

## MEMORANDUM

**DATE:** September 24 – 26, 2008

**TO:** Montana Board of Regents

**FROM:** Mary Sheehy Moe, Deputy Commissioner for Two Year Education

**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 May 2008 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.

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

- Montana State University-Bozeman filed a Notice of Intent to terminate its minor in Human Development at the July 2008 Board of Regents meeting. All of the steps in the termination process have been completed, and the minor is, therefore, eliminated. [ITEM 139-2013+R0508 sm](#)

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

#### **Announcement**

- Montana State University-Northern filed a notice of intent to lift the moratorium on the Bachelor of Applied Science Degree. [ITEM 140-2801-R0908](#)

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

- Montana Tech of The University of Montana filed a Notice of Intent to terminate its A.A.S. in Practical Nursing at the May 2008 Board of Regents meeting. All of the steps in the termination process have been completed, and the minor is, therefore, eliminated. [ITEM 139-1504+R0508](#)
- Montana Tech of The University of Montana filed a request for approval to retitle the B.A.S. in “General Business and Management Technology” tracks to “Management.” [ITEM 140-1502+R0908](#)
- Montana Tech of The University of Montana filed a request for approval to retitle the B.A.S. minor track “Finance/Management” to “Management.” [ITEM 140-1503+R0908](#)

Level I Memorandum, cont.:  
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- Montana Tech of The University of Montana filed a Notice of Intent to terminate its Entrepreneurship option. [ITEM 140-1504+R0908](#)

**Announcement**

- Montana Tech of The University of Montana has made the revisions to its Certificate of Applied Science in Carpentry that bring it into compliance with BOR Policy 301.12.

**Miles Community College:**

**Announcement**

- Miles Community College has made the revisions to its Associate of Applied Science in Construction Management that bring it into compliance with BOR Policy 301.12.



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 seeks permission to eliminate its minor in Human Development beginning fall 2008.

1. All students who enrolled in MSU institutions prior to the 2008-10 catalog will have the opportunity to complete the Human Development minor requirements, provided they complete their minor within 6 years and provided that they do not take an extended leave of absence (longer than 1 academic year) from MSU. Although the minor will be eliminated, most of the courses will continue to be offered within our department rubrics. When changes in course offerings occur, substitute courses will be identified and advertised to students. Departmental advisors will provide current students with extensive information on course offerings, procedures to complete minor requirements and individualized plans for fulfilling curricular requirements
2. Because the department is restructuring its curricular offerings, no program faculty will be terminated as a result of this change.
3. Departmental staff will meet with students in the fall of 2008 and the spring of 2009 to discuss program completion deadlines, course scheduling and student options for completing their minor program. The departmental advising office staff and faculty will meet with students to provide them with information about the curricular change.
4. The Chair of MSU's Undergraduate Studies Committee has been notified about the elimination of the Human Development minor. In addition, the Academic Affairs Committee of the MSU's Faculty Council has also been notified about this change. The department has worked with these committees to ensure university-wide faculty input regarding this change.
5. Not applicable, MSU faculty members are not organized.
6. Not applicable, there is no public advisory committee.
7. Notice of Public Intent was submitted by MSU for the May 29-30, 2008, Board of Regents meeting.
8. The Department of Health and Human Development has informed New Student Services about the change in curriculum; this office will directly communicate this to high schools and feeder schools. In addition, the department is in the process of updating its website and other publications to reflect the upcoming change in our curriculum.
9. Catalog copy has been submitted in time for publication in the upcoming 2008-10 catalog. As described in 1 & 3 above, current students will be informed that they may continue in the Human Development minor under older catalogs, provided they complete their minor program within 6 years and provided that they do not take an extended leave of absence (longer than 1 academic year) from MSU.
10. Such request for program termination and the check list will be filed with the Office of the Commissioner of Higher Education by May 29, 2008.
11. A Level I memo will be published to the Board of Regents and the Montana University System by the May 2008 Board meeting.

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Human Development**  
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**ITEM 140-2801-R0908**     **Approval to Remove the Bachelor of Applied Science Degree from Moratorium Status; Montana State University-Northern.**

**THAT:**                     The Board of Regents of Higher Education authorizes Montana State University-Northern to remove its Bachelor of Applied Science Degree from moratorium status.

**EXPLANATION:**         Montana State University-Northern seeks permission to remove its Bachelor of Applied Science Degree from moratorium status. It was placed into moratorium by the institution as part of internal program review; however, articulation agreements with Spokane Community College and other Community Colleges and requests by internal campus departments called for removal from moratorium. In addition, MSU-Northern and MSU-Great Falls have had planning discussions regarding various health care preparation programs leading to a Bachelor's level degree under the aegis of the Bachelor of Applied Science. It is the plan of admissions and advising to utilize the degree option in future semesters for students who complete a two year degree and transfer into MSU-Northern.

