

## MEMORANDUM

**DATE:** March 5 – 7, 2008

**TO:** Montana Board of Regents

**FROM:** Roger Barber, Deputy Commissioner for Academic & Student Affairs

**RE:** Level I Approvals and Announcements

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This memorandum is intended to inform you of the Level I changes in academic programs that have been approved in the Office of the Commissioner of Higher Education since the November 2007 meeting of the Board of Regents. It also includes announcements that may be of interest to the Board. If you have any questions, I would be happy to answer them with the help of my colleagues in academic affairs.

### **The University of Montana-Missoula:**

- The University of Montana asked for permission to change the name of its option in the Ph.D. program in Anthropology from Cultural Heritage Studies and Historical Anthropology to Cultural Heritage Studies and Applied Anthropology. *ITEM 138-1001+R0308*
- The University of Montana requested authority to change the name of the Department of Chemistry to the Department of Chemistry and Biochemistry. *ITEM 138-1002+R0308*
- The University of Montana-Missoula filed a Notice of Intent to terminate its Bachelor of Science degree in Geology, with options in Environmental Geology, General Geology and Geology. The degrees have been reworked and will be replaced by Bachelor of Science degrees in Geosciences. *ITEM 138-1003+R0308*

### **Montana Tech of The University of Montana:**

- Montana Tech of The University of Montana asked for authority to change the name of its option in Business Information Systems, in the Bachelor of Science degree in Business & Information Technology, to Accounting. *ITEM 138-1501+R0308*

- Montana Tech of The University of Montana requested permission to offer a minor in Health Care Informatics. ITEM 138-1502+R0308

### **The University of Montana-Helena College of Technology:**

- The University of Montana-Helena College of Technology filed a Notice of Intent to terminate its Certificate in General Diesel Technology at the September 2007 Board of Regents' meeting. All of the steps in the termination process have been completed, and the certificate is, therefore, eliminated. ITEM 136-1902+R0907

### **Montana State University-Bozeman:**

- Montana State University-Bozeman filed a Notice of Intent to terminate its Bachelor of Science degree in Health Promotion. As part of the curriculum reorganization in the Department of Health and Human Development, the Health Promotion major will be incorporated into the Community Health major. ITEM 138-2010+R0308
- Montana State University-Bozeman asked for authority to change the name of the Option in Political Science, in the Bachelor of Arts degree in Political Science, to Policy and Analysis. ITEM 138-2011+R0308
- Montana State University-Bozeman requested permission to change the name of three (3) options in its Modern Language and Literatures program. The requested changes are as follows: change the French option to French and Francophone Studies; change the German option to German Studies; and change the Spanish option to Hispanic Studies. ITEM 138-2012+R0308
- Montana State University-Bozeman asked for permission to revise the Bachelor of Science degree in Bioengineering, which was originally developed as a dual-degree program in partnership with Istanbul Technical University, so the program could also be available to Montana State University-Bozeman students. ITEM 138-2013+R0308
- Montana State University-Bozeman requested authority to change the name of its Master of Science degree in Applied Psychology to a Master of Science degree in Psychological Science. ITEM 138-2014+R0308
- Montana State University-Bozeman asked for permission to create two options in its existing Bachelor of Science degree program in Computer Science. I.E., a Professional option and an Interdisciplinary option. ITEM 138-2015+R0308

- Montana State University-Bozeman filed a Notice of Intent to terminate its Bachelor of Science degree program in Health & Human Development, with its six (6) options in Community Health Education, Exercise Science, Family & Consumer Sciences, Food & Nutrition, Health Enhancement K-12, and Pre-Physical Therapy. All of the program offerings have been extensively reworked, and those changes are on the action agenda for the Board of Regents as [ITEM 138-2016+R0308](#)

### **Montana State University-Northern:**

- Montana State University-Northern requested permission to revise its course work for the Associate of Science degree in Nursing so it follows the model nursing curriculum approved by the Montana Board of Regents in May 2005. The State Board of Nursing has already approved the curriculum changes for MSU-Northern. [ITEM 138-2801+R0308](#)
- Montana State University-Northern asked for authority to deliver its Bachelor of Science degree in Business Technology to Medicine Hat College in Canada. [ITEM 138-2802+R0308](#)
- Montana State University-Northern asked for permission to change the name of its Bachelor of Science degree in Business Technology to a Bachelor of Science degree in Business Administration. [ITEM 138-2803+R0308](#)

### **Montana State University-Great Falls College of Technology:**

- Montana State University-Great Falls College of Technology requested authority to also offer its Certificate of Applied Science in Welding Technology in Great Falls. The certificate program was originally requested as a program offering in Bozeman. [ITEM 138-2851+R0308](#)
- Montana State University-Great Falls College of Technology requested permission to offer its Associate of Applied Science degree in Design Drafting in Bozeman. [ITEM 138-2852+R0308](#)
- Montana State University-Great Falls College of Technology asked for authority to change the name of its Associate of Applied Science degree in Accounting and Business Technology, with an Option in Accounting, to an Associate of Applied Science degree in Accounting. [ITEM 138-2853+R0308](#)
- Montana State University-Great Falls College of Technology asked for permission to change its Associate of Applied Science degree in Office Technology, with an option in Medical Transcription, to an Associate of Applied Science degree in Medical Transcription. [ITEM 138-2854+R0308](#)

**Miles Community College:**

- Miles Community College filed a Notice of Intent to terminate its Certificate of Applied Science credential and Associate of Applied Science degree in Office Information Technology. *ITEM 138-402+R0308*

**Flathead Valley Community College:**

- Flathead Valley Community College asked for permission to offer its Certificate of Applied Science in Medical Transcription as an online program. *ITEM 138-301+R0308*

**Announcements:**

**Moratoriums:**

Montana State University-Northern notified the Office of the Commissioner of Higher Education that it has placed three academic programs on moratorium. Those programs are: the Associate of Applied Science degree in Water Quality Technology – Environmental Health; the Associate of Applied Science degree in Engineering Technology with an Option in Electronics Technology; and the Bachelor of Applied Science degree.

Montana State University-Great Falls College of Technology notified the Office of the Commissioner of Higher Education that it has put its Certificate of Applied Science in Creative Arts Enterprises in moratorium.

Flathead Valley Community College asked the Office of the Commissioner of Higher Education to remove the moratorium on the Associate of Applied Science degree in Substance Abuse Counseling. The program was placed in moratorium in January 2007.

