

TO: Montana Board of Regents

FROM: Roger Barber  
Deputy Commissioner for Academic & Student Affairs

RE: Policy 301.12 and Out-of-Compliance Programs

DATE: March 5 – 7, 2008

In September 2007, the Montana Board of Regents received a list of Associate of Applied Science and Certificate of Applied Science degree programs that did not conform to the guidelines set out in Policy 301.12, Undergraduate Degree Requirements: Associate Degrees and Certificates of Applied Science. The Board of Regents approved an action item, at its September 2007 meeting, that required all programs on that list to either 1) conform to the policy expectations by the March 2008 meeting; or 2) be placed on moratorium, at the May 2008 meeting, until they are brought into compliance.

That September 2007 program list is attached to this memorandum as a reference for your review at this meeting. The following information will help you read through that memorandum:

- if a program has a line drawn through it, that program has been revised and is now in compliance with Policy 301.12.
- if a program has an asterisk \*\* behind it, that program has been terminated or is in the process of being terminated.
- if a program has a question mark ? behind it, the institution that offers that program has asked for an exception to Policy 301.12, and those exception requests are before the Board of Regents at this meeting for action.

All other programs are still out-of-compliance with Policy 301.12, as of this meeting, and may well be placed on moratorium at the May 2008 meeting of the Board.

TO: Montana Board of Regents  
FROM: Roger Barber  
Deputy Commissioner for Academic & Student Affairs  
RE: Policy 301.12 and Out-of-Compliance Programs  
DATE: August 22, 2007

Board of Regents' Policy 301.12, Section I.C.4.(a), states that an Associate of Applied Science degree should be "a program of study (60 – 72 credits) requiring at least four semesters to complete, but no more than two academic years, including a summer session between the academic years if necessary."

The following Associate of Applied Science degrees have too many credits:

- 1) Respiratory Care, MSU-Great Falls College of Technology. ?
- 2) ~~Automotive Technology, Miles Community College.~~

The following Associate of Applied Science degrees cannot be completed in two years and a summer session:

- 1) Radiologic Technology, MSU-Billings College of Technology. ?
- 2) Radiologic Technology, Flathead Valley Community College. ?
- 3) Radiologic Technology, MSU-Great Falls College of Technology. ?
- 4) Respiratory Care, MSU-Great Falls College of Technology. ?
- 5) Radiologic Technology, UM-Missoula College of Technology. ?

Board of Regents' Policy 301.12, Section I.C.4.(b), states that an Associate of Applied Science degree should have "an occupational emphasis, achieved through a minimum of 2/3rds of the total credits in the degree devoted to technical course work in the discipline specific to the occupational goal."

The following Associate of Applied Science degrees do not have that occupational emphasis:

- 1) ~~Medical Information Technology, UM-Missoula College of Technology.~~
- 2) ~~Paralegal Studies, UM-Missoula College of Technology.~~
- 3) Computer Information Systems, MSU-Northern.

- 4) Design Drafting, MSU-Northern.
- 5) Graphic Design, MSU-Northern.
- 6) ~~Electrical Technology, MSU-Northern.~~
- 7) Equine Studies, Psychology option, UM-Western.
- 8) Equine Studies, Equine Science option, UM-Western.
- 9) Natural Horsemanship, Psychology option, UM-Western.
- 10) Natural Horsemanship, Natural Horsemanship Science option, UM-Western.

Board of Regents' Policy 301.12, Section I.C.2.(a) says that a Certificate of Applied Science shall be "a short program of study (30 – 45 total credits) with the expectation that the certificate can be completed in, at most, one calendar year."

The following Certificates of Applied Science do not satisfy that criteria:

- 1) Farm and Ranch Business Management, Dawson Community College.
- 2) Diesel Technology, UM-Helena College of Technology. \*\*
- 3) ~~Pharmacy Technology, UM-Missoula College of Technology.~~
- 4) ~~Automotive Technology, MSU-Northern.~~

Board of Regents' Policy 301.12, Section I.C.2.(b) states that a Certificate of Applied Science shall include "general education coursework that meets accreditation requirements and comprises no more than 1/3<sup>rd</sup> of the total credits in the certificate program."

The following Certificates of Applied Science do not meet that requirement:

- 1) Correctional Officer, Dawson Community College.
- 2) ~~Medical Billing Specialist, MSU-Great Falls College of Technology.~~
- 3) Agribusiness, Miles Community College.
- 4) ~~Automotive Technology, Miles Community College.~~
- 5) Building Technology, Miles Community College.
- 6) ~~Heavy Equipment Operator, Miles Community College.~~
- 7) Health Information Technology, Coding option, Miles Community College.
- 8) Health Information Technology, Medical Transcription option, Miles Community College.
- 9) Office Information Technology, Miles Community College. \*\*
- 10) ~~Drafting, Montana Tech of The University of Montana.~~
- 11) ~~Automotive Technology, MSU-Northern.~~
- 12) ~~Building Maintenance Engineering, UM-Missoula College of Technology.~~

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- 13) ~~Culinary Arts, UM-Missoula College of Technology.~~
- 14) ~~Customer Relations, UM-Missoula College of Technology.~~
- 15) ~~Heavy Equipment Operator, UM-Missoula College of Technology.~~
- 16) ~~Pharmacy Technology, UM-Missoula College of Technology.~~
- 17) ~~Sales and Marketing, UM-Missoula College of Technology.~~