

**SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
ACADEMIC AFFAIRS
COMMITTEE RECOMMENDATION**

SUMMARY

Western Dakota Technical College
Additional Location or Branch Campus Application
Rapid City Correctional Facility
Rapid City, SD

COMMITTEE RECOMMENDATION

The Committee on Academic Affairs and Institutional Effectiveness (“Committee”) met on 4/23/2026 to consider the merits of the above application. After review, the Committee makes the following action recommendation to the Board of Technical Education:

- Approval
- Disapproval
- Deferral
- Other:

ADDITIONAL LOCATION OR BRANCH CAMPUS SITE DESCRIPTION

Institution	Western Dakota Technical College
Site Name	Rapid City Correctional Facility
Site Address	1020 North Creek Drive, Rapid City, SD 57703
Site Category	<input checked="" type="checkbox"/> Additional Location <input type="checkbox"/> Branch Campus
Anticipated Opening Date	8/16/2027
Site Status	<input type="checkbox"/> Temporary ¹ <input checked="" type="checkbox"/> Permanent
Anticipated Closure Date <i>(if temporary)</i>	Click here to enter a date.
Level of Program Completion ²	<input checked="" type="checkbox"/> Degree Completion <input type="checkbox"/> 50-99% Other:

SUMMARY

Describe the change the institution is seeking approval of.

Western Dakota Technical College (WDTC) is seeking approval to designate the Rapid City Correctional Facility, located at 1020 North Creek Drive, Rapid City, SD 57703, as an additional instructional location. This new facility is 4 miles from the WDTC main campus.

Approval of this additional location will allow WDTC to deliver onsite educational services to eligible incarcerated individuals in alignment with the Prison Education Program (PEP) requirements established by the South Dakota Department of Corrections and the Higher Learning Commission.

WDTC proposes to offer the Business – Entrepreneurship Certificate program (CIP 52.0201) at this location beginning in the Fall 2026 semester, pending receipt of all required PEP approvals. If approvals are not secured in time for a Fall 2026 launch, the college will target a Spring 2027 start, with the goal of having the program operational no later than Fall 2027.

WDTC has successfully established and operated additional instructional locations in Whitewood, Philip, and Hot Springs for the Practical Nursing (LPN) program. In addition, WDTC has partnered with the South Dakota Department of Corrections since Fall 2022 to provide educational programming in the Plumbing and Construction programs for incarcerated individuals.

¹ While not formally established in Board Policy, a temporary additional location or branch campus is designed for a set number of cohorts.

² HLC Question #2.C.

CRITERION 1: MISSION

The program aligns with the system's mission and strategic priorities.

1.1. The program aligns with the system's mission of preparing a technically skilled workforce prepared to serve the state of South Dakota and its regions.

1.2. *The program aligns with the system's strategic priorities.*

1.0. Describe how the proposed additional location or branch campus aligns with the system's mission.

Western Dakota Technical College's mission is to *"prepare students to be highly skilled professionals through accessible, career-focused programs to improve their lives, while adapting to community workforce needs and positively impacting our economy."*

The proposed additional location at the Rapid City Correctional Facility directly supports this mission by expanding access to career-focused education for an underserved population. Providing incarcerated individuals with the opportunity to earn a college credential or industry-recognized certification enhances their ability to secure meaningful employment upon release, thereby improving individual outcomes and strengthening the regional workforce.

The Business – Entrepreneurship Certificate program is intentionally aligned with high-demand, transferable skill sets that prepare graduates to enter the workforce or pursue self-employment opportunities. By equipping students with practical business knowledge and workforce-ready competencies, WDTC advances its commitment to accessibility, workforce responsiveness, and positive economic impact within the communities it serves.

CRITERION 2: DEMAND

The program leads to meaningful employment, adequate student enrollment, and/or fulfills needs not being met by existing education and training providers.

- 2.1. *The program leads to high-wage occupations that have an average/mean wage greater than the median wage across all occupations.*
- 2.2. *The program leads to high-demand occupations that have project annual openings (a measure of demand for workers) greater than the average across all occupations or is shown as an economic and/or labor market emerging field for the state of South Dakota and its regions.*
- 2.3. The program's student enrollment is adequate to justify program existence.
- 2.4. The program fulfills a demand not being met by existing education and training providers in the region and/or state.

2.0. Describe the institution's plans related to academic program expansion to the additional location or branch campus. Outline short- or long-term plans related to program expansion, as applicable.

WDTC plans to offer our current one semester 18-credit certificate in Business – Entrepreneurship at the Rapid City Correctional Facility.

