

## MEMORANDUM

**DATE:** February 11, 2010

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

**FROM:** Sylvia Moore, Deputy Commissioner for Academic & Student Affairs  
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 January 2010 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 **February 16th**. If you have any questions, I would be happy to answer them with the help of my colleagues in academic affairs.

### Approvals

#### **Flathead Valley Community College requests approval to:**

- Offer an Associate of Applied Science in Welding and Inspection Technology  
[ITEM 146-304+R0310](#)

#### **Miles Community College requests approval to:**

- Offer their current Entrepreneurship certificate online [ITEM 146-405+R0310](#)
- Offer their current Office of Information Technology – Medical Receptionist option certificate online [ITEM 146-406+R0310](#)
- Terminate their current Business Administration certificate and provided a termination checklist [ITEM 146-407+R0310](#)
- Rename their current Computer Support Technology major with a Networking option to Computer Networking and PC Maintenance [ITEM 146-408+R0310](#)
- Rename their current Computer Technology major with a Business Applications option to Office Administration and Technology [ITEM 146-409+R0310](#)
- Rename their current Computer Technology major with a Graphics option to Graphic and Web Design [ITEM 146-410+R0310](#)

#### **Montana State University-Billings requests approval to:**

- Revise their current M.Ed. in Curriculum and Instruction and rename their M.Ed. in Curriculum and Instruction with Interdisciplinary Studies option to M.Ed. Curriculum and Instruction with Teacher Licensure option [ITEM 146-2701+R0310](#)

#### **Montana State University-Bozeman requests approval to:**

- Rename their current Land Resource Analysis and Management in the B.S. in Land Resource Sciences (LRS) option to a B.S. in Geospatial and Environmental Analysis [ITEM 146-2002+R0310](#)
- Terminate their current Agroecology option in the B.S. in Land Resource Sciences with Agroecology option [ITEM 146-2007+R0310](#)
- Add a minor in Environmental Horticulture Science to complement their current Environmental Horticulture Science major [ITEM 146-2008+R0310](#)
- Terminate Library Media K-12 option and the Reading option [ITEM 146-2009+R0310](#)
- Add two new options to the existing B.A. in Political Science, Political Institutions and Political Theory [ITEM 146-2010+R0310](#)

**MSU-Great Falls COT requests approval to:**

- Change their current options of the Business Management/Entrepreneurship Associate of Applied Science Program to Business Administration Associate of Applied Science with a Management option and an Entrepreneurship option [ITEM 146-2851+R0310](#)
- Terminate Accounting Assistant Certificate of Applied Science [ITEM 146-2852+R0310](#)
- Rename their current Fundamentals of Business Certificate of Applied Science to Business Fundamentals Certificate of Applied Science [ITEM 146-2853+R0310](#)

**The University of Montana-Missoula requests approval to:**

- Rename their current College of Forestry undergraduate degree in Recreation Management to Parks, Tourism and Recreation Management [ITEM 146-1001+R0310](#)
- Terminate the Department of Geography B.A. option in Cartography/GIS [ITEM 146-1002+R0310](#)
- Rename their current Health Promotion graduate option to Community Health graduate option within the Department of Health and Human Performance [ITEM 146-1003+R0310](#)
- Rename their current Health and Human Performance undergraduate Applied Health option to the Community Health option [ITEM 146-1004+R0310](#)
- Create an undergraduate minor in Linguistics [ITEM 146-1005+R0310](#)
- Offer an option in Cultural Studies in the major and minor in French [ITEM 146-1006+R0310](#)
- Terminate the minor in Business French [ITEM 146-1007+R0310](#)
- Restructure and rename their current programs in Asian Studies as follows: (a) terminate option in Asian Studies, (b) refocus the minor in Asian Studies, and (c) rename the minor in South and Southeast Asian Studies [ITEM 146-1008+R0310](#)

## **Announcements**

### **Dawson Community College**

- Has imposed academic [program moratorium](#) on the CAS in Farm and Ranch Business Management I, II

### **Flathead Valley Community College**

- Board of Trustees has approved a 28-credit Auto Body Technology Certificate [ITEM 146-301-R0310](#)
- Board of Trustees has approved a 28-credit Welding Technology Certificate [ITEM 146-302-R0310](#)
- Board of Trustees has approved bringing the Certificate of Applied Science in Plumbing Technology out of moratorium [ITEM 146-303-R0310](#)

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146- 304+R0310	<b>Date of Meeting:</b>	March 4-5, 2010
<b>Institution:</b>	Flathead Valley Community College		
<b>Program Title:</b>	Welding and Inspection Technology Associate of Applied Science		

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**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;
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- 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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- 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.: 146-304+R0310</b>	<b>Institution: Flathead Valley Community College</b>
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**Specify Request:**

Flathead Valley Community College seeks approval to award an Associate of Applied Science in Welding and Inspection Technology. The College seeks Level I temporary approval in order to meet immediate training needs in Northwest Montana. The Associate of Applied Science in Welding and Inspection Technology will provide a unique opportunity for Montanans to become nationally certified as Nondestructive Testing (NDT) technicians.

