

## MEMORANDUM

**DATE:** September 1, 2009

**TO:** Chief Academic Officers, Montana University System

**FROM:** Sylvia Moore, Deputy Commissioner for Academic & Student Affairs and  
Mary 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 2009 meeting of the Board of Regents. It also includes announcements that may be of interest to the Board. Any comments regarding items below must be received by my office no later than September 8<sup>th</sup>. If you have any questions, I would be happy to answer them with the help of my colleagues in academic affairs.

### **Montana Tech of the University of Montana:**

- Montana Tech of The University of Montana filed a request for Level I approval from the Montana Board of Regents to establish a Health Care Informatics option in both the Computer Science and Software Engineering bachelor degree programs  
*ITEM143-1501+R0509 AA*

### **The University of Montana – Helena COT**

- The Helena College of Technology requested permission to rename its Office Technology Specialist AAS to Administrative Office Specialist *ITEM144-1901+R0909*
- The Helena College of Technology filed a request to rename its existing Office Assistant CAS to Computer Skills Specialist and to offer the program online *ITEM144-1902+R0909*

### **Montana State University – Billings COT**

- The Billings College of Technology filed a request to terminate their Medical Assistant AAS Program and provided a timeline and termination checklist *ITEM144-2702+R0909*
- The Billings College of Technology filed a request place the AAS in HVAC & Refrigeration Repair on moratorium *ITEM144-2703+R0909*

### **Flathead Valley Community College**

- Flathead Valley Community College filed a request to offer their Business Administration **AAS** online *ITEM144-301+R0909*
- Flathead Valley Community College filed a request to offer their Business Administration **CAS** online *ITEM144-304+R0909*
- Flathead Valley Community College filed a request to offer their Small Business Management AAS online *ITEM144-302+R0909*
- Flathead Valley Community College filed a request to offer their Entrepreneurship CAS online *ITEM144-303+R0909*
- Flathead Valley Community College filed a request to offer their Marketing/Sales Specialist CAS online *ITEM144-305+R0909*

### **Announcements:**

- UM Missoula provided a termination checklist for the B.S. in Resources Conservation degree *Supporting Material*
- UM Missoula provided a termination checklist for the B.S. in Chemistry with options in ACS Biochemistry and Chemical Biology, to be replaced with a B.S. in Biochemistry and a B.S. in Biochemistry with a Health Professions option *Supporting Material*
- UM Missoula provided a termination checklist for the M.S. & PhD in Biomolecular Structure and Dynamics, to be replaced with an M.S. & PhD in Biochemistry & Biophysics

# 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>	144-1501+R0909	<b>Date of Meeting:</b>	Sept 24-25, 2009
<b>Institution:</b>	Montana Tech of The UM		
<b>Program Title:</b>	Computer 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);
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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;
- 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.: 144-1501+R909</b>	<b>Institution: Montana Tech of The UM</b>
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**Specify Request:**

Montana Tech of The University of Montana seeks Level I approval from the Montana Board of Regents to establish a Health Care Informatics option in both the Computer Science and Software Engineering bachelor degree programs.

**LEVEL II BOARD OF REGENTS ITEMS****Curriculum Proposals****1. Overview**

The Computer Science Department of Montana Tech would like to add a Health Care Informatics option to its existing options in both the computer science and software engineering bachelor degree programs. The existing options for our degree programs are Business Applications, Electronic Control Systems, Engineering Applications, Statistical Applications, and Technical Communications. Adding the Health Care Informatics option will round out students' choices.

**2. Need**

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

The health care field is changing and people trained in computer science and software engineering are needed to facilitate the development of new medical information systems and electronic health care records. This is an opportunity for Montana Tech to contribute to health care industry needs, and an opportunity for our students to pursue careers that blend computation and health care.

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

The main effect will be to expand our student's choices of study emphasis, and thus their career options after graduation.