2.3 Describe projected student enrollment for the proposed additional location or branch campus.

A. Complete Appendix 2.B.

B. Who is the targeted student population for the proposed additional location or branch campus? If the population targeted for the proposed location represents a marked change within the mix of students now enrolled in the institution (e.g., dual credit students at an institution with relatively few such students), briefly explain the institution's experience with the targeted population.³

The proposed additional location will serve individuals who are currently incarcerated within the South Dakota Department of Corrections and are approaching release from incarceration. Admission will be limited to individuals who meet established eligibility criteria under the Prison Education Program and institutional admission standards.

While this population represents a specialized subset of students, it is not a new service area for WDTC. Since Fall 2022, WDTC has partnered with the South Dakota Department of Corrections to provide educational programming within the Plumbing and Construction programs for justice-impacted individuals. Through this partnership, WDTC has developed experience delivering instruction, coordinating with correctional staff, and supporting justice-impacted students attending classes on the main campus in Rapid City.

WDTC & Department of Corrections collaborations:

- 8 students enrolled in the Construction program (1 cohort in Fall 2022)
- 22 students have enrolled in the Plumbing program since Fall 2024 (3 total cohorts)

Students enrolled at the Rapid City Correctional Facility will receive equitable access to institutional resources and academic support services. WDTC will extend tutoring, advising, and student success services through the Student Success Center to ensure students at the additional location receive the same level of support provided to students at the main campus. These supports are designed to promote retention, successful program completion, and workforce readiness upon release.

2.4 Describe how the proposed additional location or branch campus fulfills a demand not being met by existing education and training providers in the region and/or state.

³ HLC Question #3.

- A. Identify public higher education institutions, including existing additional locations and branch campuses, in the system or state that are within 50 miles⁴ to the proposed additional location or branch campus. If none, write "None."

None

- B. If applicable: Describe the ways in which the demand is not currently being met by the aforementioned institution(s) and provide justification as to why the additional location or branch campus should be approved by addressing the following conditions that warrant duplication (BP 303.2). Select all that apply.

- Unmet Demand (C.5.1.1) Increases Student Access (C.5.1.3)
 Industry Partnership (C.5.1.2) Other:

- I. For the condition(s) selected above, provide a brief justification.

Access to postsecondary, career-focused education for incarcerated individuals remains limited, particularly for programs aligned with high-demand workforce sectors. Without onsite delivery at the correctional facility, many eligible individuals are unable to participate in structured credential pathways due to security, transportation, and logistical constraints. As a result, the current demand for workforce-aligned educational programming within the correctional system exceeds available capacity.

Establishing the Rapid City Correctional Facility as an approved additional location will directly address this gap by expanding access to structured, credit-bearing programming designed to prepare individuals for employment upon release. By delivering instruction onsite, WDTC reduces barriers to participation and ensures continuity of education as individuals transition back into the community.

Through its partnership with the South Dakota Department of Corrections, WDTC is positioned to provide coordinated programming that aligns release planning with workforce preparation. The Business – Entrepreneur Certificate program equips students with transferable business, financial literacy, and operational skills applicable across multiple industries, including small business development and self-employment opportunities. These competencies are particularly valuable for individuals reentering the workforce, as they support both traditional employment pathways and entrepreneurial ventures.

Approval of this additional location will increase student access to career-focused education, strengthen reintegration outcomes, and support regional workforce needs by preparing a previously underutilized labor pool for productive employment. The proposed expansion aligns with state workforce priorities and WDTC's commitment to accessibility, economic responsiveness, and community impact.

⁴ The selection of the 50-mile threshold was informed by student enrollment patterns, as reflected in the American Council on Education's (ACE) 2016 publication [Education Deserts: The Continued Significance of "Place" in the Twenty-First Century](#).

CRITERION 3: DESIGN

The program's learning assessment strategy, program of study, and delivery methods are designed to provide students with the necessary competencies, as demonstrated through program learning outcomes.

- 3.1. The program is aligned to competencies, as demonstrated through program learning outcomes, that are developed with and continually validated by relevant stakeholders.*
- 3.2. The program has a learning assessment strategy to validate student mastery of the program learning outcomes.*
- 3.3. The program has an integrated program of study designed to develop and reinforce the program learning outcomes.*
- 3.4. The program, when appropriate, includes a work-based learning component that develops and reinforces the program learning outcomes.*
- 3.5. The program, when appropriate, offers flexible delivery methods to increase student access.*

3.0.1. How will the institution effectively oversee instruction at the additional location or branch campus?⁵

WDTC will maintain full academic oversight of instruction delivered at the Rapid City Correctional Facility to ensure the program meets the same standards of quality, rigor, and institutional effectiveness as programs offered on the main campus. WDTC will work in close collaboration with the South Dakota Department of Corrections and in alignment with Higher Learning Commission requirements to ensure that all educational offerings at the additional location adhere to institutional policies, academic standards, and accreditation expectations.