# MONTANA BOARD OF REGENTS

## NEW ACADEMIC PROGRAM PROPOSAL SUMMARY

### ITEM 146-304+R0310

**Institution:** Flathead Valley Community College

**Program Title:** Welding and Inspection Technology Associate of Applied Science

#### Overview:

Flathead Valley Community College (FVCC) seeks approval to offer an Associate of Applied Science in Welding and Inspection Technology. The proposed degree would provide a unique opportunity for students within Montana to pursue certification as a Nondestructive Testing (NDT) Technician. Area employers have indicated that recent changes in technology, welding equipment, welding processes, and the methods employed to ensure quality welds through nondestructive testing practices, have necessitated the need for a program focused on NDT techniques.

#### Need:

#### **a) To what specific need is the institution responding in developing the proposed program?**

FVCC is responding to the need to build a workforce trained for high skill, high wage jobs contributing to the economic well-being of the community. Employers in Northwest Montana have expressed the need for employees trained in specialized welding and nondestructive testing techniques. Stinger Welding, Inc. is constructing a manufacturing facility in Libby, scheduled for completion in May, 2010. Stinger will be hiring 120+ welders over the next four years. Specializing in bridges, the company has expressed a specific need for individuals trained in nondestructive testing. Other employers requesting the new degree include Sonju Manufacturing, Applied Materials, Inc. (formerly Semitool) and Countryside Welding.

To respond to this community need, the City of Kalispell and Flathead Valley Community College applied for and received a \$250,000 Community Development Block Grant (CDBG) to purchase required equipment and to provide instructor training on specialized welding techniques and nondestructive testing.

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

Approval of the Associate of Applied Science in Welding and Inspection Technology will provide students the opportunity to pursue training in welding and NDT technologies not currently available in Montana. This training will prepare graduates for high skill, high demand jobs. Local employers will benefit from the increased technical skills brought to them by program graduates and from opportunities gained to compete for contracts requiring NDT certified employees as a prerequisite to bidding. These include Federal Department of Defense, Department of Transportation, and national aviation contracts.

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

The College estimates that 20-40 students will enroll in the initial offering of the Associate of Applied Science in Welding and Inspection Technology and that the program will sustain a full enrollment for the foreseeable future. Students currently enrolled in FVCC welding courses were surveyed and asked if they would pursue the additional training. Twenty of those students indicated they would continue their education by enrolling in the degree program. Approximately 150 students enroll in welding courses each semester providing a pool of potential students for the new degree. In addition, there are approximately 20 individuals who have declared Welding and NDT as their retraining priority through the local job service TAA program. Local employers have also indicated interest in providing professional development training for existing employees. Applied Materials Inc., which recently purchased Semitool, has requested that the college provide welding certification training for 15 employees beginning spring 2010.

**Institutional and System Fit:**

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

The addition of the Associate of Applied Science Degree in Welding and Inspection Technology will provide a natural expansion in FVCC's current welding curriculum. Students will be provided the opportunity to combine welding skills and welding certification credentials with weld inspection skills and inspection credentials. This addition to the welding program will provide national certifications through the American Society of Nondestructive Testing to complement the welding certifications provided through the American Welding Society. When combined, a graduate would be qualified to both weld and inspect welds to national standards.

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

The addition of the Associate of Applied Science Degree in Welding and Inspection Technology will not require fundamental changes to the existing programs but will complement the existing welding program. The infusion of NDT technology into the welding program will provide greater efficiency and accuracy in evaluating student outcomes. The current method of evaluating student performance in welding certification is through a destructive test which involves cutting and bending of welded templates to determine, by visual inspection, imperfections within the weld. The use of NDT technologies will introduce radiology (X-RAY), ultrasonic, magnetic particle, and penetrate testing to determine the integrity of the weld. The new technology is more accurate, less time consuming, and aligned with technology changes occurring within the welding field.

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

This degree is aligned with the welding certificate program offered at FVCC and represents two additional semesters of study focusing on inspecting the quality and structural integrity of welds and two additional welding certifications in advanced pipe welding and advanced gas metal arc welding.

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

The offering of this degree would advance three of the five major strategic goals of FVCC in the following ways:

*Goal 1: We will provide educational programs and courses that prepare our students for transfer to other post-secondary institutions, for the workforce, and for citizenship.*

Offering an AAS in Welding and Inspection Technology will be an expansion and improvement on an already successful welding program at FVCC. Offering this program will make our graduates more qualified and more competitive to enter the workforce.

*Goal 2:  
We will increase lifelong learning opportunities for our students and our community.*

Offering an AAS in Welding and Inspection Technology will provide an opportunity for students to pursue an expanded welding curriculum and additional certifications. In addition, it will provide professional development opportunities for community employees within the welding profession.

*Goal 3:  
We will be responsive to the community's economic and workforce training needs.*

Plans for offering an AAS in Welding and Inspection Technology were initiated in response to local employer needs and were developed in concert with those employers. The program has also been developed in partnership with the City of Kalispell and area economic development organizations.

**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.**

The Associate of Applied Science Degree in Welding and Inspection Technology will provide a unique program offering within Montana. The welding fundamental coursework contained in the first year is similar to welding coursework offered at other institutions in Montana and throughout the United States. The distinguishing factors of the proposed degree become evident with the newly proposed course offerings in Nondestructive Testing. These include courses in AWS code, liquid penetrate testing, magnetic particle testing, ultrasonic testing, eddy current testing, radiographic testing and film interpretation.

Montana Tech offers Nondestructive Evaluation (NDE) coursework within the welding option of the general engineering program. The coursework in the proposed Associate of Applied Science in Welding and Inspection Technology would prepare students for technician positions rather than for engineering positions.



