<div style="border:1px solid black; text-align:center;">

Wyoming Community College Commission Request for
New Pilot or Revised
Degree or Certificate

</div>

A. **College:** Laramie County Community College

B. **Date** submitted to WCCC**:** _____

C. **Program**
    1. Request for:
    _x__ New Program   ___ Pilot Program   ___ Revised Program

    2. **Program Title:** Equine Training___
    3. Degree or Certificate to be awarded:
    ___ Degree: ___ AA   ___ AS   ___ AAS   ___ Other
    _x__ Certificate

    4. Educational Pathway:

    __ Energy __Construction __ Hospitality __ Technology __ Health Care _x_ other

    5. Total number of credit hours: _29_____

    6. Suggested CIP (Classification of Instructional Program) code (6-digit):
    __01.0507_____

    7. Planned semester/year new program will begin: Fall 2018

    8. Will any part of this program be provided by non-accredited vendor(s)?
    ___ YES (Provide details)   _x___ NO

    9. Will all or part of this program be available to students via online or other distance
    education technologies?

    ___At the start of the program?   ___Within three years of the start of the program?
    x No

D. Program description as it will be included in college catalog:

The Equine Training credit diploma prepares students for work in the field of equine training and management. In addition to gaining an overall understanding of the anatomy and physiology, nutrition needs, how to properly evaluate a horse, and develop a business plan, students will also gain invaluable horsemanship skills in a variety of disciplines, as well as, starting a colt under saddle. Students gain knowledge and skills necessary to prepare them for their chosen field in the equine industry.

1. Expected Student learning outcomes from completion of the program:
   Students will be able to:

-Demonstrate equine industry expectations and work ethic in care and training of horses.

-Interpret equine anatomy, physiology, and behavior and apply appropriate management of health, care, and nutrition of individual horses.

-Assess equine behavior and training level to develop and implement an appropriate equine training plan.

2. Program Layout by Semester

EQST 1515	Equine Science I	4
EQST 2516	Equine Science II	3
EQST 2985	Equine Business Law	3
EQST 1685	Equine Behavior and Horsemanship	4
COLS 1000	Intro To College Success: First-Year Sem.	3
		17
EQST 2560	Advanced Training Techniques and Equine Evaluation	4
EQST 2500	Equine Health Management	3
EQST 2800	Fundamentals of Teaching Riding	2
EQST 2970	Equine Internship	3
		12
	Total	**29**

**Proposed name and credit change for EQST 2970, formally it was EQST 2970 Internship listed for 4 credits. The new proposal is that it will be EQST 2970 Equine Internship listed for 3 credits. The 3-credit internship will help meet student needs and is more fiscally responsible for students to earn the same experience.

E. New course prefixes, course credit hours and:

1. Is the community college is using a course prefix which is new to Wyoming public higher education institutions: ___ Yes   X No

2. New course prefixes have been coordinated:

with UW (transfer)   ___ Yes   ___ No   X   Not Applicable
or WCCC (CTE)   ___ Yes   ___ No   X   Not Applicable

F. New course descriptions:
     1. The following are course descriptions for each <u>new</u> course in the
   program (include prefix, course number, title, credit hours, requested level of instruction
     (LOI of 1,2, or 3) and description):

EQST 1685 – Equine Behavior and Horsemanship, 4 credits, LOI=2
In this course, students evaluate a horse's body language, identify how a horse learns, common stereotypical behaviors and key factors for the foundation of training. Students acquire knowledge and valuable skills in horsemanship needed to improve balance, the proper use of aids such as hands, weight, legs and voice, and appropriate cues at all three gaits. Basic training techniques will also be applied throughout the course.

     2. <u>New</u> course numbers and/or number of credit hours have been coordinated:
       with UW (transfer)   ___ Yes   ___ No   _X__ Not Applicable

         or WCCC (career technical)   ___ Yes   ___ No   _X__ Not Applicable

G.* Can <u>this program be delivered by current faculty?</u> If not, what are the plans, budget and timeline for bringing on needed instructors?

   Yes – this program will be delivered by current faculty.