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

The demand for the option is driven by industry requests for cross-trained employees. It is expected that initially demand will be low, but it requires no additional resources to offer this option, therefore low demand will not adversely affect current or future abilities to provide the option.

**3. Institutional and System Fit**

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

The Health Care Informatics (HCI) option involves the Computer Science and Health Care Informatics Departments. In the words of those in the HCI faculty, "The HCI department at Montana Tech is fully staffed, with

a well rounded curriculum that produces successful HCI graduates. However, the Department has excess capacity. In other words, we have the ability to teach a larger student population without sacrificing quality.”

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

No changes will be required.

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

There are no other closely related programs at the institution.

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

Goal #1 of Montana Tech’s strategic plan is to sustain and enhance the quality of all academic programs. Objective 1.4 within this goal is to develop the curriculum to address the nation’s economic needs as articulated by industry and national professional societies. Information researched by the Health Care Informatics Department faculty found:

“In a January 8th address President-elect Barack Obama called for all U.S. residents to have electronic health records within five years. Achieving this goal represents a massive undertaking for clinics and hospitals and an unprecedented number of Health Information Technology (HIT) professionals will be required to implement these technologies. Last year, it was estimated that even meeting near-term demand for HIT professionals will require over 40,000 new workers to enter the field, which translates to an increase of almost 40%. Expanding the use of Electronic Health Records to ALL physician’s offices, per the president-elect’s goal, will require significantly more workers. Fortunately, HIT is an area where Montana Tech is positioned to lead, as it established the Nation’s first undergraduate Health Care Informatics (HCI) degree program in 2001, graduating its first class in 2005.”

Clearly, adding the Health Care Informatics option to the Computer Science and Software Engineering programs supports the development of the curriculum to address the nation’s economic needs, and thus supports the strategic goals of Montana Tech.

Goal #4 of the strategic plan is to enhance relationships with business and industry, with Objective 4.4 of this goal being to “use flexibility in the development of programs to meet the needs of a changing workforce”. Again, research into the industry by Health Care Informatics faculty found that:

“The number of workers required to support even the current rate of Health Information Technology (HIT) adoption far outstrips the supply of new entrants to the field. In fact, the numbers of workers available to support the implementation of Health IT is already limiting the US health care system’s capability to successfully install and maintain Electronic Medical Records (EMRs).”

Once again, it is clear that adding the Health Care Informatics option is in line with the strategic goals of Montana Tech as a whole.

*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.*

There are no similar programs within the Montana University System, nor, in fact, nationwide. A handful of institutions are in the process of setting up undergraduate degrees in Health Care Informatics, but Montana Tech is clearly the leader in this endeavor. Adding Health Care as an option to computational programs is beyond what other institutions are presently doing.

#### 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.*

Shown below are the curriculum requirements as defined by joint agreement between the Health Care Informatics Department and the Computer Science Department.

## COMPUTER SCIENCE DEGREE OPTIONS

Professional Electives --- Junior and Senior Years

12 Credits for Each Option

<b>Health Care Informatics</b>				
<i>Junior Year</i>			<i>Fall</i>	<i>Spring</i>
HCI	1016	Intro to Health Care Informatics	3	
*	HCI	2106	Health Care Ethics and Regulations (prereq HCI 1016)	3
*	HCI	2256	Data, Information & Knowledge (prereq IT 2426, HCI 1016)	2
*	HCI	2306	Overview of HCI Systems (prereq HCI 1016)	4
*	HCI	3106	Health Care Delivery in the US I (prereq HCI 1016)	3
<i>Senior Year</i>				
*	HCI	3126	Health Care Delivery in the US II (prereq HCI 3106)	3
*	HCI	3206	Inf. Systems Security	3
*	HCI	4106	Projects and Systems Management (prereq SE3260)	4
*	HCI	4206	Public Health Inf. (prereq HCI 3106)	3
* <i>Select 3 courses of 8; student must have the approval of the student's advisor &amp; the HCI department</i>				

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

Initial enrollment in the Health Care Informatics option by Computer Science (CS) and Software Engineering (SE) students is expected to be low; that is, no more than one or two students. Growth may occur in conjunction with enrollment growth in the CS and SE degree programs, but it is still expected that within the next 5 years, enrollment in the option will remain low. After 5 years, enrollment levels can be re-evaluated to determine if any changes need to be made.