## 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.

# Welding and Inspection Technology

## AAS Degree

The welding and inspection technology curriculum is designed to provide students experience in welding and inspection technology as it pertains to assembly, manufacturing, energy, structural construction and non-destructive testing. Non-destructive testing involves the inspection of a welding object in a manner that will not impair its future usefulness using one of the NDT test methods, visual inspection, liquid penetrate, magnetic particle, eddy current, ultrasonic and radiographic testing. This program provides education and training in common cutting and welding processes, CNC plasma cutting, AWS welding standards, OXYFUEL, SMAW, GTAW, GMAW and FCAW processes, structural, pipe and plate welding, nondestructive testing and inspection testing, blueprint reading and communications and math competencies. Upon completion of the program, students will:

- Describe and demonstrate safe and proper use of each type of welding equipment;
- Select and demonstrate various joining processes;
- Read and interpret welding blue prints using a systemic process;
- Estimate type, quantity, cost, and weight of a welded fabrication from information on a blue print;
- Demonstrate proper transport, setup, adjustment and use of all cutting and welding equipment;
- Use current industry technology to test and repair welding related equipment;
- Demonstrate proficiency in OXYFUEL, SMAW, GMAW, GTAW and FCAW processes;
- Recognize, inspect and document proper applications of welding processes;
- Demonstrate techniques and devices for controlling heat effects during welding;
- Consistently use equipment safely in the performance of non-destructive testing;
- Demonstrate proficiency in the use of non-destructive testing equipment and the processes; and
- Use current AWS, ASME and ASNT codes, welding procedures and recommended practices.

### First Year

<u>Fall Semester</u>			
✓	Course #	Title	Credits
—	BUS 121	Math and Communications for the Trades	5
—	CAPP 106	Computer Applications	1
—	WLD 100	Introduction to Welding Fundamentals	3
—	WLD 110	Oxyacetylene/Arc Welding	4
—	WLD 125	Blueprint Reading for Welders	3
<b>Total Credits</b>			<b>16</b>

<u>Spring Semester</u>			
✓	Course #	Title	Credits
—	BADM 176	Human Relations in Business	3
—	HLTH 202	Health and Behavioral Emergencies in the Workplace	1
—	IT 175	Introduction to AutoCAD	3
—	NTDE 110	Introduction to Welding Inspection	3
—	WLD 115	Arc GMAW/GTAW	4
—	WLD 120	Welding Certification	2
<b>Total Credits</b>			<b>16</b>

### Second Year

<u>Fall Semester</u>			
✓	Course #	Title	Credits
—	NDTE 111	Liquid Penetrate/Magnetic Particle	3
—	NDTE 112	Ultrasonic Testing	3
—	NDTE 115	Eddy Current Testing	3
—	WLD 112	Introduction to Pipe Welding	4
—	WLD 121	Welding Certification II	2
<b>Total Credits</b>			<b>15</b>

<u>Spring Semester</u>			
✓	Course #	Title	Credits
—	NDTE 120	Radiographic Testing/Film Interpretation	5
—	NDTE 125	AWS D1.1 Code Book	4
—	WLD 130	Advanced Pipe Welding & Certification	4
—	WLD 135	Advanced GMAW/GTAW Welding & Certification	4
<b>Total Credits</b>			<b>17</b>

### Additional Professional Development Program Offerings

✓	Course #	Title	Credits
—	IT 177	Introduction to MASTERCAM	3
—	IT 179	Introduction to SOLIDWORKS Programming	2

### Certifications:

- AWS D 1.1 in 3/8" Plate Certification
- AWS D in Unlimited Thickness Certification
- D 1.5 Bridge and Pipe Certification
- ASNT Level I Certification

### Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

### Opportunities after graduation

- Career opportunities offer a wide range of possibilities as a welding technician in the fabrication and manufacturing industries, steel construction, nondestructive testing and weld inspection, mining, energy, petroleum, bridge construction and other production areas.

### Advisor:

Bill Roope  
OT 108  
(406) 756-3968  
broope@fvcc.edu

For general information,  
contact the Admissions office:  
(406) 756-3847.

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

The proposed degree would be offered starting with the summer 2010 semester, and the estimated enrollment numbers at each stage are as follows:

2010-11		2011-12		2012-13	
1 <sup>st</sup> year students		1 <sup>st</sup> year students	2 <sup>nd</sup> year students	1 <sup>st</sup> year students	2 <sup>nd</sup> year students
20 Students		30 Students	18 Students	30 Students	27 Students

**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.**

Existing full-time and adjunct faculty members are adequate to support the instructor requirements for this program. Funding of \$15,000 to provide training and required certifications for these personnel was included in the CDBG grant funding. FVCC welding instructors will attend the American Welding Society (AWS) and the American Society of Nondestructive Testing (ASNT) training courses in Seattle. In addition, Mr. Kevin Luebke, a level III ASNT certified technician, employed by Corporate Air in Billings, is a member of the FVCC advisory board and has volunteered to serve as the independent program sponsor for the purposes of accreditation with ASNT.

**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.**

The CDBG grant and matching vendor discounts have provided the required program equipment, a shielded X-ray room, a free-standing X-ray cabinet and a mobile NDT lab to support offsite training and testing requirements. The money for course consumables will be provided by lab fees charged to students in courses that will be delivered in the Associate of Applied Science Welding and Inspection Technology curriculum. Equipment replacement will be through the college's equipment fee fund.