**Out-of-State Institutions:**

Adams State College in Alamosa, Colorado, notified the Office of the Commissioner of Higher Education about its plans to offer a one-semester graduate course in reading instruction, via distance technology, in Montana. Adams State College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

**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**

<b>Item No.:</b>	<b>138-1001+R0308</b>	<b>Date of Meeting:</b>	<b>March 5-7, 2008</b>
<b>Institution:</b>	<b>The University of Montana - Missoula</b>		
<b>Program Title:</b>	<b>PhD in Anthropology: Change in Name from Cultural Heritage Studies and Historical Anthropology</b>		

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

<b>Item No.: 138-1001+R0308</b>	<b>Institution: The University of Montana - Missoula</b>
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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.

**Specify Request:**

The University of Montana-Missoula seeks permission to change the name of the Ph.D. in Anthropology from "Cultural Heritage Studies and Historical Anthropology" to "Cultural Heritage Studies and Applied Anthropology" to better reflect the strengths and specialties of the department and further improve the success of the program.

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<b>Item No.:</b>	<b>138-1002+R0308</b>	<b>Date of Meeting:</b>	<b>March 5-7, 2008</b>
<b>Institution:</b>	<b>The University of Montana-Missoula</b>		
<b>Program Title:</b>	<b>Name Change from Chemistry to Chemistry and Biochemistry</b>		

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<b>Item No.: 138-1002+R0308</b>	<b>Institution: The University of Montana - Missoula</b>
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a program beyond the two years will require the normal program approval process as Level II Proposals.

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**Specify Request:**

The University of Montana-Missoula requests permission to change the name of the Department of Chemistry to the Department of Chemistry and Biochemistry. The new name better represents the composition of faculty in the department and the nature of the department's research and scholarship. At least half of the faculty are currently engaged in the study of substances that are biochemical in nature. Furthermore, the future of chemistry will increasingly be characterized by integration with other disciplines, particularly biology.



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**LEVEL I REQUEST FORM**

<b>Item No.:</b>	<b>138-1003+R0308</b>	<b>Date of Meeting:</b>	<b>March 5-7, 2008</b>
<b>Institution:</b>	<b>The University of Montana - Missoula</b>		
<b>Program Title:</b>	<b>Geosciences; Elimination of B.S. Options in Geology, Environmental Geology, and General Geology</b>		

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<b>Item No.: 138-1003+R0308</b>	<b>Institution: The University of Montana - Missoula</b>
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**Specify Request:**

The University of Montana-Missoula requests permission to eliminate the B.S. option in Geology, Environmental Geology, and General Geology. Replacing these degree options is a new B.S. program in Geosciences that includes three separate B.S. degrees: 1) a B.S. degree in Geosciences; 2) a B.S. degree in Interdisciplinary Geosciences; and 3) a dual B.S. degree in International Field Geosciences. Separate Level II applications for each of the new proposed B.S. degrees has been submitted.

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**LEVEL I REQUEST FORM**

<b>Item No.:</b>	<b>138-1501+R0308</b>	<b>Date of Meeting:</b>	<b>March 5-7, 2008</b>
<b>Institution:</b>	<b>Montana Tech of The University of Montana</b>		
<b>Program Title:</b>	<b>Change name of Business Information Systems option to Accounting</b>		

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**Item No.: 138-1501+R0308**

**Institution: Montana Tech of The University of Montana**

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.

**Specify Request:**

Montana Tech's Department of Business and Information Technology (BIT) requests permission to change the name of its Business Information Systems (BIS) option to "Accounting."

Montana Tech's BIT Department offers a Bachelor of Science Degree in Business and Information Technology (BIT). There are currently three options within the BIT Degree: Management, Entrepreneurship, and Business Information Systems. The BIS option is an accounting-based option that offers students enough coursework to properly prepare for the Uniform Certified Public Accounting (CPA) exam. Historically, Montana Tech has two or three students that sit for the CPA exam. The option has the following concentration requirements:

<b>Required Courses: (18 total credits)</b>		<b>Elective Courses (students must complete five of the following courses/15 credits)</b>	
2146	Principles of Accounting I	4016	Tax Accounting I
2156	Principles of Accounting II	4026	Tax Accounting II
3036	Cost Accounting I	4146	Auditing I
3046	Cost Accounting II	4156	Auditing II
3146	Intermediate Accounting I	4216	Advanced Accounting
3156	Intermediate Accounting II	4226	Fund Accounting
3206	Accounting Information Syst.	4286	CPA Review

This issue was addressed at a Fall 2007 meeting of Montana Tech's Business Department Industrial Advisory Board meeting. The board members unanimously supported this proposal. All of the members expressed a belief that it would be beneficial for students to have an option titled "Accounting" rather than "Business Information Systems" as they were seeking employment. Additionally, one board member who graduated with the Business Information System option stated that she was denied the opportunity to apply for certain scholarships that were available for accounting students since she was not in an "accounting program."

Additionally, two members of the Montana Tech Business Department met and discussed this issue with Dr. Mike Harrington, the Associate Dean of the University of Montana School of Business and Dr. Terry Heron, the Chair of the Department of Accounting and Finance at the University of Montana. Both of these individuals offered their individual support for the proposal and neither of these individuals expressed any reservation with the proposed name change to "Accounting."

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**LEVEL I REQUEST FORM**

<b>Item No.:</b>	<b>138-1502+R0308</b>	<b>Date of Meeting:</b>	<b>March 5-7, 2008</b>
<b>Institution:</b>	<b>Montana Tech of The University of Montana</b>		
<b>Program Title:</b>	<b>Healthcare Informatics Minor</b>		

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### **Specify Request:**

Montana Tech of The University of Montana requests permission to offer a Minor in Health Care Informatics to other degree programs at Montana Tech. The Health Care Informatics department was first authorized to grant Associate and Baccalaureate degrees in 2002. The department's mission is to "give our students an educational experience that provides them with the knowledge, skills and tools needed to be effective members and/or leaders in multidisciplinary groups responsible for the design and development, implementation, evaluation and management of healthcare information systems." The healthcare field is one of the fastest growing fields and is already experiencing shortages of qualified individuals in all areas of healthcare management. These include healthcare delivery, healthcare finance, healthcare information systems, the pharmaceutical industry, health services research, government, and education. A Health Care Informatics Minor would allow students in other degree programs to expand the areas of potential employment.