# MONTANA BOARD OF REGENTS

## PROGRAM TERMINATION CHECKLIST ASSOCIATE OF APPLIED SCIENCE DEGREE - NURSING

Pursuant to recommendations of the Montana University System Chief Academic Officers and approved by the Montana Board of Regents for Higher Education, an institution may request that an academic program be terminated under the Level I change process. In such cases, the institution should publish in the Board of Regents Agenda a Notice of Intent 60 days before the desired date of termination. Thereafter, the institution should pursue and document completion of the Program Termination Checklist and submit it to the Office of the Commissioner of Higher Education so that a Level I program change may be effected.

### Phase I:

1. **Research the programs of study for all students currently enrolled in program and define a reasonable deadline for degree completion for all current students. Plan course offerings accordingly.**

Three students completed the program and graduated in June, 2008.

2. **Notify affected program faculty of impending layoff and timing based on reasonable program completion for existing students (both verbally and in writing).**

No layoffs are needed.

3. **Meet with students to discuss program completion deadlines, course scheduling and options.**

Three students completed the program and graduated in June, 2008.

4. **Notify all internal curriculum committees and Faculty Senate of impending program closure.**

Montana Tech's Curriculum Review Committee considered and approved this proposal at their February, 2008 meeting. The Montana Tech faculty considered and approved this proposal at the February, 2008 Faculty meeting.

5. **Notify Faculty Union (where applicable).**

Not applicable.

6. **Notify public advisory committee for program (where applicable).**

The Nursing Department's advisory board will consider this proposal at their next meeting.

7. **Submit Notice of Intent for publication in Board of Regents Agenda at least 60 days prior to requested date for termination. The purpose here is to ensure adequate public notice.**

Level I notice submitted to the Board of Regents for consideration at their May 28-30, 2008 meeting.

**Phase II:**

**8. Notify high school counselors, feeder colleges, and other constituents.**

Leslie Dickerson, Admissions Counselor, was notified in February 2008 of the elimination of this program and no new students are being recruited in the program.

**9. Submit new catalog copy indicating planned program closure and ensuring current students they will be able to complete their program within a reasonable deadline.**

Catalog changes were submitted in February, 2008.

**10. File Level I request for Program Termination and documented checklist with Office of Commissioner of Higher Education.**

Notified OCHE May, 2008.

**11. Level I Memo published to the Board of Regents and Montana University System.**

To be presented to the Board of Regents at their May 28-30, 2008 meeting.

**MONTANA BOARD OF REGENTS**  
**LEVEL I REQUEST FORM**

<b>Item No.:</b>	<b>140-1502+R0908</b>	<b>Date of Meeting:</b>	<b>September 25-26, 2008</b>
<b>Institution:</b>	<b>Montana Tech of The University of Montana</b>		
<b>Program Title:</b>	<b>BAS – Business and Information Technology</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 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 Department of Business and Information Technology (BIT) requests consideration by the Montana Board of Regents regarding the combination and renaming of two of its current tracks (similar to options) under its Bachelor's of Applied Science Degree (BAS) in Business to a track titled "Management." Currently there are three tracks under the BAS degree: (1) General Business Track, (2) Management Technician Track, and (3) Managerial Secretarial Track. The Department would like to combine the (1) General Business Track and (2) Management Technician Track and change the track name to "Management."

It is the opinion of the Department that the proposed name better reflects the content of the track and effectively addresses the similarity and overlap between the two current tracks.

The current tracks have the following specific concentration requirements:

**General Business Track**

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Bus 2146	Principles of Accounting I
Bus 2156	Principles of Accounting II
Bus 3316	Marketing
Bus 3416	Business Law
Bus 3516	Business Finance
Bus 3616	Management
Bus 3666	Operation & Production Mgmt

**Management Technician Track**

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Bus 2146	Principles of Accounting I
Bus 2156	Principles of Accounting II
Bus 3126	Risk & Insurance
Bus 3646	Personnel Management
Bus 3446	Entrepreneurship
Bus 3616	Management
Bus 3666	Operation & Production Mgmt

**Managerial Secretarial Track**

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Bus 2146	Principles of Accounting I
Bus 2156	Principles of Accounting II
Bus 3646	Personnel Management
Bus 3616	Management
PTC 3476	Intro to Desktop Publishing
PTC 4256	Technical Report Writing
BUS XXXX	Upper division Elective



A review of the current tracks reveals a fair amount of overlap and in fact a number of students have completed at least two of the tracks by the time they graduate. Historically, very few of the students have opted for the Managerial Secretarial Track.

