



MINI FORM - INSTRUCTIONS

Additions/Changes to the List of COE-Approved Programs for Public Institutions and Job Corps Centers

(April 1, 2015)

Programs appearing on the list of COE Approved Programs are considered “active” programs. That is, the programs on the list are mentioned specifically on an enrollment agreement the students sign that awards a specific credential. ALSO, the programs on the list meet one of the following conditions: (a) currently have students enrolled; (b) have had students enrolled in the past 12 months; (c) have been approved by the Commission within the past 180 days; or, (d) currently have or may have post-secondary student enrollment in secondary occupational programs. At least one of these conditions is true at any point in time.

All programs on the program list must be included in the institution’s self-study document and FTE calculation. Institutions must also report completion, placement, and/or licensure for all programs on the list.

No program changes, whether new or pending, will be approved within 60 days of the initial date of a scheduled accreditation team visit.

CHANGES MADE WITH THE MINI FORM

- **Adding a New Non-Degree Program** ¹
“New” indicates programs not approved by COE to be offered at any campus of the institution.
- **Changing an Existing Program Length by 25% or More**
- **Changing the Mode of Delivery of an Existing Program** ¹
- **Replicating an Existing Program** (adding a COE-approved program to an additional COE-approved campus)
- **Relocating an Existing Program** (removing a COE-approved program from one COE-approved campus and adding it to another COE-approved campus)

¹ The Mini Form may be used once FINAL approval for the *first new* Hybrid or Distance Education program *or* the *first conversion* of a Traditional program to a Hybrid or Distance Education program has been granted. These approvals require submission of the Institutional Distance Education and the Initial Hybrid/Distance Education Program applications.

REQUIRED DOCUMENTATION

*A letter of approval from **all** applicable state licensing or authorizing agencies, and/or district, county, and/or other agency/board that provides oversight for this program OR a letter of exemption from having to gain approval from any such entity for this program **must** accompany this submission. The approval **must** show the EXACT program name and program hours.*

Incomplete submissions will be returned. COE does not back-date approvals.

CHANGES NOT MADE WITH THE MINI FORM

Submit a LETTER OF NOTIFICATION for:

- Making a less than 25% change to an existing program’s length (*include **REQUIRED DOCUMENTATION***)
- Changing a program name (*include **REQUIRED DOCUMENTATION***)
- Deleting a program (permanently removing a program from the program list *and* no students are currently enrolled)*
- Adding/changing/deleting a secondary-only program (enrolls no postsecondary students)
- Adding/changing/deleting a CIP code

The letter of notification must state:

1. Program name
2. Type of change
3. Location(s) where the program is approved
4. Credential awarded
5. If it is a postsecondary program, whether or not an associated secondary-only program is affected
6. Effective date of the change

* If students are currently enrolled and are being taught-out, submit one of the following:

- **Institutional Teach-Out Form** (for approval to conduct a teach-out *within* the institution)
- **Two-Party Teach-Out Application** (for approval to partner with an *outside* entity to conduct a teach-out)

Clock Hour/Credit Hour Conversion: Contact the Commission office for the appropriate application.



MINI FORM

Additions/Changes to the List of COE-Approved Programs for Public Institutions and Job Corps Centers (April 1, 2015)

Complete one form per program ~ Allow 6-8 weeks for initial review
Email one PDF copy to Laura Page: page1@council.org

Institution Name	Bridgerland Applied Technology College			Institution ID# <small>(6-digit number referenced on COE invoices and membership certificates)</small>	240800 / 240801
Main Campus Address	1301 North 600 West; Logan, UT 84321				
Chief Administrative Officer	President Chad Campbell		Email	ccampbell@batc.edu	
COE Liaison	Ms. Wendy Brog		Email	wbrog@batc.edu	
Telephone Number	435-753-6720	Extension	X3222	Proposed Implementation Date	July 1, 2016

ADD A NEW NON-DEGREE PROGRAM

The goal of this new program is to provide students with the knowledge and skills that lead to (check one of the following):

- Job entry/career advancement
 Maintaining one's current professional occupation *
 Other

* COE considers this to be a *continuing occupational education program* and it is not required to be on the program list. Check this box to indicate that the institution is requesting it to be listed and will: include it in the self-study document, include it in the FTE calculation, **and** report Completion, Placement, and/or Licensure data on it. If the institution does not want this continuing occupational education program on the program list, this application is not required.

