M O N T A N A   B O A R D   O F   R E G E N T S

LEVEL I REQUEST FORM

Item No.:	135-2852+R0507	Date of Meeting:	May 30 - June 1, 2007
Institution:	**Montana State University-Great Falls COT**		
Program Title:	**Office Administration And Technology Associate Of Applied Science**		

Level I proposals are those that may be approved by the Commissioner of Higher Education or the Commissioner's designee. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the board. The institution must file the request with the Office of the Commissioner of Higher Education by means of a memo to the Deputy Commissioner.

☒ **A.** **Level I action requested (check all that apply):**   Level I proposals include campus initiatives typically characterized by (a) minimal costs; (b) clear adherence to approved campus mission; and (c) the absence of significant programmatic impact on other institutions within the Montana University System and Community Colleges.

    ☒   1.   Re-titling existing majors, minors, options and certificates; (e.g. from B.S. in Mechanized Agriculture to B.S. in Agricultural Operations Technology);

    ☒   2.   Eliminating existing majors, minors, options and certificates via a Program Termination Checklist;

    ☐   3.   Adding new minors or certificates where there is a major;

    ☐   4.   Adding new minors or certificates where there is an option in a major;

    ☐   5.   Departmental mergers and name changes;

    ☒   6.   Program revisions; and

    ☐   7.   Distance delivery of previously authorized degree programs.

☐ **B.** **Level I with Level II documentation:** With Level II documentation circulated to all campus chief academic officers in advance, the Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Commissioner or designee will move the item to the Level II review process.

    ☐   1.   Options within an existing major or degree;

    ☐   2.   Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools *with the exception of the five Colleges of Technology where changes require Board action;*

    ☐   3.   Consolidating existing programs and/or degrees.

☐ **C.** **Temporary Certificate or A.A.S. degree programs:** Certificate or Associate of Applied Science Degree Programs may be submitted as Level I proposals, with memo and backup documentation, when they are offered in cooperation with and/or at the request of private or public sector partners and the decision point to offer the program is not consistent with the regular Board of Regents program approval process. Level I approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the normal program approval process as Level II Proposals.

        All other Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

Item No.: 135-2852+R507	Institution: Montana State University-Great Falls COT

Specify Request:

MSU-Great Falls College of Technology requests approval from the Montana Board of Regents and the Montana University System to Re-title the College's Associate of Applied Science Degree in Office Technology to Office Administration and Technology.

In addition, the College hereby provides notice of intent to terminate the three options of Executive/Administrative, Medical Administrative, and Attorney's Administrative Assistant falling under the umbrella of the Office Technology program. Justification for this request is provided in the following.

Office Administration and Technology Associate of Applied Science
MSU-Great Falls College of Technology requests approval from the Montana Board of Regents and the Montana University System to Re-title the College's Associate of Applied Science Degree in Office Technology to Office Administration and Technology.

In addition, the College hereby provides notice of intent to terminate the three other options of Executive/Administrative Assistant, Medical Administrative Assistant, and Attorney's Administrative Assistant falling under the umbrella of the Office Technology program. Following publication of this notice, the College will provide documentation to the Office of the Commissioner of Higher Education that the activities in the Program Termination Checklist have been completed.

Initiated by the College's Program Review Committee, the recommendation for this proposal has been advanced for a few primary reasons. First, as separate programs none had adequate graduation numbers to meet Board of Regents policy standards. Second, all three programs utilized the same core of classes, with the only deviation being in terms of specific elective courses that allowed a focus in one of the three areas (Executive, Medical or Legal). Finally, looking at the completion rates it was also considered that students and advisors would be better served through a single program schedule and outline.

The result is a combined program curriculum, with a common core of foundational Office Administration and Technology coursework, augmented by specialty elective course areas students may select from to focus the degree to their anticipated occupation or interests.

Below is a summary of the proposed Office Administration and Technology AAS program.

Fall Semester 1

Course No.	Title	Credits
MATH 104	Business Math	4+
CIT 110	Introduction to Computers	3+
ENGL 121	Composition I	3+
OO 179	Records Management	3+
Executive or Legal Specialty		
OO 180	Legal Studies I	3 +
Medical Specialty		
AH 185	Basic Med Terms	3 +
		Subtotal 16

Spring Semester 1

Course No.	Title	Credits
OO 108*	Advanced Keyboarding	3+
OO 266*	Microsoft Word	3+
OO 260*	Machine Transcription	3+
BUS 106	Introduction to Business	3+
Executive Specialty		
CIT 205	Database Management	3+
Legal Specialty		
OO 181	Legal Studies II	3+
Medical Specialty		
BIO 127	A&P I Nonclinical	4+
		Subtotal 15/16

Summer Semester 1

Course No.	Title	Credits
Medical Specialty Only		
OO 111	Fundamentals of Insurance	4+
		Subtotal 4

Fall Semester 2

Course No.	Title	Credits
ENGL 124	Business and Prof Communications	3+
ACCT 101	Accounting Procedures I	3+
CIT 140	Presentation Fundamentals	1+
CIT 120	Internet Essentials	2+
COMM 135	Interpersonal Communications	3+
Executive or Legal Specialty		
BUS 255	Legal Environment	3+
Medical Specialty		
HI 237	CPT Coding	3+
		Subtotal 17

Spring Semester 2

Course No.	Title	Credits
OO 295*	Administrative Office Proc	3+
OO 220	Resumes	1+
OO 221	Interviewing for Jobs	1+
CIT 220	Electronic Spreadsheets	3+
OO 173*	Computer Calculators	1+
Executive Specialty		
OO 265	WordPerfect	3+
CIT 280	Desktop Publishing	3+
Legal Specialty		
OO 287	Legal Transcription	3+
OO 265	WordPerfect	3+
Medical Specialty		
AH 201	Medical Science	3+
OO 255	Medical Transcription	3+
		Subtotal 15

Total Program Credits ~

Executive Specialty	**61**
Legal Specialty	**61**
Medical Specialty	**66**

+a grade of "C" or above is required for graduation

~Many students need preliminary Math, English, and/or Computer courses before enrolling in the program required courses. These courses may increase the total number of program credits. Students should review their Math and English placement scores as well as high school transcripts with an advisor before planning out their full program schedule.