The minor would be awarded after the completion of the student's Baccalaureate degree in their chosen field and with the completion of a minimum of 18 credits of Health Care Informatics courses. The coursework for the minor would consist of the following courses:

	Credits
<b>HCI Core Classes (students must complete all courses)</b>	
HCI 1016 Introduction to Health Care Informatics	3
HCI 1206 Medical Data and Terminologies	3
HCI 3106 Health Care Delivery in the US I	3
<b>HCI Elective Classes (students must complete nine credits)</b>	
HCI 2106 Health Care Ethics and Regulations	3
HCI 2256 Data, Information, and Knowledge	2
HCI 3126 Health Care Delivery in the US II	3
HCI 3206 Information Systems Security	3
HCI 3406 Electronic Health Record in Medical Practice	3
HCI 4106 Projects and Systems Management	4
HCI 4206 Public Health Informatics (currently Issues in Health Care Informatics)	3
HCI 4946 Health Care Seminar	2

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	138-2010+R0308	<b>Date of Meeting:</b>	March 5-7, 2008
<b>Institution:</b>	Montana State University-Bozeman		
<b>Program Title:</b>	Termination Of Health Promotion Major		

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<b>Item No.: 138-2010+R0308</b>	<b>Institution: Montana State University-Bozeman</b>
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**Specify Request:**

The Department of Health and Human Development has restructured its entire undergraduate curriculum to make its offerings more up-to-date and visible to current and prospective students. To this end, the department will eliminate its major in Health Promotion beginning fall 2008. In the 2008-10 catalog, this major will be incorporated into the Community Health major.



# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	138-2011+R0308	<b>Date of Meeting:</b>	March 5-7, 2008
<b>Institution:</b>	Montana State University-Bozeman		
<b>Program Title:</b>	BA In Political Science: Option Name Change		

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**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.

<b>Item No.: 138-2011+R0308</b>	<b>Institution: Montana State University-Bozeman</b>
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**Specify Request:**

Montana State University-Bozeman requests approval to change the name of the Political Science option to Policy and Analysis within the BA in Political Science. The Political Science major currently has two options with different curricular requirements: 1) Political Science Option; and 2) International Relations Option. The proposal is to change the name of the first to "Policy and Analysis" to be more descriptive and clearly differentiate it from the IR option.

We are requesting the change to more accurately reflect the two tracks within the curriculum that reflect student demand, faculty strengths, and research emphasis. Students will continue to choose to emphasize their interest in American institutions and policy study (Policy and Analysis option) or to place emphasis on international theory and institutions (International Relations Option); that interest will be more accurately reflected in the option indicated on their transcripts. The change does not represent a significant change of course offerings.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	138-2012+R0308	<b>Date of Meeting:</b>	March 5-7, 2008
<b>Institution:</b>	Montana State University-Bozeman		
<b>Program Title:</b>	BA In Modern Languages And Literatures: Option Name Changes		

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.: 138-2012+R308**

**Institution: Montana State University-Bozeman**

**Specify Request:**

Montana State University-Bozeman requests the following changes to the option names in the BA in Modern Languages and Literatures. This request represents a move toward greater specificity in the curricular names, which reflect foci that extend well beyond language acquisition in all three programs. These changes reflect the department's active participation in national and international shifts away from a language-based model, with a primary focus on literature, to an area studies paradigm. While foreign-language acquisition and intercultural competency will continue to form the basis of the undergraduate experience, the acquisition of knowledge of history, art history, linguistics, new media, and economic relations will be increasingly incorporated into the study of literature as fundamental to the discipline. This new paradigm will also enable the faculty to participate more fully in Film Studies, Women's Studies, and other interdisciplinary programs at MSU. Finally, the change in name will help maximize faculty resources within Modern Languages and in cross-disciplinary endeavors. The name changes better reflect the current curricula, which have evolved slowly over several decades. The new names do not reflect major changes in the current structure of those curricula.

Current Option

French

German

Spanish

Proposed Option

French and Francophone Studies

German Studies

Hispanic Studies

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	138-2013+R0308	<b>Date of Meeting:</b>	March 5-7, 2008
<b>Institution:</b>	Montana State University-Bozeman		
<b>Program Title:</b>	Increased Access Of Bioengineering Major--Notification		

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.

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<b>Item No.: 138-2013+R308</b>	<b>Institution: Montana State University-Bozeman</b>
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**Specify Request:**

At its November 2006 meeting, the Montana Board of Regents approved MSU's proposal to offer a BS in Bioengineering. Authorization to offer this major was requested in support of efforts to develop a dual degree program in partnership with Istanbul Technical University (ITU). Part of the discussion at that meeting was about plans for MSU to eventually make this major available to its regular student body. In response to student interest in this major, the Department of Chemical and Biological Engineering and the College of Engineering are pleased to announce that, beginning with the 2008-2010 MSU catalog, the BS in Bioengineering will be made available to all interested MSU students. The curriculum has been modified to align with MSU's standard structure; elements particular to the needs of ITU students (which are taught at ITU) have been removed. This is the result of gradual changes in faculty and modest resource reallocations; it requires no additional infusion of resources.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	138-2014+R0308	<b>Date of Meeting:</b>	March 5- 7, 2008
<b>Institution:</b>	Montana State University-Bozeman		
<b>Program Title:</b>	MS In Psychological 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.

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- 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.

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<b>Item No.: 138-2014+R0308</b>	<b>Institution: Montana State University-Bozeman</b>
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**Specify Request:**

Montana State University-Bozeman requests a change in the name of the graduate program in Psychology from MS in Applied Psychology to MS in Psychological Science.

This change will bring the name of our program in line with the content and goals of our program and will eliminate confusion among potential applicants. Historically, our graduate program in psychology had an applied focus, specifically in industrial/organizational psychology. However, there has been a shift in the expertise of new faculty hires, and as of 2003 all new hires have research-based—not applied—areas of expertise.

In addition, the name “Applied Psychology,” is somewhat misleading, as it suggests that our program offers clinical training, which we do not. Instead, the program is research-based: Our primary goal is to train students in psychological science, including research methodology and analysis. Most of our graduates are accepted into top-tier, research-based Ph.D. programs. Changing the name of the program to M.S. in Psychological Science more accurately reflects the content and goals of our graduate program. Please note that we are not making any additional changes to the curriculum or training of our graduate students. This name change simply better describes our program. As such, we are not asking for any additional resources or funding to accompany this name change.



# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	138-2015+R0308	<b>Date of Meeting:</b>	March 5-7, 2008
<b>Institution:</b>	Montana State University-Bozeman		
<b>Program Title:</b>	New Options In Computer Science Major		

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.