Program Name	CIP Code		
Program Length	Clock Hours	Quarter Credit Hours	Semester Credit Hours
Mode(s) of Delivery ~ Check all that apply ¹			
<input type="checkbox"/> 100% Traditional ² <input type="checkbox"/> Hybrid ³ <input type="checkbox"/> Distance Education ⁴			
Address of each campus where program is being added	1.		
	2.		
	3.		
Add an associated secondary-only program? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If this is a new hybrid or distance education program, date FINAL APPROVAL for the institution's INITIAL program with an online mode of delivery was granted by the Commission			

CHANGE OF 25% OR MORE OF AN EXISTING PROGRAM LENGTH

Program Name	CIP Code						
Current Length	Clock Hours	Quarter Credit Hrs	Semester Credit Hrs	Proposed New Length	Clock Hours	Quarter Credit Hrs	Semester Credit Hrs
	Mode(s) of Delivery (Check ALL that apply)						
<input type="checkbox"/> 100% Traditional <input type="checkbox"/> Hybrid <input type="checkbox"/> Distance Education							
Address of each campus where program is approved	1.						
	2.						
	3.						
Does this change affect an associated secondary-only program? Yes <input type="checkbox"/> No <input type="checkbox"/>							

CHANGE MODE OF DELIVERY OF AN EXISTING PROGRAM¹

Program Name	Business Technology				CIP Code	52.0401		
CURRENT Mode(s) of Delivery ~ Check ALL that apply								
<input checked="" type="checkbox"/> 100% Traditional		<input checked="" type="checkbox"/> Hybrid		<input type="checkbox"/> Distance Education				
Program Length	Clock Hours	1200	Quarter Credit Hours		Semester Credit Hours			
PROPOSED Mode(s) of Delivery ~ Check ALL that apply ¹								
<input checked="" type="checkbox"/> 100% Traditional ²		<input checked="" type="checkbox"/> Hybrid ³		<input checked="" type="checkbox"/> Distance Education ⁴				
Address of each campus where program is approved	1.	BATC – Main Campus 1301 North 600 West; Logan, UT 84321						
	2.	BATC – Branch Campus 325 West 1100 South; Brigham City, UT 84302						
	3.							
Does this change affect the mode of delivery of an associated secondary-only program?					Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Date FINAL APPROVAL for the institution's INITIAL program with an online mode of delivery was granted by the Commission					March 8, 2010			

REPLICATE EXISTING PROGRAM

Program replication is adding a COE-approved program to an additional COE-approved campus.

Program Name					CIP Code			
Program Length	Clock Hours		Quarter Credit Hours		Semester Credit Hours			
Mode(s) of Delivery ~ Check ALL that apply								
<input type="checkbox"/> 100% Traditional		<input type="checkbox"/> Hybrid		<input type="checkbox"/> Distance Education				
Address of campus where program is approved								
Address of each campus where program is being replicated	1.							
	2.							
	3.							
Does this change affect replication of an associated secondary-only program?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

RELOCATE EXISTING PROGRAM

Program relocation is removing a COE-approved program from one COE-approved campus and adding it to another COE-approved campus.

Program Name					CIP Code			
Program Length	Clock Hours		Quarter Credit Hours		Semester Credit Hours			
Mode(s) of Delivery ~ Check ALL that apply								
<input type="checkbox"/> 100% Traditional		<input type="checkbox"/> Hybrid		<input type="checkbox"/> Distance Education				
Address of campus where program is approved								
Address of campus where program is being moved								
Does this change affect relocation of an associated secondary-only program?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

NOTES

¹ The Mini Form may be used once FINAL approval for the *first new* Hybrid or Distance Education program or *the first conversion* of a Traditional program to a Hybrid or Distance Education program has been granted. These approvals require submission of the Institutional Distance Education and the Initial Hybrid/Distance Education Program applications.

Report the *highest level* of online instruction (hybrid OR distance education) available for this program.

² **Traditional Program** – A program that requires all coursework to be completed on campus.

³ **Hybrid Program** – A program that makes available less than 50% of its required instructional hours via distance education.

⁴ **Distance Education Program** – A program that makes available 50% or more of its required instructional hours via distance education.

Secondary programs are listed separately on the institution’s list of COE Approved Programs due to different reporting requirements.

ATTESTATIONS

April 1, 2015

The institution must attest to **ALL** of the following criteria related to educational programs before approval will be granted.

Answer each attestation in relation to the proposed or existing program referred to on this application.

