Salt Lake Community College

Salt Lake Community College Library Digital Archives

2018-03-14

SLCC Board of Trustees 2018-03-14: Agenda

Salt Lake Community College

Salt Lake Community College

Meeting to be conducted by Clint Ensign, Chair

No Executive Session is anticipated in connection with this meeting.

I.	BOARD BUSINESS: Clint Ensign, Chair		
	A. Board Self Evaluation		
	B. Trustee Audit Committee Report, Trustee Jim Wall		
	C. Comprehensive Campaign Update & Report on Progress, Trustee Maria Farrington, VP Alison McFarlane, Nancy Michalko		
	D. Mission Fulfillment VP Jeff Aird, Trustee Brady Southwick, Trustee Shawn Newell		
II.	CONSENT CALENDAR: It is the recommendation of the Chair that the Board approve the following items on the Consent Calendar:		
	A. Investment Report for Jan. 2018	TAB A	
	B. Minutes of Previous Meeting, February 14, 2018	TAB B	
	Executive Session: Approval to hold an Executive Session or Sessions in connection with the meeting of the SLCC Board of Trustees to be held April 11, 2018 to consider matters permitted by the Utah Open and Public Meetings Act.		
	C. Personnel Report for February 2018	TAB C	
	D. Government Funding Report—Major Grants Requested/Received	TAB D	
III.	PRESIDENT'S REPORT: Dr. Deneece Huftalin, President		
	A. President Huftalin 1. Information: Staff Development Leave, Sean Crossland 2. Information: Legislative Summary		
	B. Student Life & Leadership Report – Trustee Aynoa Rincon		
	C. Academic Affairs Report -- Provost Clifton Sanders 1. Action: Academic Program Curriculum Review a. Writing Studies (AS) degree proposal	TAB E	
	D. Business Services Report – VP Dennis Klaus 1. Action: Second Tier Tuition 2. Action: Student Fee Changes	TAB F	
	E. Campus-based & Constituents Reports: 1. Staff Association Report – David Brower, Staff Association President		
V.	ADJOURNMENT:		

Calendar of Upcoming Events:

Next Board Meeting: April 11, 2018 (8am)	@ Taylorsville Redwood Campus AAB Board Rm 428	
Evening of Honor: May 2, 2018 (6:45pm)	@ Grand America Hotel	
Commencement: May 4, 2018	@ Maverik Center	

REMINDERS:

Please remember to place the parking pass on your dashboard. There will be reserved parking stalls south of the Academic & Administration Building.

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.

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 01-31-2018

Description	Rate of Return	Settlement Date	Maturity Date	Cost	Market Value
American Express					
Medium Term Note Floater	2.00%	01/25/18	10/30/20	2,003,723.64	2,002,790.00
Athene Global Funding					
Medium Term Note Floater	2.10%	01/29/18	04/20/20	1,525,218.56	1,523,812.50
Bank of America					
Medium Term Note Floater	2.72%	01/21/16	01/15/19	2,002,779.92	2,015,994.00
Medium Term Note Floater	2.83%	02/25/16	01/15/19	1,998,866.65	2,015,994.00
Barclays Bank					
Medium Term Note Floater	2.20%	06/16/17	06/16/20	2,000,000.00	1,995,958.00
Medium Term Note Floater	2.09%	09/15/17	09/15/20	2,000,000.00	1,992,400.00
Medium Term Note Floater	2.12%	01/25/18	08/07/20	1,006,590.32	1,006,683.00
Capital One					
Medium Term Note Floater	2.06%	04/04/17	09/13/19	2,009,352.42	2,010,560.00
Citigroup Inc					
Medium Term Note Floater	2.50%	02/26/16	05/15/18	2,003,682.16	2,008,628.00
Medium Term Note	1.85%	10/27/17	12/07/18	2,003,128.56	1,998,020.00
Medium Term Note	2.37%	01/25/18	04/08/19	1,001,941.33	1,001,253.00
Commonwealth Bank					
Medium Term Note Floater	2.35%	06/23/16	05/24/19	1,101,528.74	1,102,544.30
Daimler Finance					
Medium Term Note Floater	2.27%	11/08/16	10/30/19	1,001,995.00	1,006,564.00
Medium Term Note Floater	1.92%	01/25/18	10/30/19	2,014,819.05	2,013,128.00
Federal Agricultural Mortgage Corporation					
US Agency	1.45%	02/21/17	08/21/19	2,000,000.00	1,981,112.00
US Agency	1.64%	01/27/17	01/27/20	2,000,000.00	1,980,412.00
US Agency	1.87%	08/09/17	04/01/21	2,000,000.00	1,950,968.00
US Agency	2.28%	02/23/17	02/23/22	2,000,000.00	1,955,980.00
US Agency	2.26%	04/06/17	04/06/22	1,999,166.70	1,956,160.00
Federal Farm Credit Bank					
US Agency	1.47%	06/29/16	06/29/20	2,000,000.00	1,940,078.00
US Agency	1.55%	06/21/16	12/21/20	2,000,000.00	1,947,588.00
US Agency	1.85%	08/17/17	03/15/21	1,999,395.46	1,959,552.00
US Agency	1.73%	06/21/16	09/13/21	2,000,000.00	1,938,206.00
US Agency	1.93%	09/08/17	12/06/21	2,000,000.00	1,959,164.00
Federal Home Loan Bank					
US Agency	1.75%	02/10/17	04/27/20	1,500,000.00	1,480,122.00
US Agency	1.62%	06/23/16	06/23/21	2,000,000.00	1,935,938.00
US Agency	1.70%	10/12/16	10/12/21	2,000,000.00	1,933,504.00
US Agency	2.05%	11/28/16	11/24/21	2,000,000.00	1,958,234.00
US Agency	2.15%	08/30/17	08/26/22	2,000,000.00	1,937,070.00
US Agency	2.15%	09/26/17	09/26/22	2,000,000.00	1,947,262.00
US Agency	2.35%	10/19/17	10/19/22	2,000,000.00	1,949,652.00

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	1,952,288.00
US Agency	1.50%	11/10/16	11/10/20	2,000,000.00	1,932,166.00
US Agency	1.75%	12/14/16	12/14/20	2,000,000.00	1,961,184.00
US Agency	1.53%	09/30/16	12/30/20	2,000,000.00	1,924,162.00
US Agency	1.68%	08/25/16	08/25/21	2,000,000.00	1,909,906.00
US Agency	2.25%	07/26/17	07/26/22	2,000,000.00	2,002,822.00
US Agency	2.35%	11/22/17	11/22/22	2,000,000.00	1,956,806.00
Federal National Mortgage Association					
US Agency	1.75%	02/28/17	05/28/20	2,000,000.00	1,979,248.00
US Agency	1.45%	09/15/16	09/15/20	2,000,000.00	1,953,380.00
US Agency	2.00%	02/23/17	02/23/21	2,000,000.00	1,964,394.00
US Agency	1.55%	07/28/16	07/28/21	3,000,000.00	2,901,840.00
US Agency	2.20%	08/23/17	08/23/22	2,000,000.00	1,939,252.00
Goldman Sachs GP Inc					
Medium Term Note Floater	2.44%	01/26/16	02/19/18	1,999,998.24	2,000,222.00
Medium Term Note Floater	2.30%	05/20/16	11/15/18	1,001,732.14	1,006,402.00
Medium Term Note Floater	2.08%	10/27/17	09/15/20	2,037,430.28	2,038,684.00
HSBC Finance Corporation					
Medium Term Note Floater	2.26%	05/27/16	08/07/18	1,189,596.30	1,193,794.91
Medium Term Note Floater	2.55%	05/23/16	09/24/18	2,000,166.16	2,009,420.00
JP Morgan Chase & Company					
Medium Term Note Floater	2.55%	02/29/16	11/16/18	1,026,081.70	1,025,952.23
Lloyds Bank					
Medium Term Note Floater	2.24%	06/17/16	05/14/18	1,249,245.10	1,251,673.75
Morgan Stanley					
Medium Term Note Floater	2.56%	06/17/16	01/24/19	2,001,119.96	2,012,174.00
Medium Term Note Floater	2.46%	02/18/16	02/01/19	1,002,920.57	1,010,602.00
Medium Term Note Floater	1.98%	05/26/17	02/14/20	2,006,036.32	2,010,200.00
Santander UK PLC					
Medium Term Note Floater	2.75%	04/14/16	03/14/19	1,003,394.31	1,013,594.00
Medium Term Note Floater	2.68%	04/15/16	03/14/19	2,410,014.84	2,432,625.60
Standard Chartered					
Medium Term Note Floater	2.02%	08/09/17	08/19/19	2,020,925.52	2,024,872.00
Statoil ASA					
Medium Term Note Floater	2.50%	02/25/16	05/15/18	1,995,432.93	2,001,108.00
TOTAL Capital					
Medium Term Note Floater	2.50%	02/25/16	08/10/18	2,628,130.78	2,642,615.15
Virginia Electric & Power					
Medium Term Note	1.50%	02/13/17	04/30/18	1,160,743.30	1,160,252.25

Description	Rate of Return	Settlement Date	Maturity Date	Cost	Market Value
Mutual Funds - Bruin Club					
Fidelity Janus Strategic Value Fund	9.98%	Various	Open	35,000.00	95,224.65
Janus Forty Fund	33.85%	Various	Open	41,250.00	99,558.00
The Vanguard 500 Index Fund	30.49%	Various	Open	43,750.00	130,122.17
Mutual Funds - Alumni Office					
Janus Research Fund	28.29%	Various	Open	26,500.00	45,618.36
Janus Enterprise Fund	30.59%	Various	Open	31,500.00	62,389.11
The Vanguard 500 Index Fund	30.49%	Various	Open	27,000.00	77,419.33
Grand Theatre					
Currently Held in PTIF	4.87%	12/26/06	Open	95,717.01	145,062.76
VA Quasi-Endowment					
Currently Held in PTIF	1.66%	11/08/17	Open	1,124,746.92	1,129,097.28
Utah State Treasurer					
Public Treasurers' Investment Fund	1.7054%	10/01/17	Open	31,839,942.88	31,839,942.88
Zions First National Bank					
Sweep Account	0.20%	09/01/17	Open	1,917,716.30	2,355,064.02
Total Investment Portfolio				144,088,280.07	143,596,469.24