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<b>Item No.: 138-2015+R308</b>	<b>Institution: Montana State University-Bozeman</b>
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**Specify Request:**

Montana State University-Bozeman requests the creation of two new options within the existing Bachelor of Science in Computer Science: the Professional Option and the Interdisciplinary Option. Students selecting the CS major would choose between these two options. The Professional Option represents a modification of the existing CS major whereas the Interdisciplinary option allows students to pursue an interest area outside the department and link it to their CS training through their capstone experience.

## ITEM 138-2015+R0308: Curriculum Proposal

Montana State University-Bozeman  
Computer Science Department

### LEVEL II BOARD OF REGENTS ITEMS: Curriculum Proposals

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1. Overview. Provide a one paragraph description of the proposed program. Be specific about what degree, major, minor or option is sought.

The Computer Science Department at Montana State University – Bozeman is seeking to offer two options for a bachelor's degree in place of the current one-size-fits-all bachelor's degree. The two options are the professional option and the interdisciplinary option. Both options give students more choices than the current single major does. The professional option is intended for students who wish to delve more deeply into computer science and technical electives. Of the two options, it is the one that is more similar to the currently offered CS major; it represents only a slightly modified curriculum. The interdisciplinary option is intended for students who wish to complement their computer science knowledge with a second area outside the realm of computer science.

2. Need

a. To what specific need is the institution responding in developing the proposed program?

This purpose of this proposal is to improve upon the existing computer science major to help make students more marketable and to be better prepared for graduate school. A study by IBM indicates that between 2010 and 2020 there will be a worldwide shortage of 32 million technically specialized professionals in the U.S., Europe, Japan, China and India. Our existing curricular requirements were largely put together in the early 1990s – since that time the use of computers has permeated society in new and unexpected ways. The new degree options will still provide students with the fundamentals of computer science, but the two options cater to the simple fact that there is no longer a one-size-fits-all path through a computer science curriculum. Additionally, we hope that the added flexibility will make the degree more appealing to women and Native Americans, two groups that are underrepresented in our current program.

b. How will students and any other affected constituencies be served by the proposed program?

Computer Science majors will be well-served by this program because they will have a greater ability to tailor a computer science degree to their career goals. For example, a student who wants to pursue a computer related career in the area of biology could pursue the interdisciplinary option with a concentration in biology classes. As another example, a student who wants to pursue a computer related career in the area of systems programming could pursue the professional option with a concentration of technical electives in the area of systems programming.

c. What is the anticipated demand for the program? How was this determined?

## ITEM 138-2015+R0308: Curriculum Proposal

Any student who currently pursues a computer science degree will likely pursue one of these two computer science options. Furthermore, due to the added flexibility, it is likely that a few additional students might be attracted to pursue a major in computer science. Please see the response to 4b for more detailed information.

### 3. Institutional and System Fit

- a. What is the connection between the proposed program and existing programs at the institution?

The professional and interdisciplinary options for a computer science major will replace the one-size-fits-all existing computer science major.

- b. Will approval of the proposed program require changes to any existing programs at the institution? If so, please describe.

No.

- c. Describe what differentiates this program from other, closely related programs at the institution (if appropriate).

Not applicable.

- d. How does the proposed program serve to advance the strategic goals of the institution?

The Montana State University Five Year Vision Document states that academic offerings should be increasingly interdisciplinary. The interdisciplinary option aligns well with this vision as it requires students to complement their studies with an outside minor. The minor area must be related back to computer science through a senior capstone experience.

By giving students more flexibility, both the professional option and the interdisciplinary option should help to make a computer science degree more appealing and more relevant in today's world. In particular, we hope that the added flexibility will make the degree more appealing to women and Native Americans, two groups that are underrepresented in our current program.

- e. Describe the relationship between the proposed program and any similar programs within the Montana University System. In cases of substantial duplication, explain the need for the proposed program at an additional institution. Describe any efforts that were made to collaborate with these similar programs; and if no efforts were made, explain why. If articulation or transfer agreements have been developed for the substantially duplicated programs, please include the agreement(s) as part of the documentation.

Not applicable.

## ITEM 138-2015+R0308: Curriculum Proposal

### 4. Program Details

- a. Provide a detailed description of the proposed curriculum. Where possible, present the information in the form intended to appear in the catalog or other publications. NOTE: In the case of two-year degree programs and certificates of applied science, the curriculum should include enough detail to determine if the characteristics set out in Regents' Policy 301.12 have been met.

The 2008–2010 curriculum tabs for computer science is attached. A second document, entitled 2008-2010 Computer Science Degree Detailed Requirements provides even more detailed information.

- b. Describe the planned implementation of the proposed program, including estimates of numbers of students at each stage.

All students who commence the computer science program in Fall 2008 or later will be required to select either the professional option or interdisciplinary option. Students who entered the program before that time, will be able to change to one of these options, if they so desire. They will also have the option, as always, of completing the curriculum in the catalog under which they entered the institution. Based on Fall 2007 numbers as of September 2, 2007, the top enrollments we have in a freshman, sophomore, junior and senior level class are 133 students for CS 160, 40 students for CS 215, 37 students for CS 324, and 33 students for CS 436.

### 5. Resources

- a. Will additional faculty resources be required to implement this program? If yes, please describe the need and indicate the plan for meeting this need.

No.

- b. Are other, additional resources required to ensure the success of the proposed program? If yes, please describe the need and indicate the plan for meeting this need.

No.

### 6. Assessment. How will the success of the program be measured?

- Exit Interviews. Dr. Carolyn Plumb, Director of Educational Innovation and Strategic Projects within the College of Engineering, will help design and conduct exit interviews with graduating seniors in the College of Engineering. We hope to see an increase in satisfaction with the degree requirements.
- ABET visit. In the Fall of 2009, our program will be evaluated by ABET.
- Numbers of students, including gender and ethnicity, majoring in computer science. We hope that the new options will produce higher numbers of computer science majors. (However, there are many other factors that can also influence this number such as economic cycles, etc.)

## ITEM 138-2015+R0308: Curriculum Proposal

7. Process Leading to Submission. Describe the process of developing and approving the proposed program. Indicate, where appropriate, involvement by faculty, students, community members, potential employers, accrediting agencies, etc.