Oversight will be implemented through the following mechanisms:

- **Memorandum of Understanding (MOU):** A formal, signed Memorandum of Understanding with the South Dakota Department of Corrections will outline roles, responsibilities, administrative processes, and operational guidelines. The MOU will ensure that courses delivered at the Rapid City Correctional Facility maintain the same curriculum, learning outcomes, academic rigor, and evaluation standards as those offered on campus.
- **Faculty Training and Preparation:** WDTC will establish a structured onboarding and training process for faculty assigned to teach at the additional location. Training will include instructional expectations, correctional facility protocols, student support procedures, and compliance requirements.
- **Curriculum and Assessment Alignment:** All courses will utilize WDTC-approved curriculum, course syllabi, and assessment practices. Faculty will implement established student learning outcomes and participate in institutional assessment processes. Academic leadership will conduct classroom observations and review instructional materials to verify adherence to postsecondary standards and consistency with on-campus delivery.
- **Ongoing Professional Development and Supervision:** Faculty teaching at the additional location will participate in WDTC professional development activities and remain subject to the same supervision, evaluation, and performance expectations as all faculty members. Regular communication with academic leadership will ensure alignment with institutional policies and continuous improvement practices.

Through these measures, WDTC will ensure that instruction at the Rapid City Correctional Facility reflects institutional standards of excellence, accountability, and academic integrity while supporting student success and program completion.

3.0.2. What impact, if any, will the new branch campus or location have on instructional capacity at existing approved branch campuses or location?⁶

The addition of the Rapid City Correctional Facility as an approved instructional location will have no adverse impact on instructional capacity at WDTC's main campus or existing additional locations.

The proposed Business – Entrepreneurship Certificate program at the correctional facility will be structured and staffed in coordination with the South Dakota Department of Corrections to ensure that faculty assignments,

⁵ HLC Question #13.

⁶ HLC Question #14.

classroom space, and institutional resources at the main campus and other approved locations remain fully supported. The program is designed to expand access to a distinct student population that does not currently participate in on-campus programming due to incarceration status.

Because the targeted population has limited or no ability to leave the correctional facility prior to release, this initiative represents an expansion of access rather than a redistribution of existing students or resources. The program will operate within WDTC's existing academic framework and will not reduce course availability, instructional support, or services at other approved locations.

By delivering instruction onsite at the Rapid City Correctional Facility, WDTC is extending educational opportunities to an underserved population without diminishing institutional capacity elsewhere. This expansion supports workforce preparation for individuals nearing release and aligns with the College's commitment to accessibility and community impact.

3.0.3. What is the evidence that the institution will effectively deliver, support, and manage necessary academic and student services at the proposed branch campus or location(s)?⁷

WDTC will ensure that students enrolled at the Rapid City Correctional Facility receive equitable access to academic and student support services consistent with those provided at the main campus.

Students participating in the Business – Entrepreneurship Certificate program will have access to tutoring, academic support, and learning resources through WDTC's Student Success Center. Support services will be coordinated in a manner appropriate to the correctional setting to ensure accessibility, continuity of service, and timely assistance.

Students will be provided secure access to WDTC's learning management system and other institutional technology platforms in coordination with the South Dakota Department of Corrections, ensuring appropriate access to course materials, communication tools, academic records, and instructional resources consistent with institutional policies and correctional facility protocols.

Academic advising will be delivered by program faculty, who will work directly with students to develop and monitor individualized educational plans, track academic progress, and support completion of program requirements. Faculty will maintain regular communication with institutional leadership to ensure academic standards and student success benchmarks are met.

In addition, WDTC will oversee instructional quality, assessment processes, and student record management in accordance with institutional policies and Higher Learning Commission expectations. Student enrollment, academic records, grading, and program evaluation will be administered through the College's established systems to ensure consistency, compliance, and data integrity.

⁷ HLC Question #18.

CRITERION 4: ALIGNMENT

The program is vertically aligned to an education and training pathway.

- 4.1. The program is vertically aligned to an education and training pathway, reflecting efficient articulation of:
 - 4.1.1. *Non-degree credential/industry certification*
 - 4.1.2. *Certificate to diploma*
 - 4.1.3. *Diploma to associate of applied science*
 - 4.1.4. *Associate of applied science to baccalaureate*

4.1. Based on the institution's academic program expansion plans, as outlined in Prompt 2.0 of this application, briefly describe the alignment of the forthcoming program(s) at the additional location or branch campus along an education and training pathway.

The academic programming offered at the Rapid City Correctional Facility will follow the established curriculum for WDTC's Business – Entrepreneurship Certificate program currently delivered on the main campus. The certificate is designed as a stackable credential within WDTC's broader Business and Technology academic pathway.