SALT LAKE COMMUNITY COLLEGE
INVESTMENT TRANSACTIONS
January 2018

Description	Interest	Settlement Date	Maturity Date	Cost
Investments - December 31, 2017				132,138,172.77
PURCHASES				
American Express				
Medium Term Note Floater	2.00%	01/25/18	10/30/20	2,003,840.00
Barclays Bank				
Medium Term Note Floater	2.12%	01/25/18	08/07/20	1,006,810.00
Citigroup Inc				
Medium Term Note	2.37%	01/25/18	04/18/19	1,002,080.00
Daimler Finance				
Medium Term Note Floater	1.92%	01/25/18	10/30/19	2,015,560.00
Athene Global Funding				
Medium Term Note Floater	2.10%	01/29/18	04/20/20	1,526,188.50
Public Treasurers' Investment Fund	1.71%	Various	Various	31,534,418.98
Zions First National Bank				
Sweep Account	0.20%	Various	Various	33,795,634.90
Total Purchases				72,884,532.38
SALES / MATURITIES / CALLS				
Daimler Finance				
Medium Term Note	1.33%	11/14/16	01/11/18	825,000.00
Net Premium/Discount Amortization				9,534.41
Utah State Treasurer				
Public Treasurers' Investment Fund	1.71%	Various	Various	25,866,908.05
Zions First National Bank				
Sweep Account	0.20%	Various	Various	34,232,982.62
Total Sales				60,934,425.08
Investments - January 31, 2018				144,088,280.07

MONEY MANAGEMENT INVESTMENTS
SUMMARY OF INVESTMENT TRANSACTIONS
FOR THE YEAR ENDING JUNE 30, 2018

Month	Beginning Balance	Purchases	Sales	Ending Balance	Weighted Average Balance	Interest and Dividends	Interest Rate
July 2017	132,517,460.82	19,757,604.61	25,796,852.37	126,478,213.06	124,190,097.79	202,455.61	1.89%
August 2017	126,478,213.06	53,864,909.61	44,749,899.53	135,593,223.14	131,006,765.02	200,957.59	1.78%
September 2017	135,593,223.14	30,254,297.79	32,126,962.41	133,720,558.52	133,190,688.86	202,804.98	1.83%
October 2017	133,720,558.52	26,749,820.61	27,313,254.42	133,157,124.71	131,270,176.21	206,079.82	1.82%
November 2017	133,157,124.71	22,968,364.77	23,598,268.66	132,527,220.82	134,919,791.95	214,583.55	1.91%
December 2017	132,527,220.82	19,798,229.30	20,187,277.35	132,138,172.77	132,538,947.96	216,334.10	1.90%
January 2018	132,138,172.77	72,884,532.38	60,934,425.08	144,088,280.07	133,345,530.27	247,919.10	2.16%
February 2018							
March 2018							
April 2018							
May 2018							
June 2018							
Totals		**246,277,759.07**	**234,706,939.82**		**131,494,571.15** *	**1,491,134.75**	**1.90%** *

* Based on average of months shown

Deneece Huftalin signature

Dr. Deneece Huftalin,   Jent

![Salt Lake Community College logo]

Board of Trustees Meeting

February 14, 2018	Taylorsville Redwood Campus Academic & Administration Bldg. 428	8:00 a.m.

Attendance: Trustees, Chair Clint Ensign, Vice-Chair Maria Farrington, Jim Wall, Sanch Datta, Tim Miller, Aynoa Rincon, Shawn Newell, Brady Southwick, Linda Luchetti, President Deneece Huftalin

Excused: Lori Chillingworth

Guests: Executive Cabinet, Dr. Clifton Sanders-Provost for Academic Affairs, Dennis Klaus-VP for Business Services, Dr. Chuck Lepper-VP for Student Affairs, Alison McFarlane-VP for Institutional Advancement, Jeff Aird-VP for Institutional Effectiveness and Dr. Roderic Land-Special Assistant to the President.

SLCC Representatives: Adam Dastrup – Faculty Senate President, David Brower-Staff Association President, Dr. Craig Ferrin-Faculty Association President, Nancy Michalko-Executive Director, Development and SLCC Foundation, Michael Navarre-Assistant VP, Institutional Marketing and Communications, Chris Lacombe-General Counsel and Debra Glenn-Controller/Business Manager, Dr. Dennis Bromley-Dean of School of Business, Jeffrey Coker-Associate Dean for Culinary Arts, Culinary Art Students Stacy and Oliver Peronnet

Excused: Tim Sheehan – VP for Government & Community Relations

Guy Douros and Will Pollard-Technical Support

Regents: Cristina Ortega

Agenda	Discussion Summary and Action

I. BOARD BUSINESS
  A. Approval of Honorary Degree Recipients
 	
  B. Trustee Audit Committee Report, Trustee Jim Wall
 	
   1. Action: Ethics and Compliance Reporting Policy 2nd Reading
 	
  C. Comprehensive Campaign Update & Report on Progress, VP Alison McFarlane/Nancy Michalko/Trustee Maria Farrington
	In the January 17, 2018 Board of Trustees meeting, an executive session was held where Trustees nominated two community members for honorary doctorates. Chair Ensign and President Huftalin met with both of them who were very appreciative. The 2018 honorary doctorate nominees are former Trustee Dr. Ashok Joshi and Dr. Pam Perlich.
	
	A motion to approve the honorary doctorate nominees, Ashok Joshi and Pam Perlich was made by Trustee Farrington. Trustee Miller seconded the motion. A vote was taken, and the motion carried unanimously.
	
	Vice Chair, Ensign thanked the honorary doctorate committee for their work.

	Trustee Wall circulated a copy of the agenda for the February 13, 2018 Audit Committee meeting. He reported on a telephone call he had with the State Auditor's Office Senior Audit Manager, Bertha Lui who wanted to confirm the Audit Committee has the information it needs to make informed decisions about issues it is responsible for. He felt

Draft-Pending Approval

D. Mission Fulfillment VP Jeff Aird	very comfortable in saying that the committee is well informed and supported by the College and staff. For the annual audit and financial reports, he turned the time over to Debra Glenn who reported that the College received an unmodified audit opinion, the best opinion possible. She provided the Trustees with a copy and gave highlights of the annual financial report. She said that overall, the financial health of the College is doing well. Trustee Wall asked her to provide information concerning the investment report as it relates to the College liability on the pension plan. Ms. Glenn explained the College's pension plan is with Utah Retirement Systems. Both earnings and liability risk reflect largely what the stock market is doing. Trustee Wall reported on the independent audit the College also had performed which had no exceptions. Chair Ensign thanked both Trustee Wall and Ms. Glenn for the information and asked for a motion. **Trustee Miller moved to approve the 2017 Annual Financial Report. Trustee Farrington seconded the motion. The motion carried unanimously.**
	VP Klaus explained that this is a second reading for the Ethics and Compliance Reporting Policy. A thorough internal review consisting of Executive Cabinet, legal and college community input has taken place. Trustee Wall added that the Audit Committee has also spent a great deal of time reviewing the policy. **Trustee Farrington moved to approve the Ethics and Compliance Reporting Policy as submitted; the motion was seconded by Trustee Wall and carried unanimously.**
	VP Alison McFarlane said that Trustee Farrington's help has been invaluable in moving the campaign into the next phase. She asked if Trustee Farrington would like to report on the process and what the results thus far have been. Trustee Farrington complimented the College's rigid procurement process, which helps dictate how RFPs can be solicited, reviewed and selected. She provided information regarding the firm selected and why, and said that she is very pleased with the selection. Nancy Michalko reported on a tour of the Westpointe facility by Boeing. Kenworth Trucking Sales has made a significant pledge to name a truck bay and has challenged other trucking companies to do the same. There are a number of private foundations investing in the facility and a faculty member has pledged $2,500 to have his and his wife's names listed in the building. She provided brochures and said a number of significant partners are being looked at that may also be able to add their names to the space. She reported that the campaign is going well and our endowment is building. In 2014, there was $5 million in assets for the Foundation and now there is $13.1 million so the number has increased significantly over the past five years.
	VP Jeff Aird explained a recommendation the Mission Fulfillment Committee is making. He handed out a memorandum explaining the process for assessing mission fulfillment with a two-year schedule. He discussed how Trustees would be involved in helping assess the fulfillment of the College's mission. The recommendation identifies three core themes with objectives for each. The committee will meet regularly and report to the Board of Trustees where a discussion can take place. Discussion concerning expectations followed. President

	Huftalin shared that she sits on the Northwest Commission as a commissioner and on the executive committee. She said that institutions are struggling across the nation around how to measure mission fulfillment and learning outcomes. With the work this committee will be doing, she feels the College is being very proactive by engaging the Trustees in a way that not many other institutions are doing. The consensus of the board was for the committee to move forward with the approach as described.

