Western Dakota Tech

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DEC 20 2011

December 14, 2011

Mark Wilson, Director
Office of Learning & Instruction
800 Governor's Drive
Pierre, SD 57501

Dear Mr. Wilson:

We are formally requesting a program name change for our Business Management and Marketing program to an all-inclusive name "Business". We would like to combine our Business programs under one umbrella to include both degree and diploma specialty options.

We are also requesting moving an existing option, Administrative Services (Office Professional,) currently located in the Health Information Management program be moved to the "Business" program. Students seeking this option are better suited for studies and job placement under the Business program.

The new system would allow for our students to either obtain an AAS in Business with a Business Management Marketing specialty, or they could obtain a diploma in Business with an Office Professional specialty.

For reporting purposes all of the programs would use the same CIP code of 52.0201. This method will help WDT with overall retention figures as many of our students who change programs tend to stay with in the business arena. The change will also bring the business programs into a more cohesive unit.

If you have any questions concerning this request, contact Kelly O'Brien, Kelly.obrien@wdt.edu, Dr. Cathy Anderson, cathy.anderson@wdt.edu, or myself.

Sincerely,

Dr. Craig Bailey, President
Western Dakota Tech

Mission
Western Dakota Technical Institute is a public institution of higher learning where students acquire the knowledge, skills, and behaviors necessary for successful employment.