**Assessment:**

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

The success of the proposed program will be measured by student enrollment and retention analysis, student satisfaction surveys, employer surveys, and graduate surveys. In addition, student placement rates into related employment will be assessed, and student pass rates on national certification examinations will be collected and reviewed. The AAS in Welding and Inspection Technology will receive regular program review as do all programs at Flathead Valley Community College.

## **Process Leading to Submission:**

### **a) 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 creation of this proposal began during the institutional program review process. Through advice from Advisory Council members, student and employer feedback, and research on technology and regulatory advancements in the welding field, FVCC focused expansion efforts toward Nondestructive Testing. The establishment of Stinger Welding into Libby in July 2009 and the company's requirement to hire 120+ certified welders in the upcoming years provided the incentive to pursue program expansion as soon as possible. The Department of Commerce Community Development Block grant program provided an opportunity to secure the \$250,000 required to support program implementation. The grant request was successful, and the submission process provided the opportunity to validate the concept of NDT as the area of study most beneficial to program expansion. Following the November 2009 notification of CDBG funding, the course development and program creation have followed the traditional institutional processes.

The college reviewed existing welding programs in Montana finding that a program to train Nondestructive Testing Technicians was unique. FVCC invited welding instructors from other Montana colleges to be part of a statewide advisory committee for the new program.

The proposed program has been approved internally by the Curriculum Committee, the Faculty Senate, supported by the college's administration, and approved by the FVCC Board of Trustees for forwarding to the Board of Regents. FVCC is requesting Level I approval so that TAA eligible students can submit their training plans for the new approved program in March, 2010, in order to be ready to start the program in summer, 2010.

Employer letters of support from the grant application are included, as well as a letter from Flathead Job Service supporting the college's request for Level I approval.



Governor Brian Schweitzer

# Montana

## Department of Labor and Industry

### Workforce Services Division

January 22, 2010

Sylvia A. Moore, Ph.D., RD  
Deputy Commissioner-- Academic and Student Affairs  
Office of the Commissioner for Higher Education  
Montana University System  
2500 Broadway  
Helena, MT 59601

Dear Dr. Moore:

Flathead Job Service has worked closely with Flathead Valley Community College to meet the training needs of a large number of dislocated workers in northwest Montana. New and existing employers in Flathead and Lincoln Counties have identified the need for technicians in non-destructive testing. These employers include Stinger Welding, Sonju Manufacturing, Allied Materials Inc., and Countryside Welding.

FVCC, in partnership with the city of Kalispell, has obtained funding to provide the equipment and instructor training for a new program in Welding and Inspection Technology. Since obtaining funding, the College has worked quickly to develop curriculum and obtain approval of their curriculum committee and Board of Trustees.

There are approximately 20 individuals eligible for TAA funding ready to begin the new program this semester. Delaying the program start until June, 2010 or later would cause a hardship to these dislocated workers and their families.

The need for training in occupations for high skill, high wage and high demand jobs has never been greater for our community. Flathead Valley Community College is a vital partner in our community and has provided a means to train and build our local workforce. We support the College's proposal for temporary approval to meet this immediate need in our community.

Sincerely,

A handwritten signature in blue ink that reads "Laura Gardner".

Laura Gardner, Workforce Supervisor  
Flathead Job Service



FLATHEAD ONE STOP WORKFORCE CENTER  
427 First Avenue East, Kalispell, MT 59901  
PHONE (406) 758-6200 FAX (406) 406-758-6210

Auxiliary Aids and Services are available upon request to individuals with disabilities  
*An Equal Opportunity Employer*





Your Source for Quality Components

To Whom It May Concern:

8-19-09

This letter is in support to FVCC pursuing CDBG-Ed funding for an expanded welding certification program including nondestructive testing Level I. As an aerospace and defense supplier I believe that Sonju Industrial would be able to hire 1 or 2 graduates of that program. Currently Sonju Industrial has a need for this program and we look forward to the partnership with Sonju and FVCC. If you shall have any questions please feel free to contact me at the numbers below.

Best regards,

A handwritten signature in black ink, appearing to read "Jon Sonju", is written over the text "Best regards,".

Jon Sonju  
Sales Manager  
Sonju Industrial Inc.

245 S. Complex Drive  
Kalispell, MT 59901 USA  
Phone: 406 -752-7979 x230  
Cell: 406-270-7113  
Fax: 406-752-4082  
[www.sonjuind.com](http://www.sonjuind.com)

# STINGER®

WELDING INC.



August 20, 2009

The Honorable Mayor Pam Kennedy and City Council Members  
City of Kalispell  
P.O. Box 1997  
Kalispell, MT 59901

Dear Mayor Kennedy and Council Members,

I am pleased to offer my support for the city of Kalispell's application on behalf of Flathead Valley Community College for funding through the Community Development Block Grant -- Economic Development Program.

It is my understanding that, if successful, FVCC would match the grant amount and purchase equipment and materials that would expand the welding program to train and certify students in advanced welding techniques. Students would be qualified to work on pipe, structure, bridges, and also rolling stock. The expanded program would also include curriculum for Level I ASNT Nondestructive Testing Technician certification. The proposed program would be unique in Montana.

Stinger Welding is in the process of expanding its operation to Libby, MT and will be hiring approximately 120 welders over the next 4 years. This grant will not only improve the overall welding curriculum and nondestructive testing service at FVCC but will also help provide a workforce training program in Libby. We have been working with the Lincoln County Campus of FVCC in Libby to put together a local training program that would provide a qualified applicant pool from which we could hire and this grant would be a great step forward towards that goal.

