



UTAH SYSTEM OF  
HIGHER EDUCATION

# MEMORANDUM

January 9, 2024

## Davis Technical College Request for Approval of Freeport West Extension Campus

### Background and Justification

Davis Technical College requests approval to establish the Freeport West Extension as an instructional service center located at the Freeport Center, Building D-5, in Clearfield, Utah. This new location will support the institution's Commercial Driver's License (CDL) Class A program, addressing critical regional workforce needs and providing students with enhanced hands-on training facilities.

Key highlights of the proposal include:

- **Regional Need:** The current campus lacks adequate space for a dedicated driving range, crucial for effective CDL training. The proposed extension center offers a solution by providing the necessary space to relocate the program and establish a driving range, ensuring students can access hands-on training facilities that align with industry requirements.
- **Institutional Support:** Davis Technical College has ensured adequate administrative and instructional resources for the extension. Staffing includes three full-time instructors, one part-time adjunct, and a part-time instructional management assistant. The program is projected to enroll 48 students in 2024-25, with an expected graduation of 45 students.
- **Budget Alignment:** The extension does not require additional funding and aligns with the institution's planned budget, supported by state funding, tuition, and testing fees.
- **Industry Partnerships:** The extension's proximity to local employers strengthens partnership opportunities and enhances job placement rates for graduates.

### The Commissioner's Office Review

In accordance with [Board Policy R315, Designation of Service Regions and Approval of Out-of-Region Instructional Programs, Branch Campuses, Instructional Service Centers, and Extension Centers](#), the Office of the Commissioner of Higher Education has conducted a comprehensive review of the proposed extension center. This review assessed regional needs, institutional support, program offerings, and the proposal's alignment with the Utah System of Higher Education's performance metrics.

Findings from the review conclude:

1. The proposed location addresses a critical regional need for CDL training and provides an appropriate facility for hands-on learning.
2. Davis Technical College has demonstrated sufficient institutional support for the new site, including personnel and budgetary provisions.
3. The extension strategically aligns with the institution's geographic service region and enhances access to technical education without duplicating existing programs.

Based on these findings, the Commissioner's office supports the establishment of the Freeport West Extension.

### **Commissioner's Recommendation**

The Commissioner recommends that the Board approve Davis Technical College's request to establish the Freeport West Extension as an instructional service center.

### **Attachment**

Attachment 1 – New Campus Request Form for Freeport West Extension