<b>Item No.: 140-1502+R0908</b>	<b>Institution: Montana Tech of The University of Montana</b>
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This proposal requests that the current tracks in “General Business” and “Management Technician” be combined and renamed “Management.” This issue was addressed at three

meetings of the Business Department’s Industrial Advisory Board (IAB) meetings during academic year 2007-08. The IAB members unanimously supported this proposal. All of the IAB members expressed a belief that it would be beneficial for students to have a track titled “Management” rather than “General Business” or “Management Technician.”

The BAS degree has experienced material growth in the Department of Business and Information Technology and it now constitutes about 15 percent of the 200+ declared majors. Discussion with a number of existing students proved to be positive as all of the questioned students were supportive of the name change.

This request was approved by Montana Tech’s Curriculum Review Committee at their April meeting and by the Montana Tech Faculty at their May meeting.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	140-1503+R0908	<b>Date of Meeting:</b>	September 25-26, 2008
<b>Institution:</b>	Montana Tech of The University of Montana		
<b>Program Title:</b>	Minor in Business and 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.

**Specify Request:**

The Department of Business and Information Technology (BIT) respectively requests that the Montana Board of Regents approve a name change to one of its two tracks within the Business Administration Minor. The minor track currently titled “Finance/Management” would be renamed “Management” under the proposal.

It is the opinion of the Department that the proposed name better reflects the content of the option. The current option track has one finance course, which will continue to be a requirement under the proposed option track, and it is the belief of the department that the one finance course does not contain enough academic content to warrant inclusion of the term “Finance” in the minor track title.

The current Finance/Management Track minor has the following requirements:

<b><i>Current Finance/Management Track</i></b>			
Select one	BUS	1016	Introduction to Business
	MEc	3630	Engineering Economy
Required	BUS	2146	Principles of Accounting I
	BUS	2156	Principles of Accounting II
	BUS	3156	Finance
Select one	BUS	3616	Management
	MIN	4580	Mine Management
Select one	BUS	3416	Intermediate Accounting I
	BUS	3626	Labor Relations
	BUS	3446	Entrepreneurship I
	BUS	3536	Financial Management for the Entrepreneur
	BUS	3696	Applied Supervisory Management
	BUS	4516	International Finance

<b><i>Proposed Management Track</i></b>			
Required	BUS	2146	Principles of Accounting I
	BUS	3156	Finance
	BUS	3316	Marketing
Select one	BUS	3616	Management
	MIN	4580	Mine Management
Select one	BUS	3626	Labor Relations
	BUS	3636	Business Ethics
	BUS	3646	Human Resource Management
Select one	BUS	3656	Organizational Behavior
	BUS	2156	Principles of Accounting II
	BUS	3036	Cost Accounting I
	BUS	3416	Business Law I
	BUS	3666	Operations and Production Management

<b>Item No.: 140-1503+R0908</b>	<b>Institution: Montana Tech of The University of Montana</b>
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This issue was addressed at three meetings of the Business Department's Industrial Advisory Board meetings during academic year 2007-08. The IAB members unanimously supported this proposal. All of the IAB members expressed a belief that the term "Management" was a better description of the content in the track. The department also discussed the proposed change to a few of the current students under the minor and no student expressed any reservation to the omission of the term "Finance" from the title of the track.

Montana Tech's Curriculum Review Committee approved this request at their April meeting and the faculty approved the request at the May meeting.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

Item No.:	140-1504+R0908	Date of Meeting:	September 25-26, 2008
Institution:	Montana Tech of The University of Montana		
Program Title:	Business and Information Technology – Entrepreneurship Option		

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;
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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;
  - 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.

**Specify Request:**

The Department of Business and Information Technology (BIT) would like to eliminate its option in Entrepreneurship and requests consideration from the Montana Board of Regents for such an action. Entrepreneurship is one of three options under the Bachelor of Science Degree in Business and Information Technology. The Department historically has housed about 200 declared majors and less than 5 percent of the students have selected the Entrepreneurship option.

Besides a low enrollment, this option currently requires a significant amount of campus resources as it requires the department to offer a total of 6 courses annually that are directly required by the option.