H. Summary of input from and coordination with citizens, business and industry or k-12 education:

A focus group (including some members of the LCCC equine program advisory board) consisted of college educators, industry professionals and current faculty and staff met to discuss options for growing the program including a new credit diploma. This meeting was held in February 2017. The committee conversation pointed to the need for a shortened applied science (credit diploma) option to include a mandatory internship. The needs for continued work with colts as well as more skills in basic horsemanship were recommended by this group.

A follow-up survey of current and former students (some who serve on the equine advisory board) was given in the fall of 2017 and completed by 72 respondents. This survey revealed similar results of the focus group and continued to grow support for a shortened credit diploma option. The survey indicated high demand for mandatory internships, continued opportunities to ride horses and support for maintaining the colt training lab (see attached survey results). This credit diploma will also give students options to complete their Associates of Applied Science if they choose with one more year of academic courses. This degree will create skilled workers for jobs in the equine industry.

I.* Resources required to start and sustain the program and the current plan to meet those resource needs through college or other external funds:
This program will run efficiently in the facilities already provided at LCCC. No additional resources will be needed.

J.* Projected demand in Wyoming and Nation for five years from the proposed implementation date (career technical programs):

1. State and National Trends

United States	Employment		Percent Change	Job Openings
	2016	**2026**		
Animal Trainer	54,900	60,700	33%	24,500
Wyoming	**Employment**		**Percent Change**	**Job Openings**
	2014	**2024**		
Animal Trainer*	70	80	22%	

Source:
- **National Data Source:** Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook* https://www.bls.gov/projections/occupation
  O*NET Online https://www.onetonline.org/link/summary/39-2011.00 - 55,000 employees
- **State Data Source:** United States Department of Labor: Bureau of Labor Statistics
  https://www.bls.gov/careeroutlook/2015/article/working-with-animals.htm - animal trainers
  – Wyoming – data not available: Colorado – 350.
  *O*NET Online https://www.onetonline.org/link/summary/39-2011.00
- **Data Source:** United States Department of Labor: Bureau of Labor Statistics

Equine training jobs are rarely advertised publicly and rely on a network of equine professionals and relationships to fill positions and meet the need of nearly 60,000 horses that are used in showing and recreation (see American Horse Council Economic Study below) and require some level of training.

Horses live to an average age of 30 and for at least half of those years, they are in some level of training from colt training (age 3-5) to fine-tuning or re-training (age 6-19). For example, horses are trained and raced at age two and three. Those off-the-track Thoroughbreds (OTTB) are then re-trained for a wide variety of sports (jumping, English, western, reining, etc.).

The average trainer can train 10 horses a month or 120 horses a year. With 60,000 horses in Wyoming that are showing or used in recreation, there is a need for trainers in the State of Wyoming. LCCC advisory board members, former students and the trainers interviewed specifically for this data, point to wait lists of an average of six to 10 horses a month and the trainers are booking horses three months in advance. Horse trainers in Wyoming charge $600 to $1,000 a month to train a single horse.
> "There is high demand for colt starting if you are good" – current Wyoming horse trainer
> "There are lots of people who need someone to start their horses" – LCCC alumni and Wyoming horse trainer

The demand for trainers is highest for colt training, which is the work students will be prepared for with this new Credit Diploma. Most trainers also provide riding lessons, work in the breeding industry and/or managed boarding facilities in addition to training.

Other trend information that would assist the Commission:
https://www.horsepalace.win/live-racing/wy-equine-education/ - Wyoming Equine Education Project (American Horse Council Economic Study)

- Wyoming horse industry produces goods and services valued at $191 million
- 33,100 people in Wyoming are involved in the industry as horse owners, service providers, employees, and volunteers.
- Wyoming horse industry directly provides 1,400 full-time equivalent jobs.
- There are 99,000 horses in Wyoming – 60% are involved in showing and recreation

2. State and National Wages

Location	Pay Period	2015				
		10%	25%	Median	75%	90%
United States Animal Trainer	Hourly	9.01	10.38	13.31	19.58	27.91
	Yearly	18,740	21,590	27,690	40,740	58,050
Wyoming Farmworkers, Farm, Ranch & Animal	Hourly			13.66		
	Yearly			29,390		