- Faculty. The CS faculty members recognize that our current degree requirements are somewhat awkward and overly prescriptive. Since July 2007, we have been working on the requirements for the two new options. First, discussions were held and an initial draft was circulated. Working together, the faculty members have discussed the new requirements in person, by e-mail, at the annual faculty retreat in August, and at faculty meetings. The CS faculty is unanimous in its support of this proposal.
- Potential Employers. The new curricular structure has been shown to individuals at Microsoft, Intel, Hewlett-Packard and RightNow Technologies. All of these individuals thought that the new options will produce more marketable graduates.
- Students. Current students in our curriculum were e-mailed a synopsis of the new set of requirements and asked for feedback. Three days later, 16 students had responded. 2 of these students stated that if given the choice, they would select the existing degree requirements. 4 of these students stated that they would select the new professional option. 10 students stated that they would select the new interdisciplinary option. Student comments regarding the two new degree options are
  - I think this is a great idea because it gives people an easier option to gain a broader education.
  - I find the new CS curriculum much better than an old one. I would switch to the new curriculum for sure.
  - For people like me, who are a jack of many trades, one career with intensive knowledge is difficult to achieve. I like the idea of the interdisciplinary degree, and I'm sure many others will as well.
  - The interdisciplinary option would fit my double major (Math) and minor (Japanese) perfectly.
- ABET. The next accreditation visit will take place in Fall 2009 and both options have been designed to meet the ABET requirements that will be in effect at that time.
- Other universities. There has been much interest in the computer science educational community for new and more flexible degree requirements. For example, the "threads" idea at Georgia Tech that allows students to choose pathways through the CS curriculum has generated much publicity and accolade. Although our faculty is too small to implement the threads approach, the new options being proposed are a large step in this direction.
- The proposal was reviewed and endorsed by the Undergraduate Studies Committee of MSU.

## **ITEM 138-2015+R0308: Curriculum Proposal**

### **Department of Computer Science**

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A computer science degree is highly marketable. Between 2010 and 2020, one study projects that there will be a shortfall of 32 million technically specialized professionals in the U.S., Europe, Japan, China and India.

Our curriculum is designed with considerable flexibility, due to the numerous types of computer science jobs that exist. The bachelor's degree provides every student with a strong fundamental understanding of the field. Students may then select from exciting computer science electives such as artificial intelligence, computational biology, computer graphics, computer networks, databases, embedded systems, numerical computation, operating systems, software engineering and special topics courses. Students who complete a bachelor's degree will find themselves both highly marketable and well-prepared for graduate school.

The department also offers graduate programs leading to the M.S. and Ph.D. degrees in Computer Science.

The bachelor's degree is accredited by the Computing Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 - telephone: 410-347-7700.

#### **Professional Option**

The professional option allows a student to delve more deeply into both computer science and related technical areas. The compilers course, CS 450, serves as the capstone for this option.

#### **Interdisciplinary Option**

Many opportunities and challenges lie at the intersection of technology and other fields. The interdisciplinary option allows a student to pursue a minor of choice such as business or Japanese. During a student's senior year, the minor area must be connected back to computer science through a senior project. Undergraduate Research / Creative Activity Instruction, CS 489, and Undergraduate Research / Creative Activity, CS 490, serve as the capstone for this option.

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#### **Curricula in Computer Science**

- Professional Option
  - Interdisciplinary Option
  - Minor (Non-Teaching)
-

**ITEM 138-2015+R0308: Curriculum Proposal****PROFESSIONAL OPTION**

<b>Freshman Year</b>	<b>F</b>	<b>S</b>
CS 160 – Intro to CS	4	
CS 221 – Advanced Programming		4
Math 181 – Calculus I	4	
Math 182 – Calculus II		4
Engl 121 – College Writing	3	
University Seminar Core		3
University Core	3	3
	<b>14</b>	<b>14</b>

<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
CS 201 – Program Design with C		3
CS 215 – Social and Ethical Issues	3	
CS 222 – Discrete Math	3	
CS 223 – Data Structures and Alg.		4
Math 221 – Discrete Math	3	
Engl 223 – Technical Writing		3
Science Electives	3	3
University Core	3	3
	<b>15</b>	<b>16</b>

<b>Junior Year</b>	<b>F</b>	<b>S</b>
CS 330 – Computer Organization	4	
CS 350 – Theory of Computation		3
CS 351 – Software Engineering	3	
CS 355 – Programming Paradigms		3
ENGR 310R – Engineering Design	3	
CS Electives	3	6
CS or Related Electives	3	3
	<b>16</b>	<b>15</b>

<b>Senior Year</b>	<b>F</b>	<b>S</b>
CS 450C - Compilers		4
CS 499 – CS Program Assessment		0
Science or Math Electives	4	3
Probability or Statistics Elective	3	
CS Electives	6	4
CS or Related Electives	3	3
	<b>16</b>	<b>14</b>

A minimum of 120 credits is required for graduation; 42 of these credits must be in courses numbered 300 and above.

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**ITEM 138-2015+R0308: Curriculum Proposal****INTERDISCIPLINARY OPTION**

<b>Freshman Year</b>	<b>F</b>	<b>S</b>
CS 160 – Intro to CS	4	
CS 221 – Advanced Programming		4
Math 181 – Calculus I	4	
Math 182 – Calculus II		4
Engl 121 – College Writing	3	
University Seminar Core		3
University Core	3	3
	<b>14</b>	<b>14</b>

<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
CS 201 – Program Design with C		3
CS 215 – Social and Ethical Issues	3	
CS 222 – Discrete Math	3	
CS 223 – Data Structures and Alg.		4
Math 221 – Discrete Math	3	
Engl 223 – Technical Writing		3
Science Electives	3	3
University Core	3	3
	<b>15</b>	<b>16</b>

<b>Junior Year</b>	<b>F</b>	<b>S</b>
CS 330 – Computer Organization	4	
CS 350 – Theory of Computation		3
CS 351 – Software Engineering	3	
CS 355 – Programming Paradigms		3
ENGR 310R – Engineering Design	3	
CS Electives	3	6
Minor Electives	3	3
	<b>16</b>	<b>15</b>

<b>Senior Year</b>	<b>F</b>	<b>S</b>
CS 489R – Undergrad Research Inst	1	
CS 490R – Undergrad Research		3
CS 499 – CS Program Assessment		0
Science or Math Electives	4	3
Probability or Statistics Elective	3	
CS Electives	4	6
Minor Electives	3	3
	<b>15</b>	<b>15</b>

A minimum of 120 credits is required for graduation; 42 of these credits must be in courses numbered 300 and above.

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## ITEM 138-2015+R0308: Curriculum Proposal

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### NON-TEACHING MINOR

The department offers a minor in computer science for students who wish to receive formal acknowledgement for taking a core of computer science courses. The minor is designed to strengthen the students' opportunities for industrial employment or for admission to graduate school.