## 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 additional faculty resources will be required.

- 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 other additional resources will be required.

## 6. Assessment.

*How will the success of the program be measured?*

Success is easily measured by the employment rate of students choosing the Health Care Informatics option. Currently CS and SE graduates have a 100% placement rate. Those students graduating with the HCI option should continue to enjoy that same 100% placement rate.

## 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.*

The Health Care Informatics Department has long recognized the value of combining HCI and computational education, and has encouraged its students to minor in computer science. In the last years, it was also recognized that those with a strong computational background would benefit from education in HCI. Part of this recognition came from meeting with individuals in different areas of the health care industry.

To address the needs, then, representatives from the Health Care Informatics Department and from the Computer Science Department met fall semester 2009 to determine the courses that should be offered within the proposed HCI option, and also to determine which courses should be prerequisite to which others in light of the education CS students will already have. The course list was defined, and is reproduced in this request in section 4.a.

Once the curriculum was defined, it was submitted to the Montana Tech Curriculum Review Committee (CRC) for approval at the campus level. It was approved by the CRC in the February 19<sup>th</sup> 2009 meeting. Following procedures, then, it was presented to the

general faculty during an Instructional Faculty Meeting (IFM), and was also approved by the general faculty, at the IFM on March 10<sup>th</sup>, 2009.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	144-1901+R0909	<b>Date of Meeting:</b>	September 24-25, 2009
<b>Institution:</b>	The UM-Helena College of Technology		
<b>Program Title:</b>	Administrative Office Management Specialist		

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- 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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campuses receive program information well in advance of submission.

<b>Item No.: 144-1901+R909</b>	<b>Institution: The UM-Helena College of Technology</b>
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**Specify Request:**

The University of Montana-Helena College of Technology requests permission to rename its existing Office Technology Specialist Associate of Applied Science Degree to Administrative Office Specialist. The change in name was recommended by our external Advisory Committee, and approved through our internal processes. The change will allow students to present their credential at a more appropriate level to prospective employers and for those employers to have a better understanding of the broad-based nature of the degree.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	144-1902+R0909	<b>Date of Meeting:</b>	September 24-25, 2009
<b>Institution:</b>	The UM-Helena College of Technology		
<b>Program Title:</b>	Computer Skills Specialist		

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<b>Item No.: 144-1902+R909</b>	<b>Institution: The UM-Helena College of Technology</b>
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**Specify Request:**

The University of Montana-Helena College of Technology requests permission to rename its existing Office Assistant Certificate of Applied Science to Computer Skills Specialist. The change in name was recommended by our external Advisory Committee, and approved through our internal processes. The change will allow students to present their credential at a more appropriate level to prospective employers and for those employers to have a better understanding of the technical nature of the degree. UM-Helena would also like to request permission to deliver this course via distance delivery. The program is significantly comprised of technology courses that are effectively delivered on-line and this will increase student's access to this opportunity to improve their skills.

**ITEM 144-2702-R0909**

**Associate Of Applied Science In Medical Assistant; Montana State University Billings, College Of Technology**

**THAT:**

MSU Billings College of Technology requests permission to delete the Associate of Applied Science in Medical Assistant degree.

**EXPLANATION:**

Due to a change in leadership in the Associate Dean role, the paper work was not submitted this past academic year. The last graduates completed the program spring semester 2009. We made the decision to delete this program based on budget, low enrollment and lack of job opportunities in the local area.