Source: Bureau of Labor Statistics, Occupational Employment Statistics Survey
- **National Data Source:** United States Department of Labor: Bureau of Labor Statistics https://www.bls.gov/oes/current/oes392011.htm
- **State Data Source:** United States Department of Labor: Bureau of Labor Statistics https://www.bls.gov/oes/current/oes_wy.htm#45-0000

Other wage information or comments that would assist the Commission:
Equine Trainers
U.S. Bureau of Labor Statistics
- Projected Job Growth (2014-2024) – 11% for all animal trainers
- Average Annual Salary (2015) - $33,600
- Colorado Horse Trainer Average wage - $18,020-$33,760
Equistaff.com (equine employment agency)
- Average salary for horse trainers - $40,115 (2012) (2/3 received additional perks including housing, medical insurance, etc.)

3. Primary student audience identified for this program:
The primary student audiences are those who want to expand their equine training and management skill set. Students who enroll in the Equine Training credit diploma program will primarily want to work in the equine industry and agribusiness enterprises.

Through our focus group and former student survey there are many students who have been identified that would benefit from this type of unique program. Within the middle and high school student sectors there is a surprising growth of equine related organizations and competitions that continue to drive students into the equine industry. Not all students are looking to receive a degree or an advanced degree in equine studies and this will afford them with an option to gain valuable skills that are imperative to our industry.

4. Anticipated enrollment in the three academic years after WCCC approval (unduplicated headcount) with the basis for the estimate:
   __12__ Year One   __13__ Year Two   __15__ Year Three

This credit diploma will scaffold into the already existing Equine Training and Management AAS. The AAS program consistently runs at 12 students or more. Some students have left to go work

in industry after only one year – this credit diploma allows for exit ramps from the program and the option to earn a credential after only one year. The combination gives students flexibility in degree programs and options. Approval of this program far exceeds the timeframe of the recruiting season and limits the success of the first year in terms of growing numbers, however we anticipate overall growth in the equine training program with the addition of this credit diploma and the format including a mandatory internship. This program is currently limited by safety in the lab setting and stall space to a maximum of 15 (with an additional 24 in the AAS degree).

K. **Student recruitment and program marketing strategies** to attract the broadest range of individual into this specific program:

Our department will continue to utilize the relationship that has been built with the admissions team to gather names of students that are interested in equine programs and actively recruit students throughout the year following a comprehensive recruiting plan developed each September. This plan will include updating current resources including our website, a regular contact schedule of current students, marketing materials, attendance at key events on and off campus, and more. Once prospective students have been identified, faculty in the department will make regular contact with those students through both written and verbal communication. We will continue to offer tryout dates and scholarships for this exclusive program so that we can receive students who will benefit the most from our certificate program and represent LCCC proudly in the industry. I believe that with this certificate students who are unsure if college is the right fit for them will pursue this 2-semester option. We will also work with industry and our internship partners to help promote this program and find interested students who will benefit from the intensive hands-on short-term certificate program.

L.* **Identification of similar programs at Wyoming Community Colleges** and an overview of results of **discussions with faculty and administrators** at the relative college's curriculum and possible joint projects:

Wyoming Community College Programs (Identify title, degree/certificate and number of credit hours)						
Casper College	Central Wyoming College	Eastern Wyoming College	Laramie County Community College	Northwest College	Northern Wyoming Community College District	Western Wyoming Community College
None	Eq. Training Certificate II = 26cr Eq. Mgmt. Certificate I = 21cr	None	In Process	Eq. Care and Basic Riding = 18-20cr Eq. Riding and Training A.A.S. = 70cr	None	None

M. Note available program and course articulations with other likely **transfer institutions in the region, particularly for transfer AAS, AA and AS programs.** (Note regional Bachelor of Applied Science transfer options in addition to UW.)

None for this degree as the Credit Diploma prepares students to work in industry

N. <u>When appropriate, note partnerships with business, industry, associations or agencies</u> that have contributed to the design of the proposed program and/or who will contribute to the delivery of the program.

Partnerships include: A focus group consisted of college educators, industry professionals and current faculty and staff have met to discuss this new credit diploma; it has been well received. A survey of former students has also been completed which has revealed that this will be a great asset to future students that want industry knowledge and skills to return to the workforce and be successful.

O. <u>Assessment of student learning and completer follow-up per performance indicators.</u> How will the assessment outcomes be used to assure student learning and improve the program?