Completion of the Business – Entrepreneurship Certificate provides students with clearly defined advancement opportunities. Graduates may apply earned credits toward continued study in the Associate of Applied Science (AAS) in Business & Technology or the Associate of Applied Science (AAS) in Technical Studies, both offered at WDTC's main campus.

This structured, stackable pathway enables students to begin with a short-term, workforce-focused credential while preserving the opportunity to advance to an associate degree upon release. The design supports incremental educational attainment, career mobility, and long-term workforce participation consistent with WDTC's academic framework and institutional mission.

CRITERION 5: CAPACITY

The institution demonstrates the internal and external resources necessary to develop, implement, and sustain the program.

- 5.1. The institution demonstrates the financial resources necessary to develop, implement, and sustain the program.
- 5.2. The institution demonstrates appropriately certified and qualified faculty are in place with expertise in content, pedagogy, and related industry to develop and validate the program learning outcomes.
- 5.3. The institution's physical facilities (e.g., classrooms, laboratories) reflect current industry and/or occupational standards necessary to develop and validate the program learning outcomes.
- 5.4. The institution's equipment and technology resources reflect current industry and/or occupational standards necessary to develop and validate the program learning outcomes.
- 5.5. The institution demonstrates the ability of the program to meet institutional and programmatic accreditation standards, as applicable.

5.1. Describe the institution's financial capacity to develop, implement, and sustain the additional location or branch campus.

A. Complete Appendix 5.

B. Describe the anticipated local fee structure. Description of fee structure should be specific to the additional location or branch campus.

WDTC does not currently have a fee structure specific to an additional location. Students enrolled at the Rapid City Correctional Facility would pay the same fees as students attending the main campus in Rapid City.

5.2. Describe how the institution will ensure the appropriately certified and qualified faculty are in place with the expertise in content, pedagogy, and the related industry.

A. How does the institution plan to staff the additional location(s) or branch campus, including judging faculty qualifications and full-time vs. part-time faculty? How does this differ from the institution's processes for staffing at the main campus?⁸

WDTC will staff the Rapid City Correctional Facility location using the same hiring standards, credential requirements, and onboarding processes utilized at the main campus. There will be no variation in faculty qualification expectations based on location.

All full-time and adjunct faculty assigned to teach at the additional location must meet the requirements of the Higher Learning Commission and the South Dakota Postsecondary Technical College Instructor Credential Policy. Upon hire, WDTC verifies official transcripts, professional credentials, licensure (if applicable), and completes reference and background checks in accordance with institutional policy.

Faculty positions are publicly posted on the College's website, and applications are submitted through WDTC's secure NEOGOV system. Applications are reviewed and evaluated by a hiring committee that includes the Program Director of Business & Technology, the Program Director of Accounting, the Vice President for Teaching and Learning, and the Director of Human Resources.

New faculty members, whether assigned to the main campus or the additional location, participate in a comprehensive onboarding process. This includes:

- One week of orientation led by the Vice President for Teaching and Learning and the Director of Instructional Design & Professional Development

⁸ HLC Question #17

- Training sessions provided by Human Resources, Information Technology, the Registrar's Office, and the Student Success Center
- A structured one-year mentorship program
- Completion of two teaching methodology courses

Ongoing support and supervision are provided by the Vice President for Teaching and Learning, the Director of Instructional Design & Professional Development, Assessment Coordinators, Team Leaders, and Program Directors. Faculty assigned to the additional location will participate in the same annual evaluation processes and professional development requirements as faculty teaching on the main campus.

WDTC schedules 15 faculty development days annually and supports additional professional development opportunities to ensure instructional quality, continuous improvement, and compliance with accreditation standards.

5.3. Describe how the additional location or branch campus's physical facilities meet current industry and/or occupational standards for the forthcoming academic program(s). Outline short- or long-term investments in physical facilities that will be needed.⁹

The Rapid City Correctional Facility is currently under construction and is being designed to include dedicated space for educational programming. To support delivery of the Business – Entrepreneur Certificate program, WDTC will require one classroom equipped with appropriate desks, seating, instructional technology, and secure internet access. The South Dakota Department of Corrections has committed to providing this designated instructional space.

No significant short-term or long-term capital investments by WDTC are anticipated for this additional location. The South Dakota Department of Corrections will provide and maintain the physical space. WDTC's investment will primarily consist of instructional materials, faculty staffing, and ongoing academic oversight.

The facility design and classroom configuration will support delivery of the curriculum in a manner consistent with postsecondary educational standards and industry expectations for business and entrepreneurship programming.