An expanded welding program at FVCC would provide graduates with advanced welding skills and certifications which will improve their employability anywhere in the United States. Thank you for your support of FVCC's efforts on behalf of local students and businesses.

Sincerely,

Douglas E. Watson  
General Manager

60 Port Blvd., Suite T-2 \* PO Box 1466 \* Libby, MT 59923-1466

406-293-6330

[www.deckjoint.com](http://www.deckjoint.com)



# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-405+R0310	<b>Date of Meeting:</b>	March 4 & 5, 2010
<b>Institution:</b>	Miles Community College		
<b>Program Title:</b>	Entrepreneurship		

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<b>Item No.: 146-405+R310</b>	<b>Institution: Miles Community College</b>
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**Specify Request:**

Miles Community College seeks approval to offer their Entrepreneurship certificate online. The certificate program was created using WIRED grant funding. As part of the grant, the program was required to have a distance delivery component in order to share it with their partner tribal colleges, Chief Dull Knife and Little Bighorn Colleges. All three schools have the program, and students can take a combination of online and on-campus courses to complete the certificate program.

There is no other school in the MUS system that offers an Entrepreneurship program online. Therefore, this does not duplicate other efforts.



# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-406+R0310	<b>Date of Meeting:</b>	March 4 & 5, 2010
<b>Institution:</b>	Miles Community College		
<b>Program Title:</b>	Office Information Technology -- Medical Receptionist Option		

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- 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.: 146-406+R310</b>	<b>Institution: Miles Community College</b>
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**Specify Request:**

Currently, Miles Community College has a certificate on their degree inventory entitled "Office Information Technology" with an option for Medical Receptionist. The College would request that Office Information Technology be removed as the Major/Minor Title, simply to be replaced with Medical Receptionist. This will enhance the search feature on the MUS website offered to students searching for programs of study in the state of Montana. Both UM-Missoula COT and UM-Butte COT simply use the title Medical Receptionist for their program that utilizes CIP Code 51.0712.

In addition to the slight name change, Miles Community College also requests the approval to offer this certificate program online. At this time, there are no schools in the MUS system that offer the Medical Receptionist degree online. Therefore, this would not duplicate the efforts of the other institutions.

The scope and sequence for this program is as follows:

Fall Semester

AA112	Records Management _____	3
AA221	Medical Terminology I _____	3
AA232	Medical Records _____	2
BU110	Business Math _____	3
CAPP120	Introduction to Computers _____	3
	Fall Semester Credits	14

Spring Semester

CAPP154	MS Word _____	3
BU120	Administrative Office Procedures _____	4
ACTG101	Accounting Procedures _____	3
CA102	Human Relations _____	2
WRIT (100 level)	Intro to Business Writing preferred _____	3
	Spring Semester Credits	15
	TOTAL CREDITS _____	29

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-407+R0310	<b>Date of Meeting:</b>	March 4 & 5, 2010
<b>Institution:</b>	Miles Community College		
<b>Program Title:</b>	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.

- 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.: 146-407+R311</b>	<b>Institution: Miles Community College</b>
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**Specify Request:**

Miles Community College is giving notice of the intent to terminate the Business Administration certificate from their degree inventory. Attached please find the Program Termination Checklist that outlines the steps taken to remove this degree.

# MONTANA BOARD OF REGENTS

## PROGRAM TERMINATION CHECKLIST

**Item No.:** 146-407+R0310      **Date of Meeting:** March 4 & 5, 2010  
**Institution:** Miles Community College  
**Program Title:** Business Administration

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.  
**At this time there are no students enrolled in the Business Administration certificate at Miles Community College.**
2. 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 affected by the dropping of this program from the degree inventory at Miles Community College.**
3. Meet with students to discuss program completion deadlines, course scheduling and options.  
**As there are no students enrolled in the program, there is no need to meet with any students.**
4. Notify all internal curriculum committees and Faculty Senate of impending program closure.  
**This particular program was never published in the MCC Catalog, nor was there ever students enrolled. In December 2007, the Business Department and the Academic Standards Committee determined that Business Administration did not work as a certificate program. Instead, the two committees determined that Fundamentals of Business would be the certificate program offered by the College.**
5. Notify Faculty Union (where applicable).  
**As mentioned above, the faculty union would have no issue with this as it was never actually a degree given at MCC, nor were there faculty specifically assigned to the degree program.**
6. Notify public advisory committee for program (where applicable).  
**No public advisory committee was established for this program.**
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.  
**Notice to the Board of Regents will be given at the March 4 & 5, 2010 meeting, for termination to take effect May 8, 2010.**

**Phase II:**

8. Notify high school counselors, feeder colleges, and other constituents.  
**High Schools and other constituents were never notified that this program existed, as it was never marketed for the College. The Chief Academic Officer in 2007 had placed this program on the degree inventory list, before it had been approved at the campus level.**
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.  
**This program was never listed in the MCC Catalog, therefore, the planned program closure copy is not necessary.**
10. File Level I request for Program Termination and documented checklist with Office of Commissioner of Higher Education.  
**The Program Termination checklist will be filed with the Office of Commissioner of Higher Education in February 2010.**
11. Level I Memo published to the Board of Regents and Montana University System.  
**The Level I will be published at the March 4 & 5 meeting of the Board of Regents.**

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-408+R0310	<b>Date of Meeting:</b>	March 4 & 5, 2010
<b>Institution:</b>	Miles Community College		
<b>Program Title:</b>	Computer Networking And Pc Maintenance		

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.