**ATTACHMENTS:**

Memo to Deputy Commissioner - Sylvia Moore  
MSUB COT Medical Assistant AAS Program Inactivation



July 20, 2009

To: Sylvia Moore,  
Deputy Commissioner, Academic and Student Affairs, The Montana University System

From: D'Ann Campbell  
Provost and Vice Chancellor for Academic Affairs

Re: Request from MSU Billings College of Technology for program deletion for AAS Medical Assistant and moratorium for AAS Heating, Ventilation, Air Conditioning, and Refrigeration Repair

Attached are two requests to be effective fall semester 2009.

The first is a request to delete the AAS in Medical Assistant. We have worked through most of the steps in the termination checklist and will supply the documentation at the November meeting. Due to a change in leadership in the Associate Dean role, the paper work was not submitted this past academic year. The last graduates completed the program spring semester 2009. We made the decision to delete this program based on budget, low enrollment and lack of job opportunities in the local area. From 2003 to 2008, we had a total of 26 students graduate in the program. As reported in the annual MSU Billings Career Services Graduate Survey, ten of those students were placed in their field of study.

We also request that the AAS in Heating, Ventilation, Air Conditioning, and Refrigeration Repair be placed on moratorium. From 2004 to 2008, the enrollment in the program declined by 50 percent from 28 students to 14 students. We do not plan to take any new students into the program fall 2009. We have visited with current students to insure they complete the program requirements by May 2010. We will notify high school counselors and feeder schools of the moratorium August 2009.

Please let us know if there is any further documentation required at this time.



**MSU BILLINGS COT  
Medical Assistant AAS  
Program Inactivation  
Timeline: 2008-2009**

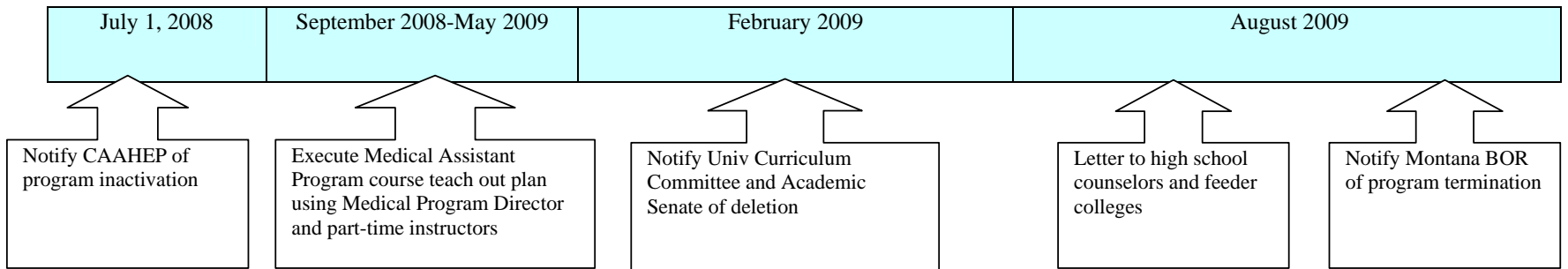
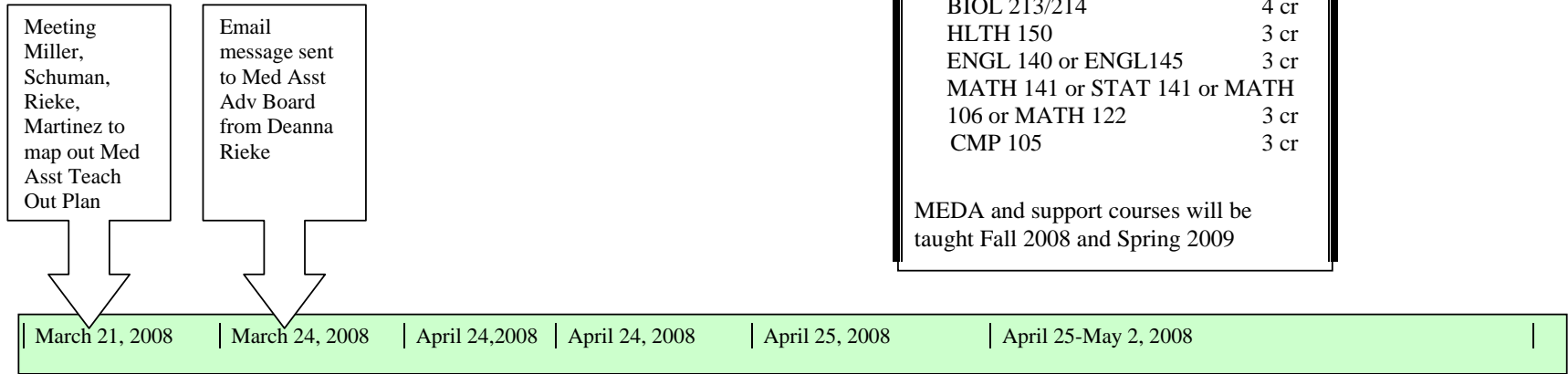
**Teach Out for Medical Assistant**