Bus 3446 – Entrepreneurship I  
Bus 3536 – Financial Management  
Bus 4036 – Small Business Taxation  
Bus 4326 – Marketing Strategies  
Bus 4456 – Entrepreneurship II  
Bus 4896 – Small Business Internship

The elimination of this option would allow the department to discontinue four of the courses. The department would continue to offer Bus 3446 – Entrepreneurship I and Bus 4326 – Marketing Strategies as it is believed they add value to the option in Management. The elimination of four courses would effectively release ½ of a faculty member for other departmental needs.

This proposal specifically reflects the work of the department's faculty and Industrial Advisory Board. Additionally, this proposal is based on discussions with actual and potential employers of Montana Tech graduates.

Finally, the Department believes this proposal is in the best interest of the student as it is believed the option in entrepreneurship is perhaps too specific and it may not be easily marketable for students looking for traditional business-based jobs. Entrepreneurship is an important business topic, and will be continued to be addressed by the department in coursework and student competitions, but the department believes it can be addressed in one entrepreneurship course rather than an entire option. The department will work with those students currently enrolled in this option to make sure that these individuals can complete the program.

This request was approved by Montana Tech's Curriculum Review Committee at their April 23<sup>rd</sup> meeting and by the Montana Tech Faculty at their April 30<sup>th</sup> meeting.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	140-1505+R0908	<b>Date of Meeting:</b>	September 25-26, 2008
<b>Institution:</b>	Montana Tech COT		
<b>Program Title:</b>	Certificate of Applied Science in Carpentry		

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 Termination Checklist;
- 3. Adding new minors or certificates where there is a major;
- 4. Departmental mergers and name changes;
- 5. Program revisions; and
- 6. 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 of degree;
- 2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools *with the exception 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.

**Specify Request:**

Per the advice of Deputy Commissioner Mary Moe, it was noted that the Montana Tech College of Technology Certificate of Applied Science in Carpentry was not in compliance with Regent's Policy 301.12. This certificate program exceeded by three the maximum number of General Education Credits. Regent's Policy 301.12 indicates that General Education instruction credits should comprise no more than one-third of the total credits. As a result, this proposal is submitted to reduce the General Education credits by three by eliminating the course Intro to Algebra (MATH 0101).

\* Attached please find on one page both the existing curriculum and the proposed curriculum with the requested changes.

**MT Tech College of Technology**  
**Certificate of Applied Science in Carpentry**

**Total Number of credits:** 34 Credits  
**Technical/General Education Credits:** 21/13 Credits  
**Length of Program:** 2 semesters/1 academic year

Rubric	Class Name	Credits
<b>Fall Semester</b>		
CARP 0120	Carp Basics/Rough-in Framing (I)	5
CNST 0100	Const Tech Fundamentals & Safety	3
CNST 0110	Blueprint Read, Codes and Est.(Core)	3
COMM 0102	Intro to Writing	3 – Communications - <b>GE</b>
MATH 0101	Intro to Algebra	4 – Computation <b>GE</b>
	<b>TOTAL</b>	18
<b>Spring Semester</b>		
CARP 0130	Ext Fnsh, Stairs, Metal Studs (Lev III)	4
CARP 0150	Carpentry Practicum I	3
IT 1416	Microcomputer Software	3
PSYC 1000	General Psychology	3 – Human Relations – GE
MATH 0130	College Math for Trades	3 – Computation <b>GE</b>
	<b>TOTAL</b>	16

*Found noncompliant by Deputy Moe 7/15/08 because:*

- *Gen ed/related instruction credits should comprise no more than 1/3 of total credits.*

**Proposed Revision**

**Total Number of credits:** 30 Credits  
**Technical/General Education Credits:** 21/9 Credits  
**Length of Program:** 2 semesters/1 academic year

Rubric	Class Name	Credits
<b>Fall Semester</b>		
CARP 0120	Carp Basics/Rough-in Framing (I)	5
CNST 0100	Const Tech Fundamentals & Safety	3
CNST 0110	Blueprint Read, Codes and Est.(Core)	3
COMM 0102	Intro to Writing	3 – Communications - <b>GE</b>
	<b>TOTAL</b>	14
<b>Spring Semester</b>		
CARP 0130	Ext Fnsh, Stairs, Metal Studs (Lev III)	4
CARP 0150	Carpentry Practicum I	3
IT 1416	Microcomputer Software	3
PSYC 1000	General Psychology	3 – Human Relations – GE

MATH 0130	College Math for Trades	3 – Computation <b>GE</b>
	<b>TOTAL</b>	16

*Revision eliminates the Intro math course. If that skill level is needed to succeed in College Math for Trades, require that for admission into that course. Students who are not proficient could then take Intro to Algebra fall semester to prepare for the math course spring semester.*