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- 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;*
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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.: 146-408+R310</b>	<b>Institution: Miles Community College</b>
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**Specify Request:**

Miles Community College requests approval to change the name of their Computer Support Technology major with a Networking option to Computer Networking and PC Maintenance.

This AAS degree program has been modified to concentrate not only on networking, but also on programming and troubleshooting of personal computers. Attached please find the scope and sequence for this program change.

Currently, the CIP Code for this program is listed as 11.0901 -- Computer Systems Networking and Telecommunications. MCC believes CIP code 11.1003 Computer and Information Systems Security more accurately defines the program, and requests this change also be implemented in the degree inventory database.

When searching the MUS site using keywords, the search populates from the major/minor title. If a college has the main focus of their degree under options, it will not show as a program offered in the state of Montana. Therefore, to better describe the program, and make it more readily found in the MUS degree inventory, MCC would appreciate the name change under Major/Minor Title to be listed as Computer Networking and PC Maintenance with no option listed.

Attachment



### Computer Networking and PC Maintenance

This two-year degree prepares students for a career in the computer technology field. Students learn techniques to install and troubleshoot problems relating to networking, operating systems and maintenance. Students will gain knowledge and skills to solve problems relating to both hardware and software.

Upon completion of this program, graduates will be able to:

Troubleshoot hardware problems;

Install, upgrade and configure software;

Install, configure, and maintain LANs;

Provide preventive maintenance, component I installations, and repair services;

Identify and resolve network connectivity issues;

Configure routers, firewalls, and switches;

Understand ethical responsibilities linked to networking, software licensing, and maintenance issues.

<b>First Year-Fall Semester</b>	<b>Cr. Hrs.</b>	<b>First Year-Spring Semester</b>	<b>Cr. Hrs.</b>
CAPP 120 Intro to Computers	3	CAPP 151 MS Office	3
WRIT 101 or higher level WRIT class	3	CA 112 Public Speaking	3
IT 240 Networking I	4	IT 242 Networking II	4
BU 110 Business Math	3	IT 250 Internet & Web Page Develop.	3
Elective	<u>2</u>	Elective	<u>3</u>
	15		16
<b>Second Year-Fall Semester</b>	<b>Cr. Hrs.</b>	<b>Second Year-Spring Semester</b>	<b>Cr. Hrs.</b>
IT 225 Programming I	4	IT 226 Programming II	4
IT 150 Operating Systems	3	IT 231 CompTIA®A+	4
CA 102 Human Relations	2	CAPP 158 MS Access	3
CAPP 156 MS Excel	3	IT 241 Internship	<u>3</u>
Elective	<u>3</u>		14
	15		
<b>Total Hours in Program-60</b>			
Electives:			
IT 255 Web Animation and Motion Graphics		ACTG 205 Computerized Accounting	
IT 258 Java Programming		IT 151 Evolution of Gaming	
IT 213 Photoshop & Illustrator		IT 161 Fundamental of Game Design	
IT 214 Desktop Publishing		BU 216 Customer Service	

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-409+R0310	<b>Date of Meeting:</b>	March 4 & 5, 2010
<b>Institution:</b>	Miles Community College		
<b>Program Title:</b>	Office Administration And 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;*
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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.: 146-409+R310</b>	<b>Institution: Miles Community College</b>
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**Specify Request:**

Miles Community College requests approval to change the name of their Computer Technology major with a Business Applications option to Office Administration and Technology which would more accurately describe the current degree program.

This degree program is a combination of technology and business skills. The two-year AAS program is designed to provide students with the skills necessary to find employment as an office manager or worker who supports business information operations with strong computer skills. The office manager or worker will also have strong communication skills to interact with others and the ability to manage accounts receivable, payable, and other elements of the accounting cycle.

If a student was interested in managing an office environment and acquiring the skills to do so, they would not find the Miles Community College program when searching the MUS degree inventory. Therefore, the name change listed under the major/minor title is imperative to match the degree and the 52.0407 CIP code that is attached to it.

Attachment

**Office Administration and Technology  
AAS  
Total Program Requirement 60 credits**

Fall Semester		Spring Semester	
Course	Credit	Course	Credit
CAPP 120 Introduction to Computers	3	CAPP 151 MS Office	3
WRIT 100 level (Intro to Business Writing Preferred)	3	CA 112 Public Speaking	3
AA 112 Records Management	3	<b>OR</b>	
BU 110 Business Math	3	CA 111 Interpersonal Communication	(3)
IT 213 Photoshop and Illustrator	3	CAPP 154 MS Word	(3)
		IT 250 Internet & Web Page Development	3
		IT 214 Desktop Publishing	3
<b>Total Credits</b>	<b>15</b>	<b>Total Credits</b>	<b>15</b>

Fall Semester		Spring Semester	
Course	Credit	Course	Credit
ACTG 201 Principles of Financial Accounting	4	ACTG 202 Principles of Managerial Accounting	4
BU 207 Business Law	3	CAPP 158 MS Access	3
CA 102 Human Relations	2	BU 120 Administrative Office Procedures	3
CAPP 156 MS Excel	3	BU 241 Business Internship	3
BU 213 Marketing	3	Elective	2
<b>Total Credits</b>	<b>15</b>	<b>Total Credits</b>	<b>15</b>