II. CONSENT CALENDAR
  A. Investment Report for January 2018
  B. Minutes of Previous Meeting, January 17, 2018
  C. Personnel Report for January 2018
  D. Government Funding Report – Major Grants Requested/Received
	Chair Ensign called for a motion to approve the consent calendar. **Trustee Miller made a motion to approve the consent calendar as presented; the motion was seconded by Trustee Wall and carried unanimously.**

III. PRESIDENT'S REPORT: Dr. Deneece Huftalin, President A. President Huftalin 1. Information: Fashion Institute Gift	President Huftalin explained that the Fashion Institute Program Director Mojdeh Sakaki and her students were asked to design new SLCC branded ties and scarves to be used for gifts. She showed board members what the students and alumni created and manufactured. She invited Trustees to select one for themselves when they leave to wear and help promote SLCC. She said that there are also other items for them from the Bruin Athletic Department.
B. Diversity Initiatives Report – Dr. Roderic Land	Dr. Land provided a scope of what has taken place over the past couple of years in growing diversity at SLCC. Efforts have focused on building infrastructure and tools to aid in the advancement. He highlighted accomplishments and goals saying that SLCC is a very diverse institution reflected most in its students. Progress has been made to hire more diverse faculty and staff. He showed the *I am SLCC* video that received a regional award at the Council for Advancement and Support of Education (CASE) a marketing and public relations advancement philanthropy affinity group. Trustee Wall asked Dr. Land to talk about the climate survey he discussed in the audit committee meeting. Dr. Land said that a climate survey that is performed every other year revealed that faculty, staff and students sometimes struggle financially and that areas people sometime feel less welcome on campus center around transgender and race issues. Other areas the College needs to be aware of is women's issues and in reporting potential problems that are encountered. He pointed out that issues that need to be addressed on campus are usually a larger issue of society in general. With new students, faculty and staff joining SLCC every year, a student body of 60,000 and roughly 4,000 employees, ongoing training is important. He also provided information to board members about the Diverse Faculty Fellowship.

C. Academic Affairs Report – Provost Clifton Sanders 1. Information: Moment of Mission – Culinary Arts Program 2. Action: Academic Program Curriculum Review a. Advanced Practice Medical Assisting b. Electronics Engineering Technology	Provost Sanders explained the two curriculum action items. First is the Advanced Medical Assisting Associate of Applied Science Degree. The School of Health Sciences looked at the program to refine it from currently offering a certificate of completion to the degree. They looked at market demand and accreditation when deciding to make the change. He also explained the CAO peer review comment. **Trustee Newell moved to approve the change. Trustee Miller seconded the motion. The motion carried unanimously.** Second, Provost Sanders explained the Electronics Engineering Technology Associate of Applied Science proposal. He said the proposal is for modifications to an existing program in response to new initiatives, to develop technology, articulation pathways and for partnering for concurrent enrollment. **Trustee Miller made a motion to approve the program changes as explained by Dr. Sanders. Trustee Datta seconded the motion. A vote was taken and carried unanimously.** Last, Provost Sanders said that the Culinary Arts Program recently received approval for programmatic accreditation from the American Culinary Federation Education Foundation Accrediting Commission – one of the few programs in the entire region that have the accreditation. He introduced Dr. Dennis Bromley, Dean of the School of Business. Dr. Bromley described programs and competitions that the school is engaged in and introduced Jeffrey Coker, the Associate Dean over the program. Associate Dean Coker gave some background information and highlights of the program. He introduced students Stacy and Oliver Peronnet who shared with the board reasons that brought them to SLCC, positive aspects of the culinary arts program and what their plans for the future are. They gave everyone samples of their macaroons. Chair Ensign thanked everyone for sharing.
D. Student Life & Leadership Report – Trustee Aynoa Rincon 1. Information: Jordan Student Center Funding Request	Trustee Rincon updated the board on the status of the Jordan Student Center funding request she attended at the Capitol with President Huftalin. She said it was a very good experience for her and the students who joined them. The request was approved and will move forward to executive appropriations. President Huftalin praised Trustee Rincon and thanked her for her and the student body executive council for going to the Capitol and talking to the committee.
E. Business Services Report – VP Dennis Klaus 1. Information: Athletics Report 2. Information: Motor Pool Report 3. Action: 2017 Annual Financial Report	VP Klaus explained both reports provided as information for the Trustees. He said that the general budget helps supplement the Athletics department. Trustee Wall feels the athletic programs are a positive feature of the College, both for the students and the environment they create. VP Klaus said that the College has a motor pool of over 100 vehicles that are managed similar to rental vehicles. Revenues exceed expenses on the maintenance and the general motor pool rental. He said that approximately half of the vehicles are regular fuel and the other half are some sort of alternative fuel. The report provided lists the specific vehicles.
F. Institutional Effectiveness Report, VP Jeff Aird 1. Information: Spring Enrollment Update	VP Aird provided everyone with the enrollment report saying that in the next couple of weeks, the commissioner's office will release the official third week numbers for the entire system. Census numbers are provided at the third week and at end of term. End of term numbers are always more accurate. The information indicates that

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	students are taking fewer credits as the economy improves which translates to more students with fewer revenue and resources. He explained the budget related FTE report and said the same patterns have been observed over the past several years. As the county becomes more diverse, the College becomes more diverse.
IV. INFORMATION SHARING AND INPUT:	Chair Ensign asked VP McFarlane to share information about awards the marketing division has won. She talked again about CASE looking across the country at all of the work coming through marketing and public relations and SLCC has submitted some of its major marketing campaigns. The strategic enrollment campaign won an award this year. The *I am SLCC* won an award. YouTube videos and a Lin-Manuel Miranda video have also received awards.
V. ADJOURNMENT	The meeting adjourned at 9:20 a.m.

TAB C

SALT LAKE COMMUNITY COLLEGE
PERSONNEL REPORT
October 1-31, 2017

PERSONNEL ADDITIONS/CHANGES

Name	Title	Department	Date
ADMINISTRATION			
--None			
FACULTY			
Kirk J. Miller	Assistant Professor	Automotive Collision	October 1, 2017
STAFF--EXEMPT			
Jennifer Sparks	Coordinator 2, Workforce Marketing	Workforce & Economic Development	October 1, 2017
Diana Guetschow	Manager 2, Dream Team	Workforce & Economic Development	October 1, 2017
Bob Turbyfill	IT Project Lead	Information Technology	October 1, 2017
STAFF--NON-EXEMPT			
Carlos Fortun	Specialist 3, Scheduling & Events	Student Life & Leadership	October 1, 2017
Michael Gale	Emergency Management Specialist	Public Safety	October 1, 2017
Trina Frandsen	Specialist 2, Food Services	Retail Services & Operations	October 1, 2017
Olimpiu Nadelcu	Lab Coordinator, IT	Information Technology	October 1, 2017
Brock Whetman	Apprentice Carpenter	Facilities Carpenters	October 1, 2017
Quinn Jensen	Groundskeeper 1	Facilities Grounds	October 16, 2017
Danielle Susi	Specialist 3, Art Gallery & Event Specialist	Institutional Advancement	October 16, 2017
Alex Vick	Custodian 2	Facilities Custodial	October 16, 2017
Cory Clement	Custodian 2	Facilities Custodial	October 16, 2017
Judy King	IT Trainer 2	Information Technology	October 16, 2017
Colin Lyman	Groundskeeper 1	Facilities Grounds	October 23, 2017

SALT LAKE COMMUNITY COLLEGE
PERSONNEL REPORT
November 1-30, 2017

PERSONNEL ADDITIONS/CHANGES

Name	Title	Department	Date
ADMINISTRATION			
Kathryn Coquemont	Assistant Vice President for Student Development	Vice President, Student Affairs	November 1, 2017
FACULTY			
Janet Hunter	Assistant Professor	SAT Business, Tech &Health Care	November 1, 2017
STAFF--EXEMPT			
Jan Meigs	Manager 2, Adult Recruitment	Admissions	November 1, 2017
Brian Swindlehurst	Asst Coach 1, Men's Basketball	Athletics	November 1, 2017
Melissa Stephan	Advisor 2, Financial Aid	Financial Aid	November 1, 2017
Anne Friedman	Advisor 2, TRIO/Student Support	TRIO Programs	November 9, 2017
Blanca Perez	Advisor 1, Financial Aid	Financial Aid	November 16, 2017
STAFF--NON-EXEMPT			
Alexis Wilson	Secretary II, History	History	November 1, 2017
Jacob Bowers	Locksmith 1	Facilities Key Office	November 1, 2017
Mindy Monson	Desktop Support Technician I	Information Technology	November 1, 2017
Lindsey Martinez	Front of the House Supervisor	Food Services Miller	November 1, 2017
Peter LeFevre	Facilities Supervisor 1, Grounds	Facilities Grounds	November 1, 2017
Amanda Halloran	Technician 2	Registrar & Acadmic Records	November 1, 2017
Nathaniel Bundy	Secretary III, Office of the Vice President of Student Affairs	Vice President of Student Affairs	November 16, 2017
Jesse Wright	Help Desk Technical Specialist	Information Technology	November 16, 2017
Austin Leiva	Facilities Supervisor 2, Custodial	Facilities Custodial	November 16, 2017
Brynden Hansen	Journey Carpenter	Facilities Carpenters	November 20, 2017

SALT LAKE COMMUNITY COLLEGE
PERSONNEL REPORT
December 1-31, 2017

PERSONNEL ADDITIONS/CHANGES

Name	Title	Department	Date
ADMINISTRATION			
--None			
FACULTY			
--None			
STAFF--EXEMPT			
Micahel Hasfurther	Advisor 2, International Student Affairs	International Student Affairs	December 1, 2017
Susan Christensen	Development Officer 1	Development	December 1, 2017
Renee Mixco	Program Manager 2, STEM Success Mentor	STEM	December 15, 2017
Robert Thorn	Concurrent Lisason	Concurrent Enrollment	December 16, 2017
Mandana Mahdavi	Manager 1, Instructional Technology (Internal)	eLearning - 2B2	December 16, 2017
Kristen Palmer	Coordinator 1, Health Sciences Admissions	School of Health Sciences	December 16, 2017
James Wilkinson	Information Security Officer	Information Technology	December 16, 2017
STAFF--NON-EXEMPT			
Christopher McCarty	Coordinator 1, Recycling	Facilities Logistics	December 1, 2017
Jessaca Nebeker	Help Desk Technician I	Information Technology	December 16, 2017
Jessica Upton-Rowley	Secretary III, TRIO SSS Program	TRIO Programs	December 16, 2017
Lisa Beaudry	Coordinator 1, Veterans Services	Veterans Services	December 16, 2017
Christine MacPherson	Technician 2, Contact Center	Contact Center	December 16, 2017
Jacob Barnhart	Specialist 2, Financial Aid	Financial Aid	December 16, 2017