1. Equine industry expectations and work ethic pertaining to care and training of horses is evaluated using a rubric.
2. Faculty review of student journal entries and faculty inspection of weekly equine care management as applied to a decision-making rubric.
3. Student and faculty pre-training assessment to evaluate an assigned horse, and work with the owner to develop a plan to expectations. Student and faculty will complete a post assessment to determine if training goals were reached.

P. * <u>Other program information or comments</u> that would assist the commission in making a decision using the Guidelines for Use of this Evaluation Tool found in Appendix A of the 2010 <u>WCCC Statewide Strategic Plan.</u>

This program addresses Wyoming and regional interests in the following Ways *that are not addressed earlier in this request*:

EDUCATED CITIZENRY – This program is unique due to its progression of equine instruction both in the arena and classroom. The opportunity of the required internship should prove to most beneficial to the student where they can hone their skills in their chosen discipline and provide job opportunities going forward.

DIVERSIFIED ECONOMY – The education and training of students in the Equine Training certificate program will directly impact the equine industry. Many of the skills and knowledge that are learned are transferable across many different equine disciplines and skills in the industry.

WORKFORCE DEVELOPMENT – Students who complete the Equine Training certificate program will have the ability to confidently move directly into the workforce with an advanced knowledge and skill of diverse training methods and equine health and management.

EFFICIENT SYSTEMS – This program will enable a student who is seeking more riding and training skillsets and equine husbandry knowledge that are currently sought in the equine industry. The networking opportunities during the student's time within the program and during their internship will provide them with various career opportunities or furthering their educational goals.

ACCOUNTABILITY and IMPROVEMENT – Input from the focus group, former student survey, lab and classroom assessments, and internal reviews from instructors and administrators will provide data to improve curriculum and lab delivery. LCCC anticipates industry input to review the Equine Training certificate for continuous quality program improvement.

OTHER CRITERIA-
Labor Needs – There is frequent turnover in the equine industry, especially for assistant trainers. This high turnover rate will allow our students to easily find jobs to gain valuable experience, skills and networking opportunities with unlimited possibilities.

Curriculum Development – This certificate program has been reviewed with other certificates that are similar to ensure the student needs will be met by industry expectations.

Faculty Support – The faculty and staff that will support this certificate program are very knowledgeable, educated and experienced in a variety of specialties and disciplines.

Recruitment Strategies – Many traditional and non-traditional students seek to further or continue their education and skills in the equine industry, however holding a degree is not required in many sectors of the industry. This will provide a specific opportunity for these students to gain that experience and to be placed in an internship that will continue their skills.

- **Resource Needs** – Marketing materials

*Community colleges are not required to complete sections G, I, J, K, L, or P for **pilot** program requests.

SIGNATURE PAGE

Submitted by V. P. for
    Academic Affairs**

_____

        Signature   Date

_____

      Printed Name   Title

Approved by the WCC Academic
    Affairs Council

_____

        Signature   Date

_____

      Printed Name   Title

Approved by Program
    Review Committee

_____

        Signature   Date

_____

      Printed Name   Title

**Signature by the Community College Vice President for Academic Affairs verifies that institutional curriculum approval processes have been completed and that the Community College Board of Trustees has approved this program request as per institutional policy.

LCCC New Program of Study/Concentration Form

In accordance with Program Development and Approval Procedure, 2.3.1P, this form must be completed to establish the submission of a new credit-bearing program of study or concentration.

1.	**Program Contact:**	Lanae McDonald	
2.	**Effective Catalog Year:**	2018-19	
3.	**Summation of Faculty, Dean, and VPAA:**	Met with the VPAA on November 9, 2017 to discuss changes, the survey, and reasoning for moving to a Credit Diploma. VPAA signed off to move these changes forward.	
		Authorization to put forward: x☐ YES ☐ NO Date: 9-13-17	Lanae McDonald	
			Jill Koslosky	
			Clark Harris	

