll Office for the vice presidents~~ for the executive cabinet's review. ~~An annual report will be reviewed by the President.~~ The Payroll office will provide an annual report to the college president.

STAFF ADDITIONAL ASSIGNMENT ~~OVERLOAD~~

I.   POLICY

Full-time appointments require a full commitment of working time and effort. Full-time, exempt employees are expected to complete their primary assignment regardless of the time required. This is to be done without ~~overload~~ additional compensation, except in rare circumstances. However, full-time exempt, non-faculty employees may render ~~overload~~ additional service for the College, within the reasonable discretion of the supervisor, provided that these services will not interfere or conflict with their primary assignment.

Federal or restricted funds generally cannot be used for payment of an ~~overload~~ additional assignment. An employee whose primary assignment is paid from federal or restricted funds with a base salary of 1.0 full-time equivalent (FTE), may not work ~~overload~~ an additional assignment regardless of funding source except when authorization is written into the contract or grant prior to its issue, or written permission is obtained after the grant or contract is issued from the appropriate agency grants and contracts officer.

II.   REFERENCES

Fair Labor Standards, 29 U.S.C. § 203-213.

III.   DEFINITIONS

See Human Resources personnel definitions procedures.

IV.   PROCEDURE

A. ~~Overload~~ Additional Assignment Authorization

   ~~The division chair or director of the hiring department must authorize all overload work within their administrative unit.~~

   1. The supervisor of the employing department must authorize all additional work within their administrative unit before the beginning of the assignment.

   2. ~~The employee must get supervisors' signature approval (on the appropriate forms)~~ The supervisor must prepare and sign a written supervisory approval, in addition to obtaining approval up to and including the appropriate vice president. ~~Approval for overload teaching is obtained following separate College procedures (see division chair).~~

   3. Any employee who is paid from federal or restricted funds must have prior written approval for the ~~overload~~ additional assignment from the ~~Director of Development~~ office of Sponsored Projects ~~verifying~~ which verifies the expenditure of funds is appropriate.

4. Should additional assignments begin to interfere with an employee's full-time appointment, the supervisor involved and the employee will create a plan to manage assignments.

B. Adjunct Instructors

1. Adjunct teaching by exempt employees does not follow the additional assignment authorization process.

2. Approval for adjunct teaching must adhere to the requirements in the adjunct teaching agreement and is obtained through the appropriate associate dean or academic supervisor.

C. Compensation

1. The appropriate ~~division chair or department director~~ supervisor of the employing department work with the office of Human Resources to determine the appropriate additional compensation. ~~will recommend the overload compensation. The employee must complete the overload assignment form before beginning the assignment.~~

2. If the additional assignment is paid from a contract or grant, the office of Special Projects will be involved in determining the compensation.

3. Additional compensation may be used to pay exempt staff employees for unanticipated temporary efforts or assignments that significantly deviate from a job's normal expectations.

D. Reporting

The Payroll Office will distribute periodic reports on ~~overload~~ additional assignment compensation ~~to all vice presidents~~ for the executive cabinet's review. ~~of their organization. An annual report will be prepared for and reviewed by the College President.~~ The Payroll office will prepare an annual report for the college president.