SALT LAKE COMMUNITY COLLEGE
PERSONNEL REPORT
January 1-31, 2018

PERSONNEL ADDITIONS/CHANGES

Name	Title	Department	Date
ADMINISTRATION			
--None			
FACULTY			
Robinson Valenzuela	Assistant Professor	Animation	January 1, 2018
Naima Nawabi	Assistant Professor	Architecture & Interior Design	January 1, 2018
Robert Woodward	Instructor	Mathematics & Concurrent Enrollment Inceptor	January 1, 2018
Jesse Shelkey	Instructor (Spring 2018)	Engineering	January 1, 2018
Whitney Harris	Instructor (Fellowship)	Fine Arts	January 1, 2018
Javier Campos	Instructor (Fellowship)	Social Work	January 1, 2018
James Singer	Instructor (Fellowship)	Ethinic Studies	January 1, 2018
STAFF--EXEMPT			
Steven Palfreyman	Manager of Enterprise Infrastructure	Information Technology	January 16, 2018
Kimberly Lowe	Instructional Designer 2	e-Learning & Support	January 16, 2018
STAFF--NON-EXEMPT			
Karen Freedman	Coordinator 1, Biology Labs	Biology	January 2, 2018
Moani Campbell	Specialist 3, Workforce Training & Continuing Education	Workforce Training	January 2, 2018
Michael Reed	Specialist 2, Financial Aid	Financial Aid	January 2, 2018
Phillip Pendergast	Specialist 3, Schedule & Events	Operations Staff/STC	January 2, 2018
Rebecca Schumann	Administrative Assistant I	Academic Advising	January 16, 2018

PERSONNEL ADDITIONS/CHANGES

Name	Title	Department	Date
ADMINISTRATION			
Julie Shumway	Director, Advancement Services	Development	February 1, 2018
FACULTY			
Ananda Spike	Instructor (Fellowship)	Humanities	February 1, 2018
Brian Hoskisson	Assistant Professor	Nursing	February 1, 2018
STAFF--EXEMPT			
David Rodriguez	Coordinator 3, Faculty Development	Faculty Development	February 1, 2018
Jessica Pettersson	Manager 1, Health & Education Promotion	Center for Health and Counseling	February 16, 2018
STAFF--NON-EXEMPT			
Matthew Calder	Lab Aide, Engineering Technology (Temporary)	Engineering	February 1, 2018
Charlotte Smith	Administrative Assistant I	Diversity/Multicultural Affair	February 1, 2018
Pedro Leonardini	Facilities Supervisor 1, Custodial	Facilities Custodial	February 1, 2018
Jonathan Sayre	Facilities Supervisor 1, Custodial	Facilities Custodial	February 1, 2018
Stormie Arteta	Custodian 2	Facilities Custodial	February 1, 2018
Victoria Platt	Custodian 1	Facilities Custodial	February 16, 2018
Alphonce Mungunda	Custodian 1	Facilities Custodial	February 16, 2018
Jaclyn Palmer	Specialist 2, School of Business	School of Business	February 16, 2018
Madison Fries	Custodian 1	Facilities Custodial	February 16, 2018
Michael Lindgren	Custodian 1	Facilities Custodial	February 16, 2018
Dillon Buchanan	Custodian 1	Facilities Custodial	February 16, 2018
Sonja Barnes	Accounting Tech 3	Retail Services & Operations	February 16, 2018
Mireya Castillo	Coordinator 1, Custom Fit Training	Corporate Solutions	February 16, 2018
Eric Schoen	Sous Chef	Auxiliary - Food Services	February 16, 2018

Vice President of Government and Community Relations
Office of Sponsored Projects: Government Funding Report
Board of Trustees Meeting: March 2018

NEW FUNDING ACTION							
Funding Agency: Project Name	**Date Submitted**	**Amount Requested**	**Receipt of Award**	**Status**	**Amount Funded**	**Period of Performance**	**Program Administration**
Corporation for National and Community Service: AmeriCorps VISTA	2/2/18	3 VISTAS	3/5/18	Awarded	3 VISTAS	2018-2021	Student Affairs
ON-GOING FUNDING ACTIVITY							
Funding Agency: Project Name	**Date Submitted**	**Amount Requested**	**Receipt of Award**	**Status**	**Amount Funded**	**Period of Performance**	**Program Administration**
Utah Dept. of Veteran and Military Affiars: Veteran Resource Center Support	6/21/17	$46,805		Under Consideration		2017-2018	Student Affairs
Dept. of Education: GearUP 2017-2018		$360,386		Under Consideration		9/26/17-9/25/18	Student Affairs
DHHS: Refugee Career Pathways Program	8/29/17	$341,220		Under Consideration		2018-2020	Workforce and Economic Development
Lumina Foundation: Racial Justice and Equity	2/26/18	$100,000		Under Consideration		5/1/18-4/30/19	Special Assistant to the President
SBDC: Salt Lake Regional Center 2018		$183,183		Under Consideration		1/1/18-12/31/18	Business Development Resources
Mexican Consulate: Scholarships for Mexicans abroad	10/5/17	$20,000	10/17/17	Awarded	$5,000	11/1/17-5/15/18	Student Affairs
UAM: Creative Writing Center Jail Literacy Workshops	11/1/17	$1,500	1/4/18	Awarded	$1,500	2/1/18-6/15/18	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
GOED: Miller Business Resource Center	8/14/17	$34,000	9/1/17	Awarded	$34,000	7/1/17-6/30/18	Business Development Resources
GOED: Park City Business Resource Center	8/14/17	$12,000	9/1/17	Awarded	$12,000	7/1/17-6/30/18	Business Development Resources
Dept. of Education, USOE (lead): Carl Perkins CTE Funding			7/1/2017	Awarded	$1,017,839	7/1/17-6/30/18	School of Applied Technology and Technical Specialties
Utah Marriage Commission: Marriage and Relationship Education	7/7/17	$24,708	7/31/17	Awarded	$24,708	7/1/17-6/30/18	School of Humanities and Social Science
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
UAM: Grand Theatre Sustainment	2/10/17	$15,000	8/21/17	Awarded	$1,800	7/1/17-6/30/18	School of Arts, Communication and Media
Utah Div. of Archives and Records: SLCC Historical Photos Digitization	8/30/17	$2,000	9/20/17	Awarded	$2,000	10/16/17-6/25/18	Learning Advancement
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	$120,000	1/1/17-6/30/18	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
Dept. of Education: Strengthening Institutions Designation	12/22/17	Designation	12/22/17	Awarded	Designation	2017	Office of Sponsored Projects
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
NIH: Nat'l Library of Medicine: Native Voices	11/6/15	$250	12/5/15	Awarded	$250	2/1/16-6/30/20	Learning Advancement
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	$1,237,356	9/1/16-8/31/21	Student Affairs
USHE: Math Compliance	6/13/16	$227,832	6/21/16	Awarded	$231,832	6/30/16-6/30/18	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
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	$1,657,952	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	$1,143,395	9/1/15-8/31/20	Student Affairs
NSF/iUtah: WaterGirls	7/1/14	$29,664	8/1/14	Awarded	$29,664	8/1/14-7/31/18	School of Science, Math and Engineering
NASA, UU (lead): Rocky Mountain Space Grant Consortium	2/23/15	$22,200	7/13/15	Awarded	$34,100	4/10/15-4/9/18	School of Science, Math and Engineering
National Science Foundation: S-STEM Scholars Program	8/12/14	$604,710	2/12/15	Awarded	$604,710	7/1/2015-1/31/2020	School of Science, Math and Engineering
Dept. of Labor: TAACCCT Utah Adult Competency-based Education Design	7/3/14	$2,500,000	9/29/14	Awarded	$2,500,000	10/1/2014-9/30/2018	School of Applied Technology and Technical Specialties

Total funding requests under consideration: $1,031,594
Total funding for active awards: $14,519,425

Salt Lake Community College
PCO Proposal

Program Title: Writing Studies

Credential: AS

Faculty Contact: Lisa Bickmore

Action: New

  What is being changed and why? Our previous AS had similar tracks as our AA degree, and was conceived as a general degree to prepare students for various points of transfer. We see an opportunity for a much more closely aligned and articulated degree path with the University of Utah's Department of Writing and Rhetoric Studies (WRS), and have worked closely with them to develop two 2000-level courses that will transfer directly and count toward the program. Courses from our existing Writing Certificate of Completion provide ample elective courses to prepare students to transfer at the achievement of the associate's degree. By refocusing the AS degree as a Writing Studies degree, we provide a clearer pathway to a transfer degree.

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

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? We currently have the faculty to teach all the courses in this degree. No new equipment or personnel are needed. We hope that the degree will give a more focused path for students hoping to transfer into a Writing Studies degree, and this may shift our enrollment patterns, and thus how often we offer courses, but we don't anticipate that this will create new financial need. Rather, we will shift internally.