Stage One: Identification of Program, Need, Goals and Competencies

4.	**O*NET-SOC Code:**	*Locate the code at:* http://www.onetonline.org/help/online/search
		39-2011.00
5.	**Rationale for New Program:**	A survey of current and former students dating back 10+ years was completed by 72 respondents in the fall of 2017. According to the survey of current and former students, 60% of students believe an internship is critical to success in the equine industry. While 71% believe the colt training classes was both the most impactful course as well as critical to the success of work in the industry, many pointed to the need for different training techniques being a part of the program. Of those surveyed, 48% are working in the equine industry. Approximately 40% of current equine training students leave after only one year to work in industry. This significantly impacts the completion agenda for this program. The proposed Equine Training Credit Diploma meets all the above demands of industry and students. This is a one-year, intensive and hands-on program geared toward those who want to work in the industry. It will improve the completion agenda of the entire equine program by giving a shortened option for students to leave after a year with a credential. It includes a mandatory internship and expands the current colt training class to include more horsemanship to train better riders, lessons in equine behavior to increase communication between horse and rider, and training techniques in different areas to meet the varying needs of a broad industry as well as differing horse personalities. The new Equine Training Credit Diploma meets the needs of students as well as industry and ultimately increases the rate of completion in the equine training program at LCCC.
6.	**Program Advisory Committee Summary Report:**	A focus group (including some members of the LCCC equine program advisory board) consisted of college educators, industry professionals and current faculty and staff met to discuss options for growing the program including a new credit diploma. This meeting was held in February 2017. The committee conversation pointed to the need for a shortened applied science (credit diploma) option to include a mandatory internship. The needs for continued work with colts as well as more skills in basic horsemanship were recommended by this group.

| | | A follow-up survey of current and former students (some who serve on the equine advisory board) was given in the fall of 2017 and completed by 72 respondents. This survey revealed similar results of the focus group and continued to grow support for a shortened credit diploma option. The survey indicated high demand for mandatory internships, continued opportunities to ride horses and support for maintaining the colt training lab (see attached survey results). This credit diploma will also give students options to complete their Associates of Applied Science if they choose with one more year of academic courses. This degree will create skilled workers for jobs in the equine industry.

Notes from the meeting and the results of the survey are attached. |
|---|---|---|
| **Stage Two: Program Research and Curriculum Development** | | |
| 7. | **Program Duration** (number of weeks to complete this program): | *Credit Certificate and Credit Diploma programs must be a minimum of 16 weeks and 16 credits. Other program types do not need to provide this information.*

32 weeks, 29 credits |
| 8. | **New Courses and Course/Program fees:** | Have all new course numbers and/or prefixes been confirmed by the Course Coordinator? x YES ☐ NO ☐ n/a

Have MCORs for all new courses been submitted? x YES ☐ NO ☐ n/a

Are fees being requested for this program? X YES ☐ NO

Are new or revised fees being requested for courses within this program? x YES ☐ NO

If yes, provide details and rationale.
Lab fees have been updated to cover the cost of consumables including hay, medication, stall bedding, etc. See attached form which includes rationale.

The Student Fee Request form is available from the Vice President of Administration and Finance and must be included in this process.

This form has been submitted to the school dean: ☒ YES
A copy of the Student Fee Request form has been attached to this submission: ☒ YES |
| **Stage Three: Identification of Needed Resources** | | |
| 9. | | Can this program be delivered by current faculty? If not, what are the plans, budget and timeline for bringing on needed instructors?
Yes – this program can be delivered by current faculty. |
| 10. | | What resources are required to start and sustain the program? What is the current plan to meet those resource needs through the college or other external funds?
Current resources will be utilized. |
| 11. | **Cost of Program:** | Total cost of program to a student:
Tuition (in-state) - $3,500.00
Course Fees - $750.00
Books Estimate - $350.00 |

Identify costs associated with the establishment of this program in the table below:
These are already embedded in the cost of the current AAS degree in Equine Training and there are no increases predicted at this point.