5.4. Describe how the equipment and/or technology resources at the additional local or branch campus meet current industry and/or occupational standards for the forthcoming academic program(s). Outline short- or long-term investment in equipment and technology resources that will be needed.¹⁰

The Business – Entrepreneurship Certificate program is classroom-based and does not require specialized laboratories, industry-grade equipment, or technical training bays; therefore, the physical facility requirements are limited to a standard postsecondary classroom environment. The instructional space will support lecture, discussion, applied projects, and technology-assisted learning consistent with the delivery model used on WDTC's main campus.

Instructional technology, including access to WDTC's learning management system and approved software platforms, will be coordinated in accordance with correctional facility security protocols while maintaining academic integrity and course rigor.

5.5. Describe the ability of the institution and forthcoming programs to meet institutional and programmatic accreditation standards at the additional location or branch campus, as applicable.

A. Specify Higher Learning Commission (HLC) requirements for the additional location or branch campus.

- Notification Only¹¹
 Approval Required
 None

⁹ Comparable to HLC Questions #8-9.

¹⁰ Comparable to HLC Questions #8-9.

¹¹ Applicable if the institution is approved within [HLC's Notification Program for Additional Locations](#).

Other:

B. Describe the ability of the proposed site to meet institutional or programmatic accreditation standards. If the anticipated site and/or program does not or cannot meet those standards, describe the area(s) in which it is deficient and indicate steps needed to qualify the site for accreditation. Provide the dates by which the site would be expected to be fully accredited.

WDTC will maintain full institutional control and oversight of all academic programming delivered at the Rapid City Correctional Facility in accordance with Higher Learning Commission (HLC) requirements for additional locations and Prison Education Programs.

WDTC will work in direct collaboration with the South Dakota Department of Corrections to ensure that instructional delivery, faculty qualifications, student support services, academic assessment, and record management at the additional location meet the same institutional standards required at the main campus. All courses offered at the site will utilize WDTC-approved curriculum, established student learning outcomes, and institutional assessment processes to ensure consistency and academic integrity.

The Associate of Applied Science degrees in Business & Technology and Accounting are programmatically accredited by the International Accreditation Council for Business Education (IACBE). However, because IACBE accreditation applies only to two-year degree programs, the proposed Business – Entrepreneurship Certificate program does not require separate programmatic accreditation review or notification.

At this time, there are no identified deficiencies that would prevent the site from meeting institutional accreditation standards. The instructional model, staffing qualifications, curriculum alignment, and oversight mechanisms will mirror those used at WDTC's main campus.

Upon approval by the Board of Technical Education, WDTC will submit any required notifications or applications to the Higher Learning Commission for recognition of the additional location. Construction of the Rapid City Correctional Facility is anticipated to be completed within the year, with the first student cohort projected to begin in Fall 2026 or later pending official approval of PEP program with the goal of having the program operational no later than Fall 2027.

ADDITIONAL INFORMATION

1. Briefly describe the planning process for the new branch campus or location, including the involvement of the various constituencies in that process, the management of the branch campus or location, and how the management of the branch campus or location fit into the organizational structure of the main campus.¹²

WDTC has developed a collaborative partnership with the South Dakota Department of Corrections over the past four years, initially focused on providing eligible incarcerated individuals access to the Plumbing program on the WDTC main campus. Through this partnership, WDTC has gained experience in coordinating instructional delivery, student support services, and compliance within a correctional education framework.

With the development of the new women's Rapid City Correctional Facility, WDTC and the South Dakota Department of Corrections initiated discussions regarding expansion of educational programming within the facility. These discussions included institutional leadership, academic administration, program directors, and representatives from the Department of Corrections to assess feasibility, program alignment, workforce relevance, and accreditation considerations.

The proposed expansion represents the next phase of this partnership. While the existing model serves a limited population of individuals eligible to leave the correctional facility, the additional location will allow WDTC to deliver programming onsite, thereby expanding access to a broader group of incarcerated individuals who would otherwise be unable to participate in campus-based instruction.

Management of the additional location will remain fully integrated within WDTC's existing organizational structure. Academic oversight will be provided through the Vice President for Teaching and Learning, with programmatic supervision under the Program Director of Business & Technology. Faculty assigned to the additional location will report through the same supervisory structure as main campus faculty, and all academic policies, assessment processes, and student services will be administered centrally through WDTC's established governance framework.

The additional location does not create a separate administrative unit but will function as an extension of the main campus under existing institutional leadership, policies, and accreditation standards. This integrated approach ensures consistency, accountability, and alignment with WDTC's mission and strategic priorities.

2. If approved to open the additional location or branch campus, what future growth does the institution anticipate (e.g., in the next six months, three years) for the additional location or branch campus, and how does the institution plan to manage this growth?¹³

If approved, WDTC anticipates the potential for measured expansion of educational programming at the Rapid City Correctional Facility in partnership with the South Dakota Department of Corrections. Future growth would focus on additional certificate-level programs and industry-recognized credentials that align with workforce demand and can be delivered within a standard classroom environment.