Elective Options	Credit	Elective Options	Credit
ACTG 205 Computerized Accounting	2	IT 150 Operating Systems	3
ACTG 180 Payroll Accounting	3	IT 213 Photoshop & Illustrator	3
BU 216 Customer Service	3	IT 214 Desktop Publishing	3
BU 214 Management	3	IT 231 CompTIA A+	4
BU 211 Advertising	3	IT 255 Web Animation & Motion Graphics	3
INS 101 Introduction to Insurance	1	IT 258 Java Programming	3
INS 121 Property and Liability Insurance	3	IT 225 Programming I	4
		IT 240 Networking I	4



# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-410+R0310	<b>Date of Meeting:</b>	March 4 & 5, 2010
<b>Institution:</b>	Miles Community College		
<b>Program Title:</b>	Graphic & Web Design		

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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- 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;
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- 3. Consolidating existing programs and/or degrees.

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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.

<b>Item No.: 146-410+R310</b>	<b>Institution: Miles Community College</b>
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**Specify Request:**

Miles Community College requests approval to change the name of their Computer Technology major with a Graphics option to Graphic and Web Design which would more accurately describe the current degree program.

This two-year degree prepares students for a career in computer graphics and/or web design. Students learn techniques to build a website using proper design principles and to create and edit graphics using both film and digital formats.

If a student was interested in becoming a web page designer or acquiring the skills to create computer graphics, they would not find the Miles Community College program when searching the MUS degree inventory. As has been mentioned before, the keyword search of the inventory pulls the information from the major/minor field. Therefore, if a student put in a search for web developer or graphic designer, this program would not even come up as available at MCC. For this reason, please consider the major/minor title to be changed to Graphic and Web Design, with computer technology removed from the title.

The current CIP code for this program is 11.0803 -- Computer Graphics. With an emphasis change from not only computer graphics, but also web design over time, MCC believes CIP code 11.0801 better describes this program.

Attachment

## Graphic and Web Design Associate of Applied Science Degree (A.A.S.)

This two-year degree prepares students for a career in computer graphics and/or web design. Students learn techniques to build a web site using proper design principles and to create and edit graphics using both film and digital formats.

Upon completion of this program, graduates will be able to:

- Demonstrate basic understanding of graphic editing software and graphic file formats;
- Create simple and complex publications;
- Demonstrate basic use of typography;
- Apply basic design principles to publications;
- Recognize and edit HTML code;
- Design a web site using an HTML editor, Javascript and other authoring tools to publish to the world wide web;
- Implement web animation and motion graphics;
- Understand ethical responsibilities linked to graphic and web design.

First Year-Fall Semester		Cr. Hrs.	First Year-Spring Semester		Cr. Hrs.
CAPP 120	Intro to Computers	3	AC 151	Photography I	3
AC 101	Drawing I	3	AC 105	Design I	3
BU 213	Marketing	3	IT 250	Internet & Web Page Develop.	3
BU 110	Business Math	3	WRIT	(101 Level or higher)	
CA 112	Public Speaking	<u>3</u>		Business Writing Preferred	3
		15		Elective	<u>3</u>
					15
Second Year-Fall Semester		Cr. Hrs.	Second Year-Spring Semester		Cr. Hrs.
IT 225	Programming I	4	IT 226	Programming II	4
IT 213	Photoshop and Illustrator	3	IT 214	Desktop Publishing	3
IT 255	Web Animation & Motion Graphics	3	IT 258	Java Programming	3
	Electives	<u>5</u>	CA 102	Human Relations	2
		15		Elective	<u>3</u>
					15
<b>Total Hours in Program-60</b>					
Electives:					
CAPP 151	MS Office		IT 151	Evolution of Gaming	
IT 231	CompTIA®A+ Hardware		IT 161	Fundamental of Game Design	
IT 232	CompTIA®A+ Software		AC 153	Photography I	
CAPP 154	MS Word		ACTG 201	Principles of Financial Accounting	
CAPP 156	MS Excel		BU 211	Advertising	
CAPP 158	MS Access				



# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-2701+R0310	<b>Date of Meeting:</b>	March 4-5, 2010
<b>Institution:</b>	Montana State University-Billings		
<b>Program Title:</b>	Master's Of Education Curriculum & Instruction (K-8) Program Revisions		

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.: 146-2701+R0310</b>	<b>Institution: Montana State University-Billings</b>
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**Specify Request:**

The M.Ed. in Curriculum and Instruction, as an advanced studies program, has not been offered during this seven-year review period. The Curriculum and Instruction option has been revised to serve as the teaching-as-a-second-career option, currently the Interdisciplinary Studies Licensure Option. There is greater interest in an initial teaching-as-a-second-career graduate degree than in a general curriculum and instruction advanced graduate degree. The Interdisciplinary Studies Option has been used to incubate the teaching-as-a-second-career graduate program.

This will require removing the K-8 designation from Curriculum and Instruction since secondary licensure will now be included under this degree program.

The degree program will now be named: M.Ed. Curriculum and Instruction, Teacher Licensure Option

March 4-5, 2010

ITEM 146-2701-R0310

**Master's Of Education Curriculum And Instruction (K-8)  
Program Revisions, College Of Education; Montana State  
University Billings**

**THAT:**

MSU Billings College of Education requests program revision approval by the Commissioner of Higher Education or the Commissioner's designee to include re-titling existing majors, minors, options and certificates. The degree program will be renamed: M.Ed. Curriculum and Instruction, Teacher Licensure Option.