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: Writing Studies   **Credential:** AS

School: Humanities & Social Sciences   **Division**: English   **Total Credits/Hours:** 61 cr

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

Telephone: 801-957-4020   **Webpage:** http://www.slcc.edu/english/index.aspx

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Program Faculty: Brandon Alva, Alena Balmforth, Jim Beatty, Lisa Bickmore, Chris Blankenship, Christie Bogle, Louise Bown, Sue Briggs, Anne Canavan, James Celestino, Ron Christiansen, Nathan Cole, Jennifer Courtney, Gordon Dunne, George Ellington, Allison Fernley, Ana Fillingim, Ann Fillmore, Clint Gardner, Maria Griffith, Jerri Harwell, Melissa Helquist, Gary Howard, Charlotte Howe, Dean Huber, Kathleen Johnston, Justin Jory, Lynn Kilpatrick, Kati Lewis, Cristin Longhurst, Stephanie Maenhardt, Andrea Malouf, Jamie McBeth-Smith, Kathy McIntyre, Alma McKertich, Lisa Packer, Jason Roberts, Tif Rousculp, Carol Sieverts, Benjamin Solomon, Marlena Stanford, Brittany Stephenson, Elisa Stone

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Program Description: The English Department offers courses that explore reading and writing as reciprocal in nature and involved in literate, disciplinary practice. Courses range from introductory to more advanced explorations of the role of language in society, in genre and academic studies, as well as in our own personal and professional experiences. We emphasize teaching students to take responsibility for how they communicate in a variety of contexts (from academic, to imaginative, to work-related) and for how language may be used to achieve results. Courses teach intellectual inquiry, expose students to diverse reading and writing tasks, and address how power may be won or lost through the medium of words. A departmental emphasis is also available for students seeking an A.A. in English, or an A.S. in Writing Studies. Various courses of study are available for students to choose: Generalist, Creative Writing, Literature, Writing Studies, English Language Studies, or Cultural Studies. (Previous rationale for program: The Writing Certificate of Completion addresses the growing need for college graduates who can research and communicate information at a high level of competence in business, industry, and future fields of study, specifically written work. The Writing Certificate bridges content from other disciplines as it applies to students' professional and/or academic interests and offers experiential learning opportunities beyond the classroom.)

Career Opportunities: Writing is a key component in nearly every career and highly valued in the workplace. In fact, there has been a societal shift in the status of writing toward an awareness of how writing affects the ways that people develop their literacy and understand its value. Writing is now generally within the top three skills employers look for in prospective employees. The A.S. in Writing Studies will position students to enhance their employment opportunities; transfer and completion of a B.S. will only further this enhancement.

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

Transfer/Articulation Information: Admission into a major program at a transfer institution depends upon the receiving institution's requirements for that major. An articulation agreement between the SLCC's English Department and the University of Utah's Writing and Rhetoric Studies department is in place as of 2015, and is currently being updated. See an Academic Advisor at both SLCC and the intended receiving institution for specific articulation information.

Estimated Cost for Students:

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

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*)**:** Students are responsible for taking the ACT or the College Placement Test before the semester (at least one month before) they wish to enroll in ENGL 1010. Students who need to take preparatory classes in English to meet the requirement of any course should plan on extra time to complete a degree. It also is the student's responsibility to examine each course description for details of prerequisite classes. Prerequisites must be completed with a minimum grade of C. Students also must receive a minimum grade of C (not C-) in all English classes counted toward the degree.

Graduation in the A.S. in Writing Studies requires the completion of an electronic portfolio.

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

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

Program Title: Writing 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

Program Learning Outcomes	SLCC CWSLO #
Students will develop rhetorical knowledge--the ability to take in and assess a communication situation for the typical and optimal strategies in that situation--and will be able to successfully deploy their rhetorical assessments in effective writing. This could involve internships as a means to provide students with actual writing situations.	1, 2, 4, 5, 6
Students will read, write, and think critically.	2, 4
Students will manage their own composing processes, including planning research, acquiring substantive feedback, and revising.	2, 4, 6
Students will capably use more than one genre of writing, attuned appropriately to a particular writing situation.	1, 2
Students will understand and effectively use college-level databases for research, as well as acquire strategies of information literacy within knowledge networks.	1, 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

Recommend: MATH 1030

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 (6 cr)

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

Prefix	Number	Title	Cr/Hrs
ENGL	2040	Intro to Writing Studies	3
ENGL	2310	Digital Writing	3
		TOTAL:	6

ELECTIVE COURSES (21 cr)

Elective requirements: Students must complete 21 credits from elective courses listed below. 12 of those credits must be English Department offerings; ENGL courses.

Prefix	Number	Title	Cr/Hrs
ENGL	1810	Mentoring Writers	3
ENGL	1820	Publication Studies	3
ENGL	2100	Technical Writing	3
ENGL	2500	Grammar and Style	3
ENGL	1030	Writing in the Professions	3
ENGL	2250	Intro to Imaginative Writing	3
ENGL	2030	Language in U.S. Society	3
ENGL	2830	Diverse Women Writers	3
ENGL	2260	Intro to Writing Poetry	3
ENGL	2270	Intro to Writing Fiction	3
ENGL	2280	Intro to Writing Creative Nonfiction	3
ENGL	2290	Intro to Novel Writing	3
ENGL	2760	Gender and Cultural Studies	3
ENGL	2850	Intro to Queer Studies	3
ENGL	1200	Intro to Linguistics/Study of Language	3
		Any college-level course numbered 1000 and above	
			TOTAL: 21

Salt Lake Community College
PCO Pathway

Program Title: Writing Studies

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	3	ENGL 2010	3
AI	3	MATH 1030	3
LW	1	ENGL REQ	3
Distribution	3	ENGL elective	3
Distribution	3	Distribution	3
Elective	3		
TOTAL	16	**TOTAL**	15

Second Year

Semester: Fall		Semester: Spring	
Course	Cr/Hr	Course	Cr/Hr
ENGL REQ	3	ENGL elective	3
ENGL elective	3	ENGL elective	3
Elective	3	CM	3
Distribution	3	Elective	3
IG	3	Distribution	3
TOTAL	15	**TOTAL**	15

Advising Notes: Students intending to transfer to a B.A. degree program should plan to take foreign language courses for some of their elective credit.

Utah System of Higher Education
New Academic Program Proposal
Cover/Signature Page - Full Template

Institution Submitting Request: Salt Lake Community College

Proposed Program Title: Writing Studies

Sponsoring School, College, or Division: School of Humanities & Social Sciences

Sponsoring Academic Department(s) or Unit(s):   Department of English

Classification of Instructional Program Code[1] :   23.1304

Min/Max Credit Hours Required of Full Program: 61 cr   /

Proposed Beginning Term[2]:   Fall   2018

Institutional Board of Trustees' Approval Date: 03/14/2018

Program Type (check all that apply):

☐	(AAS)	Associate of Applied Science Degree
☐	(AA)	Associate of Arts Degree
☒	(AS)	Associate of Science Degree
☐		Specialized Associate Degree (specify award type[3]:)
☐		Other (specify award type[3]:)
☐	(BA)	Bachelor of Arts Degree
☐	(BS)	Bachelor of Science Degree
☐		Specialized Bachelor Degree (specify award type[3]:)
☐		Other (specify award type[3]:)
☐	(MA)	Master of Arts Degree
☐	(MS)	Master of Science Degree
☐		Specialized Master Degree (specify award type[3]:)
☐		Other (specify award type[3]:)
☐		Doctoral Degree (specify award type[3]:)
☐		K-12 School Personnel 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: January 16, 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 Beginning Term" refers to first term after Regent approval that students may declare this program.
[3] Please indicate award such as APE, BFA, MBA, MEd, EdD, JD

Utah System of Higher Education
Program Description - Full Template

Section I: The Request

Salt Lake Community College requests approval to offer the following Associate's degree(s): Writing Studies effective Fall 2018. This program was approved by the institutional Board of Trustees on 03/14/2018.

Section II: Program Proposal

Program Description
Present a complete, formal program description.

The A.S. in Writing Studies prepares students for transfer to 4-year programs in the same field. Increasingly, 4-year programs in our system have discrete programs in Writing Studies, sometimes even in separate departments from English Studies. The A.S. in Writing Studies has at its core two 2000-level courses developed in collaboration with The Department of Writing and Rhetoric Studies (WRS) at the University of Utah, one of our 4-year transfer partners. Students can choose, as electives, from a number of writing-focused courses.

Consistency with Institutional Mission
Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/ .

This program prepares students for transfer in a well-aligned and cohesive curriculum pathway.

Section III: Needs Assessment

Program Rationale
Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program.

The English Department has offered an A.S., with a track in Writing Studies, for some time. We also developed a Writing Certificate of Completion with a writing-centered curriculum. The current revision of this program came about through a collaborative effort between the University of Utah's Writing and Rhetoric Studies department, which is one of our main transfer partners. They saw our Writing Certificate students as good candidates, and well-prepared, for their programs. Together, we sought to create stronger bridges for students between SLCC's program offerings and their degree program (the .B.A./B.S. in Writing and Rhetoric Studies). This led to the co-development of the two 2000-level courses, and the rewriting of the A.S. degree, aligned for transfer with a slimmer core. We already see students transferring successfully to this program, and anticipate even more students doing so when the program is fully in place. Furthermore, this degree will provide for students additional coursework in writing that will enhance their development in this critical area beyond the existing six-hour composition requirement.

Labor Market Demand
Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer (jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do) and the Occupation Outlook Handbook (www.bls.gov/oco).

From the University of Utah WRS site: Students who transfer to a four-year program in Writing Studies will find themselves with many choices of career, particularly if they double major (the U's program is well-suited for double majoring with programs in the humanities, social sciences, sciences, and business. This will prepare them well for employment in a large number of fields, such as engineering, life and physical sciences, business, health sciences, as well as education. Graduates with a baccalaureate in Writing Studies will find themselves prepared for employment in publishing, editing, advertising, public

relations, politics, and public service. Graduates in Writing Studies will be well prepared for further study in such graduate fields as law and political science.

Student Demand

Provide evidence of student interest and demand that supports potential program enrollment. Use Appendix D to project five years' enrollments and graduates. Note: If the proposed program is an expansion of an existing program, present several years enrollment trends by headcount and/or by student credit hours that justify expansion.