A. Admissions/Recruiting		YES	N/A
The institution's admissions policies and processes are:			
1.	Published;	X	
2.	Clearly stated;	X	
3.	Consistently communicated to students;	X	
4.	Made available to students prior to enrollment; and,	X	
5.	Any changes to these publications are communicated in a timely manner.	X	
6.	For all students admitted to a Vocational English-As-A-Second-Language Program, the institution utilizes written admission procedures that comply with policies established by the Commission.	X	
7.	The institution clearly defines and publishes a policy on the transfer of students between programs within the institution and the transfer of students from other institutions.	X	
8.	The institution clearly defines and publishes a policy on the transfer of credits that includes a statement of the criteria established by the institution regarding the transfer of credit earned at another institution.	X	
9.	Admission requirements offer reasonable expectations for successful completion of the occupational program offered by the institution regardless of the delivery mode.	X	
10.	Students admitted into Associate Degree programs have a high school diploma or its equivalent.		X
An institution that admits students by exception to its standard admissions policies must:			
11.	Have written admissions policies and procedures for these exceptions;		X
12.	Apply them uniformly;		X
13.	Provide documented evidence on how they are used;		X
14.	Maintain records on student progress; and,		X
15.	Regularly evaluate the effectiveness of the procedures used in admitting students by exception.		X
16.	The institution ensures that recruiting activities are ethical and that all materials used in recruiting accurately describe the mission, instructional outcomes, student performance expectations, and completion requirements of the program.	X	
17.	Prior to admission, students are informed of the costs, equipment, services, time, and technical competencies, if any, required by the program, including if applicable, personal data collection and processes, and charges associated with verification of student identity.	X	
18.	Orientation to technology is provided and technical support is available to students.	X	
19.	For all coursework delivered via distance education: The institution has processes in place to establish that the student who registers for a distance education course or program is the same student who participates in and completes the program and receives the academic credit.	X	

B. Programs			YES	N/A
The occupational education program policies are congruent with:				
1.	The governing organization;		X	
2.	The mission of the institution; and,		X	
3.	The occupational needs of the people served by the institution.		X	
The occupational education program policies are:				
4.	Publicly accessible;		X	
5.	Non-discriminatory; and,		X	
6.	Consistently applied.		X	
Differences, if any, in the occupational education program policies are justified by:				
7.	Student learning outcomes; and/or,			X
8.	Program outcomes.			X
9.	The objectives for the educational program are evaluated annually.		X	
The occupational education program has:				
10.	Clearly stated objectives;		X	
11.	Defined content relevant to those objectives and the current needs of business and industry; and,		X	
12.	Assessment of student achievement based on the program objectives and content.		X	
A systematic process has been implemented to document:				
13.	That the objectives and content of the program are current; and,		X	
14.	That coursework is qualitatively and quantitatively relevant.		X	
15.	At least every two years, three bona fide potential employers review the educational program and recommend:			
16.	Admission requirements;		X	
17.	Program content that is consistent with desired student learning outcomes;		X	
18.	Program length;		X	
19.	Program objectives;		X	
20.	Competency tests;		X	
21.	Learning activities;		X	
22.	Instructional materials;		X	
23.	Equipment;		X	
24.	Methods of program evaluation;		X	
25.	Level of skills and/or proficiency required for completion; and,		X	
26.	Appropriate delivery formats for the subject matter being taught.		X	
27.	The institution considers the length and the tuition of the program in relation to the documented entry level earnings of completers.		X	
28.	Courses required for the program are offered with sufficient frequency for the student to complete the program within the publicized time frame.		X	
Associate Degree programs offered must meet the following requirements:				
29.	The appropriate applied degree title, such as Associate of Applied Technology, Associate of Applied Science, Associate of Occupational Studies, Associate of Science, or Associate of Occupational Technology, is used;			X
30.	The program has a minimum of 60 semester hours or 90 quarter hours; and,			X
31.	The program includes a minimum of 15 semester hours or 23 quarter hours of general education courses, with a minimum of one course from each of the following areas: humanities, behavioral sciences, natural or applied sciences, and mathematics.			X
32.	For all coursework delivered via distance education: The institution's distance education courses and programs are identical to those on campus in terms of the quality, rigor, breadth of academic and technical standards, completion requirements, and the credential awarded.			X
The program offered by the institution:				
33.	Is approved and administered under established institutional policies and procedures and supervised by an administrator who is part of the institutional organization;		X	
34.	Has appropriate and continuous involvement of on-campus administrators and faculty in planning and approval;		X	
35.	Has varied evaluation methodologies that reflect established professional and practice competencies;		X	
36.	Has measures of achievement of the student learning objectives;		X	
37.	Has individual student records, including period of enrollment, financial, and educational program records, permanently maintained by the institution at the main campus.		X	