No program admissions for Fall 2008

Pre-Med Asst majors must have completed all courses listed in pre-requisite semester in order to be eligible for teach out.

HLTH 100	1 cr
BIOL 213/214	4 cr
HLTH 150	3 cr
ENGL 140 or ENGL145	3 cr
MATH 141 or STAT 141 or MATH 106 or MATH 122	3 cr
CMP 105	3 cr

MEDA and support courses will be taught Fall 2008 and Spring 2009



**ITEM 144-2703-R0909**

**Moratorium For Associate Of Applied Science Degree In Heating, Ventilation, Air Conditioning, And Refrigeration Repair; Montana State University Billings, College Of Technology**

**THAT:**

MSU Billings College of Technology requests that the Associate of Applied Science Degree in Heating, Ventilation, Air Conditioning and Refrigeration Repair (HVACR) be placed on moratorium.

**EXPLANATION:**

We request that the HVACR program be placed on moratorium, effective fall semester 2010 due to budget concerns and low enrollment. From 2004 to 2008, the enrollment in the program declined by 50 percent from 28 students to 14 students. We have visited with current students to insure they complete the program requirements this year. We will notify high school counselors and feeder schools of the moratorium August 2009.

**ATTACHMENTS:**

Memo to Deputy Commissioner - Sylvia Moore

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	9-301+R0909	<b>Date of Meeting:</b>	September 24-25, 2009
<b>Institution:</b>	Flathead Valley Community College		
<b>Program Title:</b>	Business Administration Associate Of Applied Science		

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<b>Item No.: 144-301+R0909</b>	<b>Institution: Flathead Valley Community College</b>
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**Specify Request:**

At the request of area employers and with funding from a Department of Education grant for entrepreneurship education, Flathead Valley Community College has developed the Business Administration Associate of Applied Science for delivery online. FVCC requests approval to offer this previously authorized degree program through distance delivery.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	144-304+R0909	<b>Date of Meeting:</b>	September 24-25, 2009
<b>Institution:</b>	Flathead Valley Community College		
<b>Program Title:</b>	Business Administration Certificate Of Applied Science		

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# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	144-302+R0909	<b>Date of Meeting:</b>	September 24-25, 2009
<b>Institution:</b>	Flathead Valley Community College		
<b>Program Title:</b>	Small Business Management Associate Of Applied Science		

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

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

- 1. Re-titling existing majors, minors, options and certificates; (e.g. from B.S. in Mechanized Agriculture to B.S. in Agricultural Operations Technology);
- 2. Eliminating existing majors, minors, options and certificates via a Program Termination Checklist;
- 3. Adding new minors or certificates where there is a major;
- 4. Adding new minors or certificates where there is an option in a major;
- 5. Departmental mergers and name changes;
- 6. Program revisions; and
- 7. Distance delivery of previously authorized degree programs.

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

- 1. Options within an existing major or degree;
- 2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools *with the exception of the five Colleges of Technology where changes require Board action;*
- 3. Consolidating existing programs and/or degrees.