While our partnership with the Department of Writing and Rhetoric Studies at the U of U has existed for just two years, of the 54 transfer students majoring in that department, one-third (36) are from SLCC. This is an indication that student demand is immediate and that the prospects for future demand are positive.

Similar Programs

Are similar programs offered elsewhere in the USHE, the state, or Intermountain Region? If yes, identify the existing program(s) and cite justifications for why the Regents should approve another program of this type. How does the proposed program differ from or compliment similar program(s)?

The Department of Writing and Rhetoric Studies (WRS) at the University of Utah now offers a B.S. degree. The intent behind the A.S. in Writing Studies is to create a well defined and well aligned pathway for students seeking to major or minor in writing studies that will guarantee them junior status upon transfer. This pathway includes a one-to-one articulation for ENGL 2040 (Introduction to Writing Studies), and ENGL 2310 (Digital Writing) with the same two courses offered in the WRS department at the University of Utah.

Collaboration with and Impact on Other USHE Institutions

Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/ . Assess the impact the new program will have on other USHE institutions. Describe any discussions with other institutions pertaining to this program. Include any collaborative efforts that may have been proposed.

Through an ongoing collaborative process, as well as the full support of the WRS department chair and the Dean of Humanities, the SLCC English department and the WRS department at the University of Utah have established a strong partnership/pathway. This relationship is designed to accelerate the time to graduation for students at both institutions. Clear evidence of the agreements between the two departments are the articulation of ENGL 2040 and 2310, but also a Summer Bridge Program established in 2016 for SLCC students. For students about to transfer to the University of Utah, this program offers them two upper division writing courses that have been co-developed by both departments. Moreover, due to an endowment, there is no cost to students for taking these courses. By developing an A.S. in Writing Studies, all of the necessary elements of the partnership will have been formally established. We will not be offering this program out of our service area.

External Review and Accreditation

Indicate whether external consultants or, for a career and technical education program, program advisory committee were involved in the development of the proposed program. List the members of the external consultants or advisory committee and briefly describe their activities. If the program will seek special professional accreditation, project anticipated costs and a date for accreditation review.

We worked with the U's WRS faculty and the department advisors. We have no formal program advisory committee.

Section IV: Program Details

Graduation Standards and Number of Credits

Provide graduation standards. Provide justification if number of credit or clock hours exceeds credit limit for this program type described in R401-3.11, which can be found at higheredutah.org/policies/R401.

The program requires completion of the required General Education core (34 credits), as well as two required courses (6 credit hours), four additional English courses (12 credit hours), and 9 credits from any course 1000-level and above, for a total of 61 credits. As with all SLCC degrees, students must maintain an SLCC cumulative GPA of 2.0 or higher to graduate with an A.S. in Writing Studies.

Admission Requirements
List admission requirements specific to the proposed program.

SLCC is an open admission institution; this program has no additional admission requirements.

Curriculum and Degree Map
Use the tables in Appendix A to provide a list of courses and Appendix B to provide a program Degree Map, also referred to as a graduation plan.

Section V: Institution, Faculty, and Staff Support

Institutional Readiness
How do existing administrative structures support the proposed program? Identify new organizational structures that may be needed to deliver the program. Will the proposed program impact the delivery of undergraduate and/or lower-division education? If yes, how?

As an Associates Degree, the administrative structures are already established. Furthermore, this degree is well-attuned to a pathway organizational structure, as it will provide an enhance role for the English department in the teaching of writing. Ever since the implementation of the Writing Certificate of Completion, curriculum and faculty development have taken place in order to prepare for an A.S. in Writing Studies. In addition, Staff support, through advising, are well position to support the degree (see below).

Faculty
Describe faculty development activities that will support this program. Will existing faculty/instructions, including teaching/graduate assistants, be sufficient to instruct the program or will additional faculty be recruited? If needed, provide plans and resources to secure qualified faculty. Use Appendix C to provide detail on faculty profiles and new hires.

Many full-time faculty members are in place to deliver instruction in this program. We are currently hiring four faculty (replacements for retirees) who will add to the corps of qualified faculty.

The English Department, through the College, supports faculty professional development through conference attendance, through grant-supported development of instructional resources (the OER Initiate), and through holding forums for part-time faculty. Additionally, English Department faculty are productive scholars, who write and publish in the field.

Staff
Describe the staff development activities that will support this program. Will existing staff such as administrative, secretarial/clerical, laboratory aides, advisors, be sufficient to support the program or will additional staff need to be hired? Provide plans and resources to secure qualified staff, as needed.

Existing staff are in place to support the proposed program. The English Department is supervised by an Associate Dean and supported by a full-time administrative assistant. Courses and faculty support this program. Existing program advisors for the School of Humanities and Social Sciences will support students, and tutors are available through the Student Writing Center. No additional staff are needed.

Student Advisement
Describe how students in the proposed program will be advised.

Specific advisors are assigned to programs in the School of Humanities and Social Sciences, but all advisors are well qualified to assist any student regardless of the discipline or major. In addition, key faculty members and the associate dean are available to offer career and academic advice.

Library and Information Resources
Describe library resources required to offer the proposed program if any. List new library resources to be acquired.

Salt Lake Community College has sufficient resources, including a permanent on-site library and subscriptions to digital resources, to meet the needs of the students completing the A.S. in Writing Studies.

Projected Enrollment and Finance
Use Appendix D to provide projected enrollment and information on related operating expenses and funding sources.

Section VI: Program Evaluation

Program Assessment
Identify program goals. Describe the system of assessment to be used to evaluate and develop the program.

Considering the increasing importance and status of writing in the 21st century, put succinctly, the prime goal of the program is to have students experience a wider variety of writing situations and contexts, particularly for students who may wish to study writing as both a discipline and a practice. The measures for evaluating and developing the program are direct assessment

Student Standards of Performance
List the standards, competencies, and marketable skills students will have achieved at the time of graduation. How and why were these standards and competencies chosen? Include formative and summative assessment measures to be used to determine student learning outcomes.

The following outcomes are taken from a document produced by the Council of Writing Program Administrators. As such, this is a foundational document in the field:

* Rhetorical Knowledge--the ability to analyze contexts and audiences.
* Critical Thinking, Reading, and Composing--the ability to analyze, synthesize, interpret, and evaluate ideas within texts.
* Processes--the ability to use multiple composing processes to conceptualize, develop, and finalize projects.
* Knowledge of Conventions--the ability to use formal rule and informal guidelines to shape readers' expectations.
* Digital Writing--the ability to writing in digital environments

Any assessment conducted would be based on holistic design using samples of student writing. Value added design would be appropriate as well.

Appendix A: Program Curriculum

List all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to be awarded the degree.

For variable credits, please enter the minimum value in the table for credit hours. To explain variable credit in detail as well as any additional information, use the narrative box at the end of this appendix.

		Course Number	NEW Course	Course Title	Credit Hours
		General Education Courses (list specific courses if recommended for this program on Degree Map)			
				General Education Credit Hour Sub-Total	34
		Required Courses			
+	-	ENGL 2040	X	Introduction to Writing Studies	3
+	-	ENGL 2310	X	Digital Writing	3
				Choose of the following courses:	
+	-				
+	-				
				Required Course Credit Hour Sub-Total	6
		Elective Courses			
+	-			Complete 21 credits from elective courses listed below;	
+	-			from these 12 credits must be ENGL courses.	
+	-	ENGL 1030		Writing in the Professions (HR)	3
+	-	ENGL 1200		Intro to Linguistics/Study of Language	3
+	-	ENGL 1810		Mentoring Writers	3
+	-	ENGL 1820		Publication Studies	3
+	-	ENGL 2030		Language in U.S. Society	3
+	-	ENGL 2100		Technical Writing (EN)	3
+	-	ENGL 2250		Intro to Imaginative Writing (HU)	3
+	-	ENGL 2260		Intro to Writing Poetry (HU)	3
+	-	ENGL 2270		Intro to Writing Fiction (HU)	3
+	-	ENGL 2280		Intro to Writing Creative Nonfiction (HU)	3
+	-	ENGL 2290		Intro to Novel Writing	3
+	-	ENGL 2500		Grammar and Style	3
+	-	ENGL 2760		Gender and Cultural Studies (HU,DV)	3
+	-	ENGL 2850		Intro to Queer Studies (HU,DV)	3
+	-			Any college-level course numbered 1000 and above	
				Choose of the following courses:	
+	-				
+	-				
				Choose of the following courses:	
+	-				
+	-				

		Course Number	NEW Course	Course Title	Credit Hours
				Choose of the following courses:	
+	-				
+	-				
				Choose of the following courses:	
+	-				
+	-				
				Choose of the following courses:	
+	-				
+	-				
				Choose of the following courses:	
+	-				
+	-				
				Elective Credit Hour Sub-Total	21
				Core Curriculum Credit Hour Sub-Total	61

Program Curriculum Narrative

Describe any variable credits. You may also include additional curriculum information.

Degree Map

First Year Fall	Cr. Hr.	First Year Spring	Cr. Hr.
ENGL 1010 (EN)	3	ENGL 2010 (EN)	3
American Institutions (AI) course	3	MATH 1030 (QL)	3
Lifelong Wellness (LW) course	1	ENGL 2310 (program requirement)	3
Humanities (HU) Distribution course	3	ENGL elective (such as ENGL 1810)	3
Social Science (SS) Distribution course	3	Fine Arts (FA) Distribution course	3
Elective (English or other)	3		
Total	16	Total	15
Second Year Fall	**Cr. Hr.**	**Second Year Spring**	**Cr. Hr.**
ENGL 2040 (program requirement)	3	ENGL elective (such as ENGL 2500)	3
ENGL elective (such as ENGL 1820)	3	ENGL elective (such as ENGL 1030)	3
Elective (English or other)	3	Elective (English or other)	3
Life Science (LS) Distribution course	3	Physical Science (PS) Distribution course	3
Communication (CM) course	3	International & Global (IG) course	3
Total	15	Total	15
Third Year Fall	**Cr. Hr.**	**Third Year Spring**	**Cr. Hr.**
Total		Total	
Fourth Year Fall	**Cr. Hr.**	**Fourth Year Spring**	**Cr. Hr.**
Total		Total	

Appendix C: Current and New Faculty / Staff Information

Part I. Department Faculty / Staff

Identify # of department faculty / staff (headcount) for the year preceding implementation of proposed program.