Any future program additions would be limited to offerings that do not require specialized laboratory facilities or large equipment infrastructure, ensuring feasibility within the physical and security parameters of the correctional setting. Program selection would be guided by labor market data, reentry workforce needs, institutional capacity, and accreditation considerations.

WDTC will manage future growth through its established academic planning and approval processes. Any proposed program expansion would undergo internal curriculum review, resource assessment, and administrative approval prior to implementation. If required, additional approvals from the Board of Technical Education and the Higher Learning Commission would be secured before delivery.

¹² HLC Question #7.

¹³ HLC Question #5.

The future vision would be to work with the South Dakota Department of Corrections in expanding opportunities and options for earning education and industry certification for individuals who are incarcerated. For the new Rapid City Correctional Facility, future programming would include those that do not require a large lab space for equipment.

3. Describe the contingency plans in case anticipated enrollments, income, or resources do not materialize.¹⁴

If anticipated enrollment, revenue, or external resources do not materialize as projected, WDTC will implement a structured review process to evaluate program viability and institutional impact. This review will include analysis of enrollment trends, cost per student, faculty workload, and overall financial sustainability.

Because the South Dakota Department of Corrections will provide the instructional space, WDTC does not anticipate significant capital investment in physical facilities at the additional location. As a result, institutional financial risk is limited primarily to personnel and instructional delivery costs.

If enrollment levels fall below sustainable thresholds, WDTC will consider options including adjusting cohort size, modifying course scheduling, utilizing adjunct faculty, pausing new admissions, or discontinuing the program in accordance with institutional policies and Board guidance. All decisions will prioritize responsible stewardship of institutional resources while maintaining compliance with accreditation standards and student teach-out obligations.

WDTC will continuously monitor enrollment patterns, funding streams, and operational costs to proactively identify potential shortfalls. This data-driven oversight approach ensures that any necessary adjustments can be implemented in a timely and fiscally responsible manner.

¹⁴ HLC Question #12.B.

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
Appendix 2.A: Labor Market Information

Western Dakota Technical College
 Certificate in Entrepreneurship (Off-Site Location)

SOUTH DAKOTA								
SOC* CODE	SOC* TITLE	AVERAGE ANNUAL OPENINGS	2018 EMPLOYMENT	2028 EMPLOYMENT	NUMERIC CHANGE: 2018-2028	PERCENT CHANGE: 2018-2028	MEDIAN: ANNUAL WAGE (2020)	AVERAGE: ANNUAL WAGE (2020)
11-1021	General and Operations Managers	386	4,192	4,598	406	9.69%	\$133,440	\$150,020
11-9051	Food Service Managers	224	1,746	1,951	205	11.74%	\$60,600	\$62,090
11-9081	Lodging Managers	39	345	387	42	12.17%	\$58,500	\$60,940

NATIONAL								
SOC* CODE	SOC* TITLE	AVERAGE ANNUAL OPENINGS	2019 EMPLOYMENT	2029 EMPLOYMENT	NUMERIC CHANGE: 2019-2029	PERCENT CHANGE: 2019-2029	MEDIAN: ANNUAL WAGE (2020)	AVERAGE: ANNUAL WAGE (2020)
11-1021	General and Operations Managers	*	*	*	*	*	\$101,280	\$129,330
11-9051	Food Service Managers	42,000	352,800	375,300	22,600	6%	\$63,060	\$69,580
11-9081	Lodging Managers	5,400	52,000	53,800	1,800	3%	\$65,360	\$76,790

SOURCE: South Dakota Department of Labor and Regulation, Labor Market Information Center (LMIC) (<https://dlr.sd.gov/lmic/>)
 U.S. Bureau of Labor Statistics (US BLS) (<https://www.bls.gov/>)

DATE: 03/03/2026

NOTES: *US BLS does not have employment projections for "General and Operations Managers"

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION

Appendix 2.B: Student Demand Projections

Western Dakota Technical College

Certificate in Entrepreneurship (Off-Site Location)

	YEAR 1	YEAR 2	YEAR 3
Student Full-Time Equivalent (FTE)	10	12	15
Headcount: Full-Time	10	12	15
Headcount: Part-Time			
Headcount: Total	10	12	15
Total Program or Site Capacity	15	15	15

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION

Appendix 3: Program of Study

Western Dakota Technical College

Certificate in Entrepreneurship (Off-Site Location)

MONTHS:	4
SEMESTERS:	1
TOTAL CREDITS:	18

PREFIX AND NUMBER	TITLE	CREDITS	DESCRIPTION	EXISTING COURSE
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I. GENERAL EDUCATION CORE

