



UTAH SYSTEM OF
HIGHER EDUCATION

MEMORANDUM

January 9, 2025

Technical Education Program Alignment – Non-Substantive Changes

Purpose

This memo informs the Board of non-substantive changes to aligned technical education programs under [Board Policy R404, *Technical Education Program Alignment*](#). These changes ensure programs remain relevant to workforce demands, comply with statutory and policy requirements, and maintain consistency across Utah System of Higher Education institutions with a technical education role. Non-substantive changes enable timely updates based on industry and institutional feedback, preserving statewide alignment without disrupting program consistency.

Background

Board Policy R404 aligns with the Utah Code, which mandates technical education programs at USHE technical education institutions have common names, CIP codes, descriptions, lengths, and objectives. This alignment ensures that students, employers, and educators benefit from consistent program outcomes while allowing flexibility for regional industry needs through supplemental courses. The program alignment initiative supports the Board’s strategic plan goal to “align programs across institutions.”

Objectives and Benefits

Aligned programs are designed to:

1. **Ensure Workforce-Ready Graduates:** Graduates acquire consistent skills to meet statewide industry needs, regardless of the institution they attend.
2. **Simplify Educational Pathways:** Reducing fragmented program variations clarifies the knowledge and skills of graduates, ensuring there is no confusion about their aptitudes while increasing the value of credentials and creating clearer pathways for students.
3. **Support Articulation:** Expanded articulation opportunities minimize duplicated coursework, reduce tuition costs, and shorten time to completion for students transferring between institutions.
4. **Adapt to Regional Needs:** Institutions can incorporate supplemental courses to address unique regional workforce demands without disrupting alignment.

Collaborative and Approval Process

The alignment process for non-substantive changes is collaborative, involving multiple stakeholders:

1. **Faculty committees:** Faculty from technical colleges offering the program propose updates based on their expertise and feedback from Occupational Advisory Committees (OACs), which comprise over 3,500 industry professionals statewide.
2. **Chief instructional officers (CIOs):** CIOs review and vote on proposed changes, ensuring alignment with institutional goals and workforce needs.
3. **Commissioner's office:** The USHE Review Committee, facilitated by the Commissioner's office, evaluates changes for compliance with Board Policy R404 and alignment with institutional roles and the technical education mission.

Non-substantive changes are implemented upon approval by the CIOs and the USHE Review Committee, ensuring programs remain current and responsive without requiring Board action.

Commissioner's Recommendation

This is an information item only; no action is required.

Attachment

Attachment 1 – Non-Substantive Change Proposals