B. Programs (continued)		YES	N/A
The program offered by the institution (continued):			
38.	Is described in appropriate catalogs or brochures, and/or other promotional materials and includes tuition/fee charges, refund policies, admissions and academic requirements, and information technology requirements; and,	X	
39.	Provides for timely and meaningful interaction among faculty and students.	X	
40.	A credit hour is equivalent to a minimum of each of the following: one semester credit for 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities; or one quarter credit for 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activities.		X
41.	For all coursework delivered via distance education: The institution ensures timeliness of its responses (synchronously or asynchronously) to students' requests by placing a requirement on response time of no more than 24 hours within the institution's published operational schedule of the program/course.		X
C. Instruction			
1.	Academic competencies and occupational skills are integrated into the instructional program for each occupational area.	X	
2.	The instructional program provides instruction in the competencies essential to success in the occupation, including job knowledge, job skills, work habits, and attitudes.	X	
3.	The sequence of instruction required for program completion (lecture, lab, and work-based activities) is determined by desired student learning outcomes.	X	
The sequence of instruction required for program completion is used to:			
4.	Organize the curriculum;	X	
5.	Guide the delivery of instruction;	X	
6.	Direct learning activities; and,	X	
7.	Evaluate student progress in order to maximize the learning of competencies essential to success in the occupation.	X	
8.	The institution has appointed an occupational advisory committee for this program or program area.	X	
9.	The occupational advisory committee appointed for this program or program area is used to ensure that desirable, relevant, and current practices of each occupation are being taught.	X	
The occupational advisory committee must:			
10.	Consist of a minimum of three members external to the institution;	X	
11.	Represent the geographical service area covered by the program area;	X	
12.	Have expertise in the occupational areas taught by the program;	X	
13.	Meet at least twice annually;	X	
14.	Have at least two members who meet these criteria for membership physically present at each meeting; and,	X	
15.	Keep minutes to document their activities, recommendations, and meeting attendance.	X	
16.	Occupational advisory committees review, at least annually, the appropriateness of the type of instruction (such as lecture, laboratory, work-based instruction, and/or mode of delivery) offered within this program to assure that students gain competency with specific skills required for successful completion of the program.	X	
17.	Job-related health, safety, and fire-prevention are an integral part of instruction.	X	
18.	To develop skill proficiency, sufficient practice is provided with equipment and materials similar to those currently used in the occupation.	X	
19.	All instruction is effectively organized as evidenced by course outlines, lesson plans, competency tests, and other instructional materials.	X	
20.	The institution uses a systematic, objective, and equitable method of evaluating student achievement based on required competencies.	X	
21.	For all coursework delivered via distance education: The institution directly verifies the currency and quality of all contracted courseware on an annual basis, is directly responsible for such currency and quality, and maintains curriculum oversight responsibility within all contracts.	X	
22.	For all coursework delivered via distance education: The institution has in place a standardized course template, course descriptions, learning objectives, course requirements (i.e. standard syllabus, outcomes, grading, resources, etc.), and learning outcomes of this program in order to facilitate quality assurance and the assessment of student learning.	X	
23.	For all coursework delivered via distance education: The institution monitors student progress and participation by means such as course management systems that provide student time online, frequency of logins, electronic footprints, electronic grade book, and percentage of course completed.	X	

C. Instruction (continued)		YES	N/A
Written agreements with work-based activity agencies, if any:			
24.	Are current;		X
25.	Specify expectations for all parties; and,		X
26.	Ensure the protection of students.		X
27.	Each work-based activity has a written instructional plan for students.		X
28.	The written instructional plan for each work-based activity specifies the particular objectives, experiences, competencies, and evaluations that are required.		X
29.	The written instructional plan for each work-based activity designates the on-site employer representative responsible for guiding and overseeing the students' learning experiences and participating in the students' written evaluations.		X
30.	All work-based activities conducted by the institution are supervised by a designated employee possessing appropriate qualifications.		X
D. Other Criteria		YES	N/A
1.	This program has been approved by all applicable state licensing or authorizing agencies, and/or district, county, and/or other agencies/boards that provide oversight for this program.	X	
2.	A copy of the approval from each applicable state licensing or authorizing agency, and/or district, county, and/or other agency/board that provides oversight for this program is attached .	X	

REQUIRED DOCUMENTATION

*A letter of approval from **all** applicable state licensing or authorizing agencies, and/or district, county, and/or other agency/board that provides oversight for this program or a letter of exemption from having to gain approval from any such entity for this program **MUST** accompany this submission.*

*The approval **must** show the EXACT program name and program hours.*

Incomplete submissions will be returned. COE does not back-date approvals.

APPLICATION CERTIFICATION AND DISCLOSURE STATEMENT

I certify that all the information contained in this application is true and correct.



Signature of Chief Administrative Officer

February 11, 2016

Date