SUBTOTAL OF GENERAL EDUCATION CREDITS:		0	TOTAL NEW COURSES:	0
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II. PROGRAM CORE

ACCT 120	PRINCIPLES OF ACCOUNTING I	3	This course is an introduction to fundamental accounting concepts. It focuses on understanding the steps in the accounting cycle, i.e., recording transactions, posting, preparing a trial balance, preparing the work sheet, financial statements, and the adjusting and closing process. Additionally, it includes the study of current and non-current assets, current and long-term liabilities, payroll accounting, and partnership accounting.	Y
ACCT 228	QUICKBOOKS ACCOUNTING	3	This course focuses on the integration of computerized information into the basic accounting process. It provides the link between accounting in a traditional sense and its application in an automated environment. It is designed to develop a working knowledge of Windows-based software packages using QuickBooks or QuickBooks Pro commonly used by business. PREREQUISITE: ACCT 120 or APPROVAL OF INSTRUCTOR.	Y
BUS 120	PRINCIPLES OF MARKETING	3	This course introduces the student to the basic concepts and practices of modern marketing philosophies. Topics include marketing and how it relates to business, consumer behavior, marketing research, strategy and planning, product and pricing decisions, distributions, and promotion decisions, for both consumer and industrial goods and services.	Y
BUS 210	SUPERVISORY MANAGEMENT	3	This course studies management functions of planning, organizing, staffing, leading and controlling. Students will learn about supervision and working with people to inspire, empower and develop them to become more effective in their working roles.	Y
BUS 233	SMALL BUSINESS ENTREPRENEURSHIP	3	This course is an introduction to the concepts, terminology, and process of new venture creation, operations and growth, as well as the introduction of entrepreneurial management practices into existing businesses. This course will assist in the identification of entrepreneurial opportunities and strategies. Feasibility, legal, management and ethical responsibilities are emphasized. Students will complete a capstone project of a comprehensive business plan and oral presentation.	Y
HOS 110	HOSPITALITY PRINCIPLES	3	This course introduces the hospitality industry and essential customer service and communication skills that ensure efficient delivery of quality services. Students are taught the skills necessary to effectively communicate, meet the service quality expectations of a diverse clientele, and appropriately represent their organizations.	Y
SUBTOTAL OF PROGRAM CREDITS:		18	TOTAL NEW COURSES:	0

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
Appendix 4: Alignment Projection

Western Dakota Technical College
 Certificate in Entrepreneurship (Off-Site Location)

TOTAL CREDITS IN PROPOSED PROGRAM:
 18

I. STACKABLE OPPORTUNITIES							
PROGRAM NAME							
Business & Technology		Short-term Certificate	X	Existing	If Forthcoming: Projected Timeline	Total Credits in Stackable Program	How many PROPOSED PROGRAM credits are in this stackable program opportunity?
		Long-term Certificate		Forthcoming			
		Diploma					
	X	AAS					
					63	18	
Technical Studies		Short-term Certificate		Existing	If Forthcoming: Projected Timeline	Total Credits in Stackable Program	How many PROPOSED PROGRAM credits are in this stackable program opportunity?
		Long-term Certificate		Forthcoming			
		Diploma					
	X	AAS					
					60	18	
		Short-term Certificate		Existing	If Forthcoming: Projected Timeline	Total Credits in Stackable Program	How many PROPOSED PROGRAM credits are in this stackable program opportunity?
		Long-term Certificate		Forthcoming			
		Diploma					
		AAS					
		Short-term Certificate		Existing	If Forthcoming: Projected Timeline	Total Credits in Stackable Program	How many PROPOSED PROGRAM credits are in this stackable program opportunity?
		Long-term Certificate		Forthcoming			
		Diploma					
		AAS					

II. ARTICULATION AGREEMENTS (BACCALAUREATE)							
PROGRAM NAME	COLLEGE OR UNIVERSITY						
				Existing	If Forthcoming: Projected Timeline	Total Credits in Bachelor's Degree	How many PROPOSED PROGRAM credits are projected to be accepted in the articulation agreement?
				Forthcoming			
				Existing	If Forthcoming: Projected Timeline	Total Credits in Bachelor's Degree	How many PROPOSED PROGRAM credits are projected to be accepted in the articulation agreement?
				Forthcoming			
				Existing	If Forthcoming: Projected Timeline	Total Credits in Bachelor's Degree	How many PROPOSED PROGRAM credits are projected to be accepted in the articulation agreement?
				Forthcoming			

III. LICENSURE AND CERTIFICATION OPPORTUNITIES		
<i>The PROPOSED PROGRAM will qualify students to pursue the following licensure and/or certification opportunities:</i>		
LICENSURE/CERTIFICATION	OVERSIGHT ORGANIZATION	Will the licensure/certification require reporting per SDCL 13-1-61?
SD Hospitality Training Certification	SD Dept of Tourism	No
LICENSURE/CERTIFICATION	OVERSIGHT ORGANIZATION	Will the licensure/certification require reporting per SDCL 13-1-61?
LICENSURE/CERTIFICATION	OVERSIGHT ORGANIZATION	Will the licensure/certification require reporting per SDCL 13-1-61?

