

R427-1. Purpose: To secure greater cooperation between the State Board of Regents (SBR), the State Board for Applied Technology Education (SBATE) and their respective staffs on matters related to applied technology education, this Memorandum of Understanding sets forth procedures to provide effective advocacy for applied technology education; to eliminate duplicative programs and facilities; and to correlate training programs in the interest of program quality and effectiveness. The agreement does not bind the official actions of either board but does express the intent to share information and to facilitate cooperation between the boards.

R427-2. References

- 2.1. Utah Code [§53B-16-102](#) (Changes in Curriculum)
- 2.2. Policy and Procedures [R428](#), Support and Monitoring of Applied Technology Education

R427-3. Policy

3.1. Development of Applied Technology Education Plans

3.1.1. Wherever practical the SBATE and the SBR will collaborate in the development of short- and long-range plans pertaining to applied technology education.

3.1.2. In those instances where joint participation in the development of planning documents is not practical, such documents prepared by postsecondary institutions or the Regents' staff will be submitted to the SBATE staff for review and comment. Likewise, planning documents prepared by the SBATE staff and the Applied Technology Centers will be submitted to the Regents' staff for review and comment.

3.2. Accreditation Procedures

3.2.1. Notices of applied technology program accreditation visits to higher education institutions will be sent to SBR staff at the same time notices are mailed to institutions.

3.2.2. Accreditation teams for applied technology program accreditation at institutions of higher education, and exit interviews relating to accreditation, will include representation from SBR staff.

3.2.3. Copies of all communications between SBATE staff and institutions of higher education relating to accreditation of applied technology programs at such institutions will be sent to SBR staff at the same time they are sent to institutions.

3.3. New Program Requests

3.3.1. Requests for new applied technology programs will be submitted by higher education institutions to SBR staff.

¹ Adopted: November 16, 1982; Liaison Committee, April 11, 1983; State Board of Regents, April 19, 1983; State Board for Applied Technology Education, April 15, 1983; reaffirmed: Joint Liaison Committee, March 12, 1984; sections 3.9 and 3.10 adopted September 12, 1986.

3.3.2. SBR staff will send copies of all such requests to SBATE staff for their recommendations, which will be noted in program action requests submitted to SBR.

3.3.3. SBR actions taken on new program requests will be reported to the SBATE staff.

3.3.4. The SBATE may contract directly with postsecondary institutions for short-term training programs that do not require credit and that do not lead to a formal certificate or degree. Prior notice of such agreements will be provided to SBR staff for their review and recommendations.

3.4. Institutional Requests for Categorical Funding

3.4.1. Any request to SBATE by an institution of higher education for categorical (RFP) funds for an applied technology program of instruction or research will be submitted directly to SBATE staff.

3.4.2. SBATE staff will submit copies of proposals to SBR staff.

3.4.3. SBR staff may submit comments to SBATE staff relative to RFP requests.

3.4.4. SBATE staff will forward to SBR staff a master list of approved categorical funded programs at the time allocations are awarded.

3.5. Funding Proposals by SBATE and SBR

3.5.1. All proposals by SBATE or SBR for funding for either state, federal, or private sources for applied technology programs or activities affecting applied technology centers or institutions of higher education will be discussed and coordinated by joint staffs prior to submission to granting authority.

3.5.2. In order to assure proper articulation and coordination, the SBATE staff or SBR staff may submit such funding requests to the Joint Liaison Committee for support.

3.6. Institutional Mission and Role Assignments

3.6.1. The SBR staff and the SBATE staff will keep each other fully informed concerning proposed changes in applied technology education mission or role assignments at applied technology centers and institutions of higher education.

3.6.2. Reviews of the associate degree programs at Utah Valley State College and Salt Lake Community College will be conducted jointly by SBR staff and SBATE staff, and the recommendations arising from such reviews will be presented to the Joint Liaison Committee.

3.7. **Correspondence:** Relevant correspondence by SBATE or SBR staffs to institutions of higher education concerning applied technology education matters, other than routine administrative business, will be copied and provided to the other staff to assure full communication and sharing of information.

3.8. Applied technology Education Facilities

3.8.1. Any requests for new or expanded applied technology education facilities by applied technology centers or institutions of higher education will be reviewed by SBR and SBATE staffs to determine consistency with approved master plans and institutional mission and role assignments, and to avoid inappropriate duplication of facilities and programs.

3.8.2. A written report relating to the review of such requests for applied technology education facilities will be prepared by the respective staffs and presented to the Joint Liaison Committee.

3.9. Noncredit Short-term Applied Technology Training

3.9.1. In areas of the state where no area applied technology center exists, higher education institutions will assume the primary role for providing noncredit short-term applied technology training under policies of the State Board for Applied Technology Education for this type of training, and under the administration of the State Board of Regents consistent with philosophies that incorporate noncredit short-term applied technology training in higher education.

3.9.2. Funding for noncredit short-term intensive training (STIT) in higher education institutions in all nine service delivery areas of the state will flow through the State Board for Applied Technology Education based on the number of students served and in accordance with an equitable STIT funding formula. In areas of the state served by ATCs, STIT training is a secondary role in higher education.

3.10. Salt Lake Skills Center: The Salt Lake Skills Center will function under policies of the State Board for Applied Technology Education for short-term intensive training, and under administration of the State Board of Regents and Salt Lake Community College. The operating budget and base budget for the Salt Lake Skills Center will flow through the State Board for Applied Technology Education, with capital facilities budgets remaining the responsibility of higher education and the Regents.