	# Tenured	# Tenure -Track	# Non -Tenure Track
Faculty: Full Time with Doctorate	3	4	0
Faculty: Part Time with Doctorate	n/a	n/a	5
Faculty: Full Time with Masters	20	6	3
Faculty: Part Time with Masters	n/a	n/a	57
Faculty: Full Time with Baccalaureate	n/a	n/a	n/a
Faculty: Part Time with Baccalaureate	n/a	n/a	n/a
Teaching / Graduate Assistants	/////	/////	n/a
Staff: Full Time	n/a	/na	3
Staff: Part Time	n/a	n/a	1

Part II. Proposed Program Faculty Profiles

List current faculty within the institution -- with academic qualifications -- to be used in support of the proposed program(s).

	First Name	Last Name	Tenure (T) / Tenure Track (TT) / Other	Degree	Institution where Credential was Earned	Est. % of time faculty member will dedicate to proposed program.	If "Other," describe
Full Time Faculty							
	Allison	Fernley	T	MA	University of Utah	40	
	Ana	Fillingim	T	MA	University of Utah	35	
	Andrea	Malouf	T	MA	University of Utah	60	
	Ann	Fillmore	TT	MEd	Concordia University	35	
	Anne	Canavan	TT	PhD	Northern Illinois University	55	
	Benjamin	Solomon	TT	MFA	Georgia State University	45	
	Brandon	Alva	TT	MFA	University of Arizona	45	
	Brittany	Stephenson	T	MEd	Utah State University	45	
	Carol	Sieverts	T	MS	Utah State University	30	
	Charlotte	Howe	TT	MPC	Westminster College	35	
	Christie	Bogle	Instructor	MA	University of Utah	60	
	Christopher	Blankenship	TT	PhD	Northern Illinois University	70	
	Cristin	Longhurst	T	MA	Brigham Young University	35	
	Elisa	Stone	T	MA	University of Utah	35	
	Emily	Churilla	TT	PhD	State University New York (StonyBrook)	35	
	Gary	Howard	T	MA	University of Pittsburgh	5	
	James	Celestino	T	MFA	Antioch University (Los Angeles)	25	
	James	Beatty	Instructor	MA	University of Illinois	30	
	Jamie	McBeth-Smith	T	MA	University of Utah	40	

	First Name	Last Name	Tenure (T) / Tenure Track (TT) / Other	Degree	Institution where Credential was Earned	Est. % of time faculty member will dedicate to proposed program.	If "Other," describe
	Jason	Roberts	T	MA	Brigham Young University	40	
	Jennifer	Courtney	T	MA	San Diego State University	45	
	Jerri	Harwell	T	MA	Brigham Young University	35	
	Justin	Jory	T	MA	Colorado State University	75	
	Kathleen	Johnston	T	MA	University of Southern California	35	
	Kati	Lewis	TT	MS	Utah State University	40	
	Lisa	Bickmore	T	MA	University of Utah	70	
	Lisa	Packer	Instructor	MA	University of Utah	30	
	Lynn	Kilpatrick	T	PhD	University of Utah	45	
	Maria	Griffith	T	MA	University of Phoenix	30	
	Marlena	Stanford	TT	MA	Colorado State University	70	
	Melissa	Helquist	T	PhD	Texas Tech University	40	
	Nathan	Cole	T	MA	Brigham Young University	25	
	Ron	Christiansen	T	MEd	University of Utah	40	
	Stacey	Van Dahm	TT	PhD	University of California (Santa Barbara)	40	
	Stephanie	Maenhardt	T	PhD	Indiana University of Pennsylvania	40	
	Tiffany	Rousculp	T	MA	University of California (Los Angeles)	40	

Part Time Faculty

	First Name	Last Name		Degree	Institution where Credential was Earned	Est. %	
	Brenda	Sieczkowski	part-time	PhD	University of Utah	15	
	Clint	Johnson	part-time	MFA	National University (San Diego)	15	
	Daniel	Baird	part-time	PhD	University of Oregon	15	
	Jessie	Szalay	part-time	MFA	George Mason University	15	
	Niki	Mantyla	part-time	MA	Brigham Young University	15	
	Rebecca	Miner	part-time	MA	Brigham Young University	15	

Part III: New Faculty / Staff Projections for Proposed Program

Indicate the number of faculty / staff to be hired in the first three years of the program, if applicable. Include additional cost for these faculty / staff members in Appendix D.

	# Tenured	# Tenure -Track	# Non -Tenure Track	Academic or Industry Credentials Needed	Est. % of time to be dedicated to proposed program.
Faculty: Full Time with Doctorate					
Faculty: Part Time with Doctorate					

	# Tenured	# Tenure -Track	# Non -Tenure Track	Academic or Industry Credentials Needed	Est. % of time to be dedicated to proposed program.
Faculty: Full Time with Masters		4		minimum credential: M.A. in Writing/English	60
Faculty: Part Time with Masters					
Faculty: Full Time with Baccalaureate					
Faculty: Part Time with Baccalaureate					
Teaching / Graduate Assistants	/////////	/////////			
Staff: Full Time					
Staff: Part Time					

	# Tenured	# Tenure -Track	# Non -Tenure Track	Academic or Industry Credentials Needed	Est. % of time to be dedicated to proposed program.
Faculty: Full Time with Masters		4		minimum credential: M.A. in Writing/English	60

Appendix D: Projected Program Participation and Finance

Part I.

Project the number of students who will be attracted to the proposed program as well as increased expenses, if any. Include new faculty & staff as described in Appendix C.

Three Year Projection: Program Participation and Department Budget						
	Year Preceding Implementation	New Program				
		Year 1	Year 2	Year 3	Year 4	Year 5
Student Data						
# of Majors in Department	205	250	260	260	275	290
# of Majors in Proposed Program(s)	////////	62	65	65	68	72
# of Graduates from Department	55	75	75	60	60	60
# Graduates in New Program(s)	////////	18	18	15	15	15
Department Financial Data						
		Department Budget				
		Year 1	Year 2	Year 3		
Project additional expenses associated with offering new program(s). Account for New Faculty as stated in Appendix C, "Faculty Projections."	Year Preceding Implementation (Base Budget)	Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)		
EXPENSES – nature of additional costs required for proposed program(s)						
List salary benefits for additional faculty/staff each year the positions will be filled. For example, if hiring faculty in year 2, include expense in years 2 and 3. List one-time operating expenses only in the year expended.						
Personnel (Faculty & Staff Salary & Benefits)	$1,008,126	$20,000	$20,000	$20,000		
Operating Expenses (equipment, travel, resources)	$33,720	$10,000	$5,000	$5,000		
Other:						
TOTAL PROGRAM EXPENSES	////////	$30,000	$25,000	$25,000		
TOTAL EXPENSES	$1,041,846	$1,071,846	$1,066,846	$1,066,846		
FUNDING – source of funding to cover additional costs generated by proposed program(s)						
Describe internal reallocation using Narrative 1 on the following page. Describe new sources of funding using Narrative 2.						
Internal Reallocation	$1,041,846					
Appropriation						
Special Legislative Appropriation						
Grants and Contracts						
Special Fees						
Tuition		$30,000	$25,000	$25,000		
Differential Tuition (requires Regents approval)						
PROPOSED PROGRAM FUNDING	////////	$30,000	$25,000	$25,000		
TOTAL DEPARTMENT FUNDING	$1,041,846	$1,071,846	$1,066,846	$1,066,846		
Difference						
Funding - Expense	$0	$0	$0	$0		

Part II: Expense explanation

Expense Narrative
Describe expenses associated with the proposed program.
The English department has existing budget lines for replacement faculty. New faculty will be hired to replace those who retire. Additional funds will be critical for faculty development, involving travel to conferences, and additional professional development funds to support, sustain, and promote the growth of the program over time.

Part III: Describe funding sources

Revenue Narrative 1
Describe what internal reallocations, if applicable, are available and any impact to existing programs or services.
The department budget for operating expenses is always insufficient. Though new faculty will be hired, there is not an increased need in salary because the new hires will replace retiring faculty. However, additional funding is required to meet the annual percentage increase for standard salary and benefits.

Revenue Narrative 2
Describe new funding sources and plans to acquire the funds.
The proposed AS in Writing Studies also increase the need for additional faculty professional development. The first year of the program is a development year and it is expected that costs will level out over the following years. The funding for this increase will be requested through the SLCC Informed Budget Process and, when approved, funded through institutional funds and student tuition.

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

The School of Humanities and Social Sciences, Department of English at Salt Lake Community College (SLCC) and the College of Humanities, Department of Writing and Rhetoric Studies at The University of Utah 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 complete the following:
    Associate of Science degree with major in Writing Studies
- Students must meet program-specific admission and graduation criteria as outlined
- Students may seek advisement at both SLCC and The University of Utah 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.