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

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

campuses receive program information well in advance of submission.

<b>Item No.: 144-302+R0909</b>	<b>Institution: Flathead Valley Community College</b>
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**Specify Request:**

At the request of area employers and with funding from a Department of Education grant for entrepreneurship education, Flathead Valley Community College has developed the Small Business Management Associate of Applied Science for delivery online. FVCC requests approval to offer this previously authorized degree program through distance delivery.



# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	144-303+R0909	<b>Date of Meeting:</b>	September 24-25, 2009
<b>Institution:</b>	Flathead Valley Community College		
<b>Program Title:</b>	Entrepreneurship 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.: 144-303+R0909</b>	<b>Institution: Flathead Valley Community College</b>
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**Specify Request:**

At the request of area employers and with funding from a Department of Education grant for entrepreneurship education, Flathead Valley Community College has developed the Entrepreneurship Certificate of Applied Science for delivery online. FVCC requests approval to offer this previously authorized degree program through distance delivery.

# 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>	144-305+R0909	<b>Date of Meeting:</b>	September 24-25, 2009
<b>Institution:</b>	Flathead Valley Community College		
<b>Program Title:</b>	Marketing/Sales Specialist 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.: 144-305+R0909</b>	<b>Institution: Flathead Valley Community College</b>
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**Specify Request:**

At the request of area employers and with funding from a Department of Education grant for entrepreneurship education, Flathead Valley Community College has developed the Marketing/Sales Specialist Certificate of Applied Science for delivery online. FVCC requests approval to offer this previously authorized degree program through distance delivery.

## Program Termination Checklist

**New Program:** B.S. in Resources Conservation

**Degrees Offered:** Advising tracks within the Resources Conservation degree: Ecology, Environmental Policy and Natural Resources Planning, Sustainable Livelihoods and Community Conservation, Natural Resource Economics, Range Management and Grassland Ecology, Soil Science, International Conservation, Watershed Hydrology, and Wilderness Studies

**Degrees terminated:** Conservation, Terrestrial Sciences and, Land and People options

### Phase 1:

- Research the program of study for all students currently enrolled in program and design a reasonable deadline for degree completion for all current students. Plan course offerings accordingly.
  - No students are currently enrolled in the Terrestrial Sciences and, Land and People options. Those currently in the Conservation option are already following the advising tracks outlined above. Students who enroll at UM for the first time in the fall semester of 2009 or later will select from the tracks as well.
- Notify affected program faculty of impending layoff and timing based on reasonable program completion for existing students (both verbally and in writing).
  - Not applicable
- Meet with students to discuss program completion deadlines, course scheduling and options.
  - No students are currently enrolled in the Terrestrial Sciences and, Land and People options. Those currently in the Conservation option are already following the advising tracks outlined above. Students who enroll at UM for the first time in the fall semester of 2009 or later will select from the tracks as well.
- Notify all internal curriculum committees and Faculty Senate of impending program closure.
  - The Internal curriculum committee has been informed of the termination and the process for transitioning majors at a faculty meeting of the Resources Conservation Program. The Faculty Senate approved the closure in November 2008.
- Notify Faculty Union (where applicable).
  - Not necessary, no faculty positions will be terminated because of this programmatic change.
- Notify public advisory committee for program (where applicable).
  - Not applicable

- Submit Notice of Intent for publication I Board of Regents Agenda at least 60 days prior to requested date for termination. The purpose here is to ensure adequate public notice.
  - The Level I proposal was submitted to the Board of Regents for the March 2009 meeting.