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION

Appendix 5: Financial Projections

Western Dakota Technical College
 Certificate in Entrepreneurship (Off-Site Location)

	YEAR 1	YEAR 2	YEAR 3
Student FTE	10	12	15

I. PROJECTED EXPENDITURES

A. ONE-TIME			
New/Renovated Facilities	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Sub-Total: One-time	\$ -	\$ -	\$ -

B. RECURRING			
B.1. PERSONNEL			
FTE (Adjunct Faculty x 6 classes)	1	1	1
Salary & Benefits	\$ 20,000.00	\$ 21,000.00	\$ 22,000.00
B.2. OPERATING			
Rental / Lease	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Supplies	\$ 500.00	\$ 500.00	\$ 500.00
Travel	\$ 300.00	\$ 300.00	\$ 300.00
Other	\$ -	\$ -	\$ -
Sub-Total: Operating	\$ 800.00	\$ 800.00	\$ 800.00
Total: Recurring	\$ 20,800.00	\$ 21,800.00	\$ 22,800.00

TOTAL EXPENDITURES (A + B)	\$ 20,800.00	\$ 21,800.00	\$ 22,800.00
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II. PROJECTED REVENUE

Tuition	\$ 39,000.00	\$ 46,800.00	\$ 58,500.00
State Fees	\$ 13,200.00	\$ 15,840.00	\$ 19,800.00
Local Fees	\$ -	\$ -	\$ -
Location-Based Fees	\$ -	\$ -	\$ -
State Sources	\$ -	\$ 63,240.40	\$ 75,888.48
Federal Sources	\$ -	\$ -	\$ -
Private Grants or Gifts	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -

TOTAL REVENUE	\$ 52,200.00	\$ 125,880.40	\$ 154,188.48
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REVENUE - EXPENDITURES	\$ 31,400.00	\$ 104,080.40	\$ 131,388.48
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**Projections are held constant based on current fiscal year. Inflation or rate changes are not factored.*

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION

Appendix 5: Financial Projections

Western Dakota Technical College

Certificate in Entrepreneurship (Off-Site Location)

Notes:

Classes will be covered by adjunct faculty or students will be enrolled in already scheduled online classes

Larry Rhoden
Governor

Nick Lamb
Cabinet Secretary



HEADQUARTERS
Solem Public Safety Center
3200 East Highway 34
Pierre, SD 57501-4078
Phone: (605) 773-3478
doc.sd.gov

State of South Dakota
DEPARTMENT OF CORRECTIONS

February 23, 2026

South Dakota Board of Technical Education
800 Governors Drive
Pierre, SD 57501

South Dakota Board of Technical Education Members:

I am expressing my support for implementing a prison education program at Western Dakota Technical College. This initiative aligns with the South Dakota Department of Corrections' (SDDOC) commitment to promoting education, reducing recidivism, and fostering positive social change.

Education has consistently proven to be one of the most effective tools for personal transformation and societal reintegration. Studies have shown that offenders participating in educational programs are significantly less likely to re-offend upon release, enhancing public safety and reducing the financial burden on the criminal justice system.

A technical education program tailored for incarcerated individuals can provide them with practical skills and knowledge directly applicable to the workforce. This increases their employability and empowers them to build productive and fulfilling lives post-incarceration. Furthermore, such programs can foster a sense of purpose and self-worth among offenders, which is crucial for rehabilitation and reintegration.

Western Dakota Technical College is uniquely positioned to deliver this program due to its technical education track record and commitment to community service. Western Dakota Tech's institution's resources, faculty expertise, and industry partnerships can create a robust and effective program that meets the needs of incarcerated learners. Over the last four years, there has been a successful partnership between SDDOC and Western Dakota Tech in providing incarcerated individuals with the opportunity to earn a diploma in Construction Technology or Plumbing.

I am eager to offer assistance necessary to support the establishment and success of an expanded prison education program, which will directly affect the women incarcerated in our Rapid City Correctional Facility. Please feel free to contact me if there are opportunities for collaboration or if additional support is needed.

Sincerely,

Brent Fluke

Brent Fluke (Feb 23, 2026 13:20:54 CST)

Brent Fluke
Deputy Secretary, Department of Corrections