Stephen Ruffus, Associate Dean
Department of English
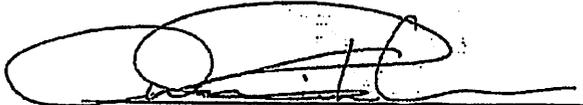Salt Lake Community College

1/25/2018
Date
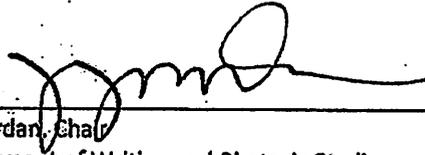
Jay Jordan, Chair
Department of Writing and Rhetoric Studies
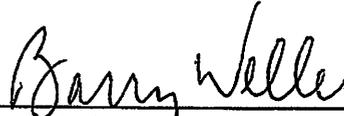University of Utah

2.7.18
Date

David Richardson
Dean, School of Humanities and Social Sciences
Salt Lake Community College

01/25/2018
Date

Barry Weller
Dean, College of Humanities
University of Utah

2.8.18
Date

Admission Criteria

1. Apply to the University of Utah; pay required fee and submit <u>all</u> official college transcripts
2. On the application, select Writing and Rhetoric Studies, BS. or BA.

The University of Utah			Salt Lake Community College		
			Degree Requirements (18cr)		
Degree Requirements (# cr) 36			**Required Courses (6cr)**		
Heading (# cr)	Required courses (9 cr)		ENGL 2040	3	Introduction to Writing Studies
WRTG 3870	3	Writing as Social Practice	ENGL 2310	3	Digital Writing
WRTG 3875	3	Rhetorics and Theories			
Heading (# cr)					
WRTG 5990	3	Senior Seminar			
Heading (# cr)	Academic and Professional Writing (3cr)				
WRTG 3011	3	Writing in the Arts and Humanities			
WRTG 3012	3	Writing in the Social Sciences	**Elective Courses (12cr)**		
WRTG 3014	3	Writing in the Sciences	ENGL 1810	3	Mentoring Writers
WRTG 3015	3	Professional Writing	ENGL 1820	3	Publication Studies
WRTG 3016	3	Business Writing	ENGL 2100	3	Technical Writing
Writing and Rhetoric Studies Core (15 credit hours)			ENGL 2500	3	Grammar and Style
			ENGL 1030	3	Writing in the Professions
WRTG 2040	3	Intro to Writing Studies	ENGL 2250	3	Intro to imaginative Writing
WRTG 2310	3	Digital Writing	ENGL 2030	3	Language in US Society
WRTG 2905	3	Special Topics	ENGL 2260	3	Intro to Writing Poetry
WRTG 3010	3	Critical Thinking and Writing	ENGL 2270	3	Intro to Writing Fiction
WRTG 3018	3	Writing about Popular Culture	ENGL 2280	3	Intro to Creative Nonfiction
WRTG 3019	3	Writing about War (HF; CW)	ENGL 2290	3	Intro to Novel Writing
WRTG 3020	3	Write 4 U (HF; CW)	~~ENGL 2330~~	~~3~~	~~Children's Literature~~
WRTG 3030	3	Writing across Locations	~~ENGL 2300~~	~~3~~	~~Intro to Shakespeare~~
WRTG 3040	3	Digital Storytelling (HF)	~~ENGL 2610~~	~~3~~	~~Diversity in American Literature~~
WRTG 3420	3	Environmental & Sustainability	~~ENGL 2710~~	~~3~~	~~Intro to Folklore~~
WRTG 3430	3	Language of the Law	~~ENGL 2630~~	~~3~~	~~Contemporary World Literature~~
WRTG 3440	3	Digital Research Methods	~~ENGL 2760~~	~~3~~	~~Gender and Cultural Studies~~
WRTG 3510	3	Grammar and Stylistics	~~ENGL 2830~~	~~3~~	~~Diverse Women Writers~~
WRTG 4610	1-6	Internship	ENGL 2850	3	Intro to Queer Studies
WRTG 3705	3	Rhetoric, Science & Technology	ENGL 1200	3	Intro to Linguistics/Study of Language

(handwritten note in margin:) remove elective options from R401 program proposal 03/01

NOTE: ***** General Education Requirements will be satisfied by a completed Associate of Science (AS) degree or Certificate of Completion in General Education from SLCC.

Additional Requirements					
Heading (# cr)					
Heading (# cr)					
Heading (# cr)					

Degree Requirements (# cr)	122
Major Requirements (# cr)	36

WRTG 3830:	3	Research in Professional Communication (CW)			
WRTG 3890:	3	Under-Represented Rhetorics (DV)			
WRTG 3900:	3	Advanced Literacy Studies (ENGL 3690) (HF)			
WRTG 4000:	3	Writing for Scholarly Publication			
WRTG 4001:	3	Business Plans and Proposals			
WRTG 4010:	3	Writing Across Borders (IR)			
WRTG 4020:	3	Writing Center Colloquium: Theory and Practice			
WRTG 4030:	3	Visual Rhetoric: Word/Image/Argument (CW; QB)			
WRTG 4040:	3	Digital Rhetoric			
Emphasis Requirements (# cr)					
WRTG 4050:	3	Cultural Rhetorics (DV)			
WRTG 4060:	3	Writing in the Public Sphere			
WRTG 4070:	3	Rhetorics of Gender			
WRTG 4090:	3	Materiality of the Book			
WRTG 4200:	3	Writing Popular Non Fiction (CW)			
WRTG 4830:	3	Designing for Usability (CW)			
WRTG 4850:	3	Technical Editing			
WRTG 4890:	3	Writing, Persuasion, and Power			
WRTG 4905:	3	Studies in Professional Discourse (Law, Med) (CW)			
WRTG 5010:	3	Medical and Health Science Discourses			
WRTG 5770:	3	Research in Rhetoric and Writing			
Additional Heading (# cr)					
WRTG 5830:	3	Digital Publishing			
WRTG 5905:	3	Special Topics in Writing & Rhetoric			
ENGL 5970:	3	Discourse Analysis			
Topical Course Electives (9 cr)					
Select this coursework in consultation with your advisor.					
Topical Course Electives should enhance your academic or professional career. One class from another major or minor may count. The other two should be taken from across campus. Be able to argue effectively for their inclusion in your major program.					

U of U Bachelor of Science Graduation Requirements and Bachelor of Arts Graduation Requirements

- This is where we list the overall graduation requirements for the baccalaureate degree at the transfer institution.
- To complete the AS in Writing Studies, students must complete all SLCC General Education requirements.

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

March 2018

Regent policy, *R220, Delegation of Responsibilities to the President and Board of Trustees,* requires that the Board of Trustees reviews and approves tuition and general student fee adjustment recommendations, prior to being submitted to the Board of Regents for final consideration. The Board of Regents will meet on March 30, 2018 at Dixie State University to take final action on all tuition and fee increases for 2018-19.

FY 2019 Proposed Tuition Increase
The College hosted its Annual Tuition Review meeting with students on February 28, 2018. At this meeting students were advised of the proposed tuition increase ranges for both first-tier and second-tier tuition. Currently it is anticipated that the State Board of Regents' proposed 2018-19 first-tier tuition increase might range from 0% to 4%. The College is proposing a 0% to 2% second-tier tuition increase depending on the outcome of the legislative session.   Together, the proposed tuition increases for next year is anticipated to be in the range of 0-5% or $0 to $82.98 per semester for a full-time resident undergraduate student. Additional information will be provided at the Trustees' meeting including student feedback from the Annual Tuition Review meeting.

Trustee Action: The Trustees are asked to review and approve a second-tier tuition increase in the range of 0% to 2% depending on the legislative funding outcomes for FY 2019. Trustees will receive a follow up report regarding the final second-tier tuition increase percentage during its next scheduled meeting.

Proposed Student Fee Increase
Regent Policy, *R510 Tuition and Fees,* requires that all general student fees be reviewed and approved by the Board of Regents, normally in conjunction with the annual determination of tuition rates. General student fees typically include fees related to Student Life & Leadership, athletics, transportation, health and wellness programs, technology fees, and approved student union building bond fees.

Also required by Regents policy, the College has an established Student Fee Board whose purpose is to provide students with input into decisions regarding the determination and allocation of student fees. The Student Fee Board's final recommendation was to increase student fees a total of $6.25 or 2.7% for students enrolled for 10 credit hours or more per semester. The fee changes are as follows:

- ❖ Increase the Athletics Fee by $2.00
- ❖ Increase the Center for Health & Counseling Fee by $3.00
- ❖ Increase the Child Care & Family Services Fee by $2.00
- ❖ Increase the Community Service Fee by $0.25
- ❖ Increase the Transportation Fee by $1.50
- ❖ Decrease the Student Center Operations Fee by -$0.50
- ❖ Decrease the Student Activities Fee by -$0.50
- ❖ Decrease ID Card/One Card Fee by -$0.25
- ❖ Decrease the Arts and Cultural Event Fee by -$0.25
- ❖ Decrease the Sustainability/Recycling Fee by -$0.75
- ❖ Decrease the Publications/Media Fee by -$0.25

- ❖ Total Change: $6.25

Trustee Action: The Trustees are asked to review and approve the student fee increase as outlined.

March 5, 2018

Dear Members of the Salt Lake Community College Board of Trustees,

In compliance with Regent Policy, I am writing to express my support for Salt Lake Community College's proposed 2.7% student fee increase for 2018-2019. Currently, the fee is $230.75 per semester. Keeping in mind the needs of the student body and the purpose of student fees, we are recommending an increase of 2.7%; this is an additional $6.25 in student fees per semester, for a new total of $237.00.

As it is the case every year, students at Salt Lake Community College play a key role in our student fee allocation process. As part of the Student Fee Board myself, we understand this increase is above the first-tier tuition rate increase; however, there is an urgent need for each of these fees to be raised this coming academic year.

This fee increase accommodates to students' needs, as well as providing the financial support needed for the continued operations of different departments across Salt Lake Community College. I can say with confidence that our students support these increases to better the services and opportunities provided for students. Following the Board of Trustees approval of the proposal, it is my hope that these fee changes will be approved by the Board of Regents.

Thank you for your support and leadership of higher education in Utah and all you do for Salt Lake Community College.

Sincerely,

Aynoa Rincon
2017-2018 Salt Lake Community College Student Association President

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