Budget Summary	Account Number	Budget Amount
Educational Supplies	10-410-120576-9110	$5,700
Instructional Projects	10-410-120576-9112	$3,000
Consumable	10-410-120576-9118	$8,000
Office Supply	10-410-120576-9120	$100
Contract Services	10-410-120576-9210	$1,300
Local Phone	10-410-120576-9415	$1,800
Advertising	10-410-120576-9701	$500
Site Copies	10-410-120576-9152	$300
Employee Travel	10-410-120576-9330	$1,500
Budget item	Account Number	Amount
Budget item	Account Number	Amount
Budget item	Account Number	Amount
Budget item	Account Number	Amount
Budget item	Account Number	Amount
	TOTAL:	$22,200.00

Additional comments regarding the cost of program implementation:
The costs for this certificate diploma are already embedded in the A.A.S., there will not be additional costs to run this program. The program already has the current instructors needed to instruct classes,

Stage Five: Administrative Review

12.	**Administrative Procedure 2.1P:**	x☐ Program meets credits required under Administrative Procedure 2.1P Degrees and Certificates x☐ Program does NOT meet credits required under 2.1P Degrees and Certificates/Exception Requested A compelling case for the variation must be made. Supporting documentation for the request citing accreditation or other professional certifying agents needs to be attached if applicable.
13.	**VPAA Signed Approval for Exception to Administrative Procedure 2.1P:**	**SIGNED:** Clark Harris **DATE:** _____

Other relevant information:
There are pending changes to the following courses:
EQST 1685 – new course; pending ASC Review Team as of 11/20/17
EQST 2560 – course modification and name change; pending ASC Review Team as of 11/20/17
EQST 2970 – name and credit change to Equine Internship 3 credits, change pre-requisite of EQST 2560 to a co-requisite; pending ASC Review Team as of 11/20/17
EQST 2520 – updated MCORs; submitted to ASC – waiting to be reviewed as of 11/20/17
EQST 1550 - updated MCORs; submitted to ASC – waiting to be reviewed as of 11/20/17
EQST 2985 – modification made; pending ASC Review Sub-committee as of 11/20/17
EQST 2975 – modification requested by review team; to be completed this week by the faculty; pending faculty changes as of 11/20/17

Courses pending deactivation upon approval of this new Credit Diploma include EQST 1900 (submitted in Curricunet)

PROGRAM SEQUENCING

In the first column, please indicate if a course will fulfill a general education requirement and/or if a course is taught in a specific semester, e.g., fall semester only.

PROGRAM SEQUENCING FOR:	Click or tap here to enter text.		
1ST SEM./TERM	**COURSE NUMBER**	**COURSE TITLE**	**CREDITS**
FA ONLY	EQST 1515	EQUINE SCIENCE I	4
	EQST 2500	EQUINE HEALTH MANAGEMENT	3
	EQST 2985	EQUINE BUSINESS LAW	3
FA ONLY	EQST 1685	EQUINE BEHAVIOR AND HORSEMANSHIP	4
	COLS 1000	INTRO TO COLLEGE SUCCESS:FIRST-YEAR SEM	3
		SUBTOTAL credits	**17**
2ND SEM./TERM	**COURSE NUMBER**	**COURSE TITLE**	**CREDITS**
SP ONLY	EQST 2516	EQUINE SCIENCE II	3
	EQST 2800	FUNDAMENTALS OF TEACHING RIDING	2
SP ONLY	EQST 2560	ADVANCED TRAINING TECHNIQUES AND EQUINE EVALUATION	4
	EQST 2970	EQUINE INTERNSHIP	3
		SUBTOTAL credits	**12**
3RD SEM./TERM	**COURSE NUMBER**	**COURSE TITLE**	**CREDITS**
		SUBTOTAL credits	
4TH SEM./TERM	**COURSE NUMBER**	**COURSE TITLE**	**CREDITS**
		SUBTOTAL credits	
		TOTAL CREDITS	**29**

OTHER information to APPEAR in the catalog:

Click or tap here to enter text.

CURRICULUM MAPPING
1. List all program competencies in the first column of the table below.
2. Replace CRSE 1, CRSE 2, etc. with program course numbers.
3. For each competency, identify the courses where the competency is Introduced (I), Reinforced (R), Emphasized (E), or Mastered (M).
4.

	EQST 1515	EQST 2500	EQST 2985	EQST 1685	EQST 2516	EQST 1550	EQST 2800	EQST 2560	EQST 2970					
Adapt and demonstrate equine industry expectations as they pertain to timeliness, work schedule and animal husbandry.	I		I	R				E	M					
Interpret equine anatomy and physiology in order to apply appropriate care and understand equine behavior.	I	E			R	I		M						