	<b>Credits</b>
CS 160 – Intro to CS	4
CS 201 – Program Design with C	3
CS 221 – Advanced Programming	4
CS 222 – Discrete Mathematics	3
CS 223 – Data Structures and Algorithms	4
Upper Division CS Credits	9
<b>Total</b>	<b>27</b>

# 2008-2010 Computer Science Degree Detailed Requirements

## Professional Option (120 credits)

### I. Computer Science (69 credits)

Required Fundamentals (38 credits – all courses required)

- 4 - CS 160, Intro to CS
- 3 - CS 201, Program Design with C
- 3 - CS 215, Social and Ethical Issues
- 4 - CS 221, Advanced Programming
- 4 – CS 223, Data Structures and Algorithms
- 4 – CS 330, Computer Organization
- 3 – CS 350, Theory of Computation
- 3 – CS 351, Software Engineering
- 3 – CS 355, Programming Paradigms
- 4 – CS 450, Compilers
- 0 – CS 499, Computer Science Program Assessment
- 3 – ENGR 310R, Engineering Design

CS Electives (19 credits – choose from below)

- 3 – CS 304, Multimedia
- 3 – CS 324, Programming Strategies
- 3 – CS 392, Numerical Computation for Scientists and Engineers
- 3 – CS 418, Operating Systems
- 3 – CS 422, Intro to Simulation
- 4 – CS 425, Computer Graphics
- 3 – CS 430, Image Processing
- 2 – CS 432, Computational Biology
- 3 – CS 435, Database
- 3 – CS 436, Artificial Intelligence
- 4 – CS 440, Computer Networks
- 3 – CS 445, Embedded Systems
- 4 – CS 451, Software Engineering II
- 3 – CS 460R, Senior Design Project I
- 3 – CS 461R, Senior Design Project II
- 3 – CS 480, Special Topics

## ITEM 138-2015+R0308: Curriculum Proposal

CS or Related Electives (12 credits – choose from below)

Unused credits or courses from the above section

3 – CS 150 (only if taken before CS 160 was taken)

Variable – CS 270, Independent Study

3 – CS 280, Special Topics

Variable – CS 289, Undergraduate Research / Creative Activity Instruction

Variable – CS 290, Undergraduate Research / Creative Activity Instruction

1 – CS 400, Seminar

Variable – CS 470, Independent Study

1 – CS 474, Undergraduate Consultation

Variable – CS 476, Internship

Variable – CS 489, Undergraduate Research / Creative Activity Instruction

Variable – CS 490, Undergraduate Research / Creative Activity Instruction

3 – EE 261, Intro to Logic Circuits

1 – EE 262, Logic Circuits Lab

4 – EE 367, Logic Design

4 – EE 371, Microprocessor Hardware and Software System

3 – EE 414, Intro to VLSI Design

4 – EE 465, Real Time Microcontroller Applications

3 – EE 466, Computer Architecture and System Organization

1 – EE 467, Advanced Embedded Systems Lab

3 – EE 475, Hardware and Software Engineering for Embedded Systems

3 – Phil 231, Introduction to Logic

3 – Stat 420, Probability

Or an advisor approved course

## **ITEM 138-2015+R0308: Curriculum Proposal**

### **II. Math and Science (30 credits minimum)**

Math (17 credits)

- 3 - CS 222, Discrete Math
- 4 – Math 181, Calculus I
- 4 – Math 182, Calculus II
- 3 – Math 221, Matrix Theory (see Note)
- 3 – 2xx or higher probability or statistics course such as I&ME 354 or STAT 216 (see Note)

Note: Math 221 and the probability/stats requirement can be replaced by the all or nothing substitution of Math 224 and Math 225 (8 credits)

Science (6 - 8 credits)

Take two courses from the following to satisfy both the university IN and CS requirements. One of the courses must have an accompanying 1+ credit lab.  
(<http://www.montana.edu/wwwcat/requirements/reqs4.html#Substitutions>):

ARNR 240, BCHM 122, BIOL 101, BIOL 102, BIOL 207, BIOL 208, BIOL 213, BIOL 214, BIOL 215, BIOL 251, CHEM 131, CHEM 132, CHEM 141, CHEM 142, CHEM 215, ESCI 111, ESCS 112, GEOL 102, GEOL 204, GEOL 210, LRES 201, MBEH 210, PHYS 211, PHYS 212, PHYS 213, PHYS 213, PHYS 221, PHYS 222, PSPP 101, PSPP 102

Additional Science or Math (enough credits so that this section sums to 30)

- Note: The Math courses must be at least 200 level
- Note: Stat courses may also be used
- Note: Any science course except for the following may be used: PHYS 103, PHYS 205, PHYS 206 and CHEM 121.

### **III. University Core and Other Liberal Arts (21 credits)**

**(Q, CS, IN, R already satisfied)**

- 3 – W, Engl 121, College Writing
- 3 – US course
- 3 – D course
- 3 – IA or RA course
- 3 – IH or RH course
- 3 – IS or RS course
- 3 – Engl 223, Technical Writing

**ITEM 138-2015+R0308: Curriculum Proposal**

**Interdisciplinary Option (120 credits)**

**I. Computer Science (57 credits, 12 less than before)**

Required Fundamentals (34 credits, 4 less than before, CS 450 is no longer required)

Upper Division CS Electives (19 credits, same as before)

Note: CS 450 can now be used in this category

CS and Related Electives (0 credits, 12 less than before)

Additional Required CS Courses (4 credits, 4 more than before)

1 – CS 489R, Undergraduate Research / Creative Activity Instruction

3 – CS 490R, Undergraduate Research / Creative Activity

**II. Math and Science (30 credits, same as before)**

**III. University Core and Other Liberal Arts (21 credits, same as before)**

**IV. Minor (Variable, 12 or more)**

Select a minor in a field of choice outside of CS.

If the minor requires less than 12 additional credits to what you have already taken in the preceding three sections, take additional credits from the minor rubric at the 200 level or higher so that this section contains at least 12 credits.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	138-2016+R0308	<b>Date of Meeting:</b>	March 5-7, 2008
<b>Institution:</b>	Montana State University-Bozeman		
<b>Program Title:</b>	Termination Of Multiple HHD Majors And Options		

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.