**Phase II:**

- Notify high school counselors, feeder colleges, and other institutions.
  - We will use the UM course catalog and web site to accomplish this notification. These changes will be put in place during the summer of 2009.
- Submit new catalog copy indicating planned program closure and ensuring current students they will be able to complete their program within a reasonable deadline.
  - New catalog copy was submitted and approved in November 2008. The changes to the course catalog are in progress and will be completed during the summer of 2009. No students are currently enrolled in the Terrestrial Sciences and, Land and People options, and all those in the Conservation option will follow the same tracks they are already pursuing.
- File Level I request for Program Termination and documented checklist with Office of Commissioner of Higher Education
  - The level I proposal for termination of the three options within the BS in Resources Conservation was filed in March of 2009. The checklist was submitted in May 2009.
- Level I Memo published to the Board of Regents and Montana University System.
  - The Level I proposal was submitted and approved at the March 2009 BOR meeting, under proposal number 142-1006+R0309.

## Program Termination Checklist

**New Program:** Biochemistry Program  
**Degrees Offered:** BS in Biochemistry  
BS in Biochemistry, Health Professions option  
MS, PhD, Biochemistry and Biophysics

**Degrees terminated:** BS in Chemistry, ACS Biochemistry option  
BS in Chemistry, Chemical Biology option  
MS, PhD in Biomolecular Structure and Dynamics

The BS in Biochemistry degrees replace the previous BS in Chemistry degree options.  
The MS, PhD degree is a name change

### Phase 1:

- Research the program of study for all students currently enrolled in program and design a reasonable deadline for degree completion for all current students. Plan course offerings accordingly.
  - There are currently 11 students in the BS in Chemistry, ACS Biochemistry option and 10 students in the BS in Chemistry, Chemical Biology option. 13 of the 21 students are seniors and thus, will graduate this year or next year. We expect that even the two students who are currently freshmen should graduate within four years. Thus, it would be appropriate to maintain this degree as an option administratively for four years. We note that none of the courses required for the existing options will be discontinued. Therefore, even after four years it will be possible for currently enrolled students to complete the requirements of the existing degrees.
- Notify affected program faculty of impending layoff and timing based on reasonable program completion for existing students (both verbally and in writing).
  - No faculty will be laid off. All are needed to teach in the new program.
- Meet with students to discuss program completion deadlines, course scheduling and options.
  - We are accomplishing this for current students through the advising system for the BS in Chemistry students in these two options. As noted above, all courses required for the options within the BS in Chemistry, which are being terminated, will continue to be offered. These students are being told that they have the option of remaining in the BS in Chemistry degree options or of switching to the new BS in Biochemistry degree. Students who enroll at UM for the first time in the fall semester of 2009 or later will have to select the BS in Biochemistry degree.
- Notify all internal curriculum committees and Faculty Senate of impending program closure.
  - Internal curriculum committees have been informed of the termination and the process for transitioning majors at a faculty meeting of the Department of Chemistry and Biochemistry. The impending termination of the two options in the BS in Chemistry was

outlined as part of the Level II Biochemistry Program proposal. The Faculty Senate approved the program closure in November 2008.

- Notify Faculty Union (where applicable).
  - Not necessary, no faculty positions will be terminated because of this programmatic change.
- Notify public advisory committee for program (where applicable).
  - Not applicable
- Submit Notice of Intent for publication I Board of Regents Agenda at least 60 days prior to requested date for termination. The purpose here is to ensure adequate public notice.
  - This has been done.

## **Phase II:**

- Notify high school counselors, feeder colleges, and other institutions.
  - We will use the UM course catalog and web site to accomplish this notification. These changes will be put in place during the summer of 2009.
- Submit new catalog copy indicating planned program closure and ensuring current students they will be able to complete their program within a reasonable deadline.
  - The changes to the course catalog are in progress and will be completed during the summer of 2009. The reasonable deadline will be set at four years, as discussed above.
- File Level I request for Program Termination and documented checklist with Office of Commissioner of Higher Education
  - The level I proposal for termination of the two options within the BS in Chemistry was filed in tandem with the Level II proposal for the Biochemistry program.
- Level I Memo published to the Board of Regents and Montana University System.
  - This has been done; see Proposal number 142-1002-R0109.