<b>Item No.: 138-2016+R308</b>	<b>Institution: Montana State University-Bozeman</b>
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**Specify Request:**

The Department of Health and Human Development has restructured its entire undergraduate curriculum to make its offerings more up-to-date and visible to current and prospective students. To this end, the department will eliminate its major and options in Health and Human Development beginning fall 2008. In the 2008-10 catalog, five majors will take the place of the major and related options/programs as advertised in prior catalogs. Those majors will be as follows:

- Early Childhood Education and Child Services
- Family and Consumer Sciences
- Food and Nutrition
- Health and Human Performance
- Health Enhancement K-12

Early Childhood Education and Child Services was a program under the Family and Consumer Sciences option; it will now be a separate major

Family and Consumer Sciences was an option with four programs: Consumer Science, Early Childhood Education, Family and Consumer Sciences Education/Extension, Family Science; it will now be a separate major with two options: teaching and nonteaching

Food and Nutrition was an option with two programs: dietetics and nutrition science; it will now be a separate major with two options: dietetics and nutrition science

Health and Human Performance is the combination of Exercise Science and Pre-Physical Therapy options; it will be a separate major with two options: Exercise Science and Kinesiology

Health Enhancement K-12 was an option and will now be a separate major



# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	138-2801+R0308	<b>Date of Meeting:</b>	March 5-7, 2008
<b>Institution:</b>	Montana State University-Northern		
<b>Program Title:</b>	Associate Of Science In Nursing		

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.

<b>Item No.: 138-2801+R0308</b>	<b>Institution: Montana State University-Northern</b>
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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.

**Specify Request:**

Montana State University-Northern Department of Nursing submits a request for approval to adopt the common nursing curriculum for two year nursing programs approved by the Office of the Commissioner of Higher Education. The MSU-Northern nursing faculty believe this curriculum provides nursing students with increased ease of transferring credits among nursing programs in the state of Montana and feel that having completed the 24 credits of general education/core requirements before being admitted to the nursing program will benefit the students. This proposal includes a copy of the curriculum.

MONTANA STATE UNIVERSITY-NORTHERN  
DEPARTMENT OF NURSING  
CURRICULUM FOR 72 CREDIT ASN  
AUGUST, 2007

SEMESTER ONE		SEMESTER TWO	
Course	Credits Didactic/ Clinical/Lab	Course	Credits Didactic/ Clinical/Lab
		<i>(Apply for admission to Nursing Program during Semester Two)</i>	
Anatomy & Physiology I	3/0/1 = 4	Anatomy & Physiology II	3/0/1 = 4
Freshman English	3/0/0 = 3	Inorganic Chemistry w/Lab	3/0/1 = 4
College Algebra	3/0/0 = 3	Introduction to Nursing	1/0/0 = 1
Nutrition	2/0/0 = 2	General Psychology	3/0/0 = 3
<b>Total</b>	<b>11/0/1 = 12</b>	<b>Total</b>	<b>10/0/2 = 12</b>

*NOTE: Admission to Nursing Program required before taking Semester Three coursework*

SEMESTER THREE		SEMESTER FOUR	
Pharmacology	3/0/0 = 3	Core Concepts of Adult Nursing	4/3/0 = 7
Fundamentals of Nursing	4/0/3 = 7	Core Concepts of Maternal/Child Nursing	2/1/0 = 3
Gerontology	1/1/0 = 2	Core Concepts of Mental Health Nursing	2/0/0 = 2
<b>Total</b>	<b>8/1/3 = 12</b>	<b>Total</b>	<b>8/4/0 = 12</b>
<i>(**Transition to Registered Nursing for LPN's transferring into program)</i>	3/0/0		
SEMESTER FIVE		SEMESTER SIX	
Complex Care Needs— Maternal/Child Client	2/1/0 = 3	Intro Sociology	3/0/0 = 3
Complex Care Needs— Mental Health Client	1/1/0 = 2	Complex Care Needs—Adult Client	2/2/0 = 4
Pathophysiology	3/0/0 = 3	Advanced Clinical Skills	0/0/1 = 1
Microbiology	3/0/1 = 4	Managing Client Care	2/2/0 = 4
<b>Total</b>	<b>9/2/1 = 12</b>	<b>Total</b>	<b>7/4/1 = 12</b>

Clinical credits are 3:1  
Lab credits are 2:1

72 credit ASN

- 30 credits cognates; 42 credits Nursing
- 53 credits didactic, 11 credits clinical, 8 credits lab

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	138-2802+R0308	<b>Date of Meeting:</b>	March 5-7, 2008
<b>Institution:</b>	Montana State University-Northern		
<b>Program Title:</b>	Authorization To Deliver A Bachelor Of Science Degree In Business Technology To Medicine Hat College		

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

<b>Item No.: 138-2802+R308</b>	<b>Institution: Montana State University-Northern</b>
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that all other campuses receive program information well in advance of submission.

**Specify Request:**

Montana State University-Northern seeks approval to deliver its Bachelor of Science degree in Business Technology to Medicine Hat College. Medicine Hat College approached MSU-Northern with the opportunity to deliver the bachelor of science degree on its campus, and has offered office and classroom space at no cost to Northern. Medicine Hat College students will gain an additional semester of general education classes that will bridge to our programs and will provide students easy access to an accredited four-year US degree. MSU-Northern plans to deliver the program using its faculty through hybrid (onsite and online) methods and hiring additional Medicine Hat College faculty as adjunct professors. The program will be delivered as a trial two-year cohort program and will be reevaluated by both institutions after completion of the trial period.

## **Level 1 Request for Authorization for MSU-Northern to Deliver a Bachelor of Science Degree in Business Technology at Medicine Hat College**

### **Background**

During a recent visit to Medicine Hat College the opportunity to deliver the upper division courses of our business degree on their campus became available.

Medicine Hat College has approached MSU-Northern with the opportunity to deliver MSU-Northern's Bachelor of Science degree in Business Technology on their campus. They have graciously offered office and classroom space at no cost to Northern. This is a benefit to Medicine Hat College because their students will gain an additional semester of general education classes to bridge to our programs and their students will have easy access to an accredited four-year US degree. We plan to deliver the program using our faculty through hybrid (onsite and online) methods and hiring some of Medicine Hat's faculty as adjunct professors.

### **Implementation Plan**

In order to make this new Canadian Initiative work we request the approval of the Montana Board of Regents to do the following things:

- Offer MSU-Northern's existing Business degree in Canada on the campus of Medicine Hat College.
- Develop an all inclusive market sensitive tuition (without any additional fees) to better match the way Canadian schools charge for education.

This program will be delivered as a trial two-year cohort program and will be reevaluated by both institutions after the two years have been completed. It will run with a minimum of 20 students and will be capped at 35.

Medicine Hat College has asked that we have our approvals and promotional material in place by the middle of March so they can help promote the program to their current students before they finish their semester.

International students on the MHC campus will be allowed to take the program as MHC is authorized to grant them a student VISA. They will not be required to get an I-20 in the U.S. because they will not be crossing the border to get their degree. The current plan will start Fall semester of 2008. A report on the first year of activity will be delivered to the Board following the 2008-09 academic year.

## Implementation Resources

Since there will be no charges for facilities or services the primary costs will be for instruction, travel, housing, and marketing.

The following breakdown projects the costs for 20 Canadian students taking a typical 3 credit course. This represents the worst case scenario as the profit margin will get better if more international students take the class since they pay a higher tuition fee.

### Revenue Projections

#### Canadian Student Scenario

\$150/credit x 3 credits = \$450/student  
20 Canadian students x \$450 = \$9,000

#### International Student Scenario

\$360/credit x 3 credits = \$1080/student  
20 International students x \$1080 = \$21,600

### Expense Projections

#### Northern Faculty Scenario

Hire a Northern Faculty to teach the course = \$2,437  
8 trips to MHC \$152/trip = \$1,216  
16 days per diem \$23/day = \$368  
8 nights in a hotel \$135/night = \$1,080  
Total = \$5,101.

#### MHC Faculty Scenario

Hire a MHC Professor to teach the course = \$6,000

#### Promotional Expenses (spread out over the entire program)

Recruiting trips to Medicine Hat \$800  
Print a promotional brochure \$1,000  
Several Newspaper ads \$2,000

#### Office Expenses (spread out over the entire program)

Fax, Scanner/Printer \$200  
Computer \$1000  
Administrative support person MHC \$10,000/year  
Faculty Coordinator \$13,000/year

# 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

<b>Item No.:</b>	138-2803+R0308	<b>Date of Meeting:</b>	March 5-7, 2008
<b>Institution:</b>	Montana State University-Northern		
<b>Program Title:</b>	Re-Title Bachelor Of Science Degree In Business Technology To Bachelor Of Science Degree In Business Administration		

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.

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- 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;
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**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.

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that all other campuses receive program information well in advance of submission.

<b>Item No.: 138-2803+R0308</b>	<b>Institution: Montana State University-Northern</b>
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**Specify Request:**

Montana State University-Northern seeks approval to re-title the Bachelor of Science degree in Business Technology to a Bachelor of Science degree in Business Administration. The change will more accurately reflect the degree curriculum and will better suit the needs of partnership institutions.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	138-2851+R0308	<b>Date of Meeting:</b>	March 5-7, 2008
<b>Institution:</b>	Montana State University-Great Falls COT		
<b>Program Title:</b>	Welding Technology		

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.

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- 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;
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**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.

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<b>Item No.: 138-2851+R0308</b>	<b>Institution: Montana State University-Great Falls COT</b>
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**Specify Request:**

MSU-Great Falls College of Technology requests approval from the Montana Board of Regents and the Montana University System to offer the College's Certificate of Applied Science program in Welding Technology in Great Falls. In preparation for the completion of the new Construction and Industrial Trades facility on the Great Falls campus the College is advancing this request. The College currently has an approved Welding Technology CAS program in Bozeman (through the Bozeman COT) and would like approval to offer it in Great Falls.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

Item No.:	138-2852+R0308	Date of Meeting:	March 5-7, 2008
Institution:	Montana State University-Great Falls COT		
Program Title:	Design Drafting		

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);
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- 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;
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**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.

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<b>Item No.: 138-2852+R308</b>	<b>Institution: Montana State University-Great Falls COT</b>
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**Specify Request:**

MSU-Great Falls College of Technology requests approval from the Montana Board of Regents and the Montana University System to offer the College's Associate of Applied Science Degree in Design Drafting to the Gallatin Valley through its extension in Bozeman (the Bozeman COT). The College has received significant response from the community for this program, both from area employers and prospective students. The College currently has an approved Design Drafting program in Great Falls and would like approval to offer it in Bozeman.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	138-2853+R0308	<b>Date of Meeting:</b>	March 5-7, 2008
<b>Institution:</b>	Montana State University-Great Falls COT		
<b>Program Title:</b>	Associated of Applied Science in Accounting		

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.

<b>Item No.: 138-2853+R308</b>	<b>Institution: Montana State University-Great Falls COT</b>
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**Specify Request:**

MSU-Great Falls College of Technology requests approval from the Montana Board of Regents and the Montana University System to change the name of its Associate of Applied Science in Accounting and Business Technology, with an option in Accounting, to an Associate of Applied Science in Accounting.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	138-2854+R0308	<b>Date of Meeting:</b>	March 5-7, 2008
<b>Institution:</b>	Montana State University-Great Falls COT		
<b>Program Title:</b>	Associated of Applied Science in Medical Transcription		

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.



<b>Item No.: 138-2854+R0308</b>	<b>Institution: Montana State University-Great Falls COT</b>
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**Specify Request:**

MSU-Great Falls College of Technology requests approval from the Montana Board of Regents and the Montana University System to change the name of its Associate of Applied Science in Office Technology with a specialty in Medical Transcription, to an Associate of Applied Science in Medical Transcription.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	138-402+R0308	<b>Date of Meeting:</b>	March 5-7
<b>Institution:</b>	Miles Community College		
<b>Program Title:</b>	Termination Of Certificate and AAS in Office Information Technology		

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.

<b>Item No.: 138-402+R308</b>	<b>Institution: Miles Community College</b>
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**Specify Request:**

Miles Community College seeks approval to terminate its Certificate and Associate of Applied Science degree in Office Information Technology as it is listed in the 2006-2008 catalog. On the Degree Inventory list for Miles Community College these programs are listed as Executive Administrative Assistant and Executive Secretary. At some point prior to the current administration, these names must have been changed without notification to the Office of the Commissioner of Higher Education.

The Office Information Technology or Executive Administrative Assistant program currently has no students enrolled, and has had low enrollment during the past five years. Please see the attached termination checklist for more detailed information.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	138-301+R0308	<b>Date of Meeting:</b>	March 5 - 7, 2008
<b>Institution:</b>	Flathead Valley Community College		
<b>Program Title:</b>	Medical Transcription Certificate 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.

<b>Item No.: 138-301+R308</b>	<b>Institution: Flathead Valley Community College</b>
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**Specify Request:**

Flathead Valley Community College requests approval to offer the previously authorized Medical Transcription Certificate of Applied Science fully online.