**EXPLANATION:**

The M.Ed Program in Curriculum and Instruction, as an advanced studies program, has not been offered during this seven-year review period. The Curriculum and Instruction option has been revised to serve as the teaching-as-a-second-career option, currently the Interdisciplinary Studies Licensure Option.

There is greater interest in an initial teaching-as-a-second-career graduate program than in a general curriculum and instruction advanced graduate degree.

The Interdisciplinary Studies Option has been used to incubate the teaching-as-a-second-career graduate program.

**ATTACHMENTS:**

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-2002+R0310	<b>Date of Meeting:</b>	March 4-5, 2010
<b>Institution:</b>	Montana State University-Bozeman		
<b>Program Title:</b>	Rename Major To Geospatial And Environmental Analysis		

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.: 146-2002+R310</b>	<b>Institution: Montana State University-Bozeman</b>
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**Specify Request:**

The Department of Land Resources and Environmental Sciences and the College of Agriculture at Montana State University – Bozeman seek approval to rename the current Land Resource Analysis and Management option in the B.S. in Land Resource Sciences to a B.S. in Geospatial and Environmental Analysis.

Under the current structure, the B.S. has two options: Land Resource Analysis and Management, and Agroecology. The department is proposing to terminate the Agroecology option because of its significant overlap with another option in the department (see separate Level 1 memo). The department is committed to continuing to offer the remaining curriculum (the Land Resource Analysis and Management option in the B.S. in Land Resource Sciences) but as a standalone major. With only one option remaining, this is the best way to characterize the curriculum. The department therefore requests that the current curriculum be continued as the B.S. in Geospatial and Environmental Analysis.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-2007+R0310	<b>Date of Meeting:</b>	March 4-5, 2010
<b>Institution:</b>	Montana State University-Bozeman		
<b>Program Title:</b>	Termination of Agroecology Option in LRES		

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.: 146-2007+R0310</b>	<b>Institution: Montana State University-Bozeman</b>
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**Specify Request:**

The Department of Land Resources and Environmental Sciences and the College of Agriculture at Montana State University – Bozeman seek approval to terminate the Agroecology option in the B.S. in Land Resource Sciences (LRS) to a B.S. in Geospatial and Environmental Analysis.

With the creation of the Agroecology option within the newly created B.S. in Sustainable Foods and Bioenergy Systems (SFBS), students who formally would have completed the Agroecology option in the LRS major are now opting for the SFBS major, making the existing Agroecology option largely redundant. It was an oversight that termination was not initiated at the same time that the SFBS major was approved.

**Program Termination Checklist:**

1. There are currently no students enrolled in either option
2. This change does not or will not impact current faculty.
3. No students need be notified.
4. This change has been discussed at the program, department and college level.
5. The program has no public advisory committee.
6. The submission of this Level 1 memo will serve as notice of intent. Formal action on this can therefore proceed at the next meeting following the required 60-day waiting period.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-2008+R0310	<b>Date of Meeting:</b>	March 4-5, 2010
<b>Institution:</b>	Montana State University-Bozeman		
<b>Program Title:</b>	Environmental Horticulture Science Minor		

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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campuses receive program information well in advance of submission.

<b>Item No.: 146-2008+R0310</b>	<b>Institution: Montana State University-Bozeman</b>
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**Specify Request:**

The Department of Plant Sciences and Plant Pathology and the College of Agriculture at Montana State University – Bozeman seek authority from the Montana Board of Regents to add a minor in Environmental Horticulture Science to complement its existing Environmental Horticulture Science major. The addition of the minor is a direct response to student inquiries, mostly from College of Agriculture students but also from students from other colleges across campus. Some of this increased demand stems from the introduction of a new freshman-level course that serves as an introduction to horticulture. The new minor is unlikely to impact enrollments in the gateway course or in non-departmental courses (BIOL 101 and CHMY 121), and any growth in departmental enrollments in the follow-on courses can be accommodated in existing sections where there is capacity.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-2009+R0310	<b>Date of Meeting:</b>	March 4-5, 2010
<b>Institution:</b>	Montana State University-Bozeman		
<b>Program Title:</b>	Termination Of Library Media Option And Reading 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;
- 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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campuses receive program information well in advance of submission.

<b>Item No.: 146-2009+R0310</b>	<b>Institution: Montana State University-Bozeman</b>
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**Specify Request:**

Montana State University-Bozeman seeks approval to eliminate Library Media K-12 Option. This option has been replaced with a graduate level certification program and has been redesigned around graduate level coursework. It is available to qualified undergraduates by special permission of the instructor. The program is beyond the 128 credits required for a 4-year degree. The Library Media Endorsement is listed under departmental minors as Library Media K-12..

Additionally, Montana State University-Bozeman seeks approval to eliminate Reading Option. The Reading Option has been replaced with a Reading Minor. The reading minor is listed with departmental minors as Reading K-12.

Program Termination Checklist:

1. There are currently no students enrolled in either option
2. This change does not or will not impact current faculty.
3. No students need be notified.
4. This change has been discussed at the program, department and college level.
5. The program has no public advisory committee.
6. The submission of this Level 1 memo will serve as notice of intent. Formal action on this can therefore proceed at the next meeting following the required 60-day waiting period.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-2010+R0310	<b>Date of Meeting:</b>	March 4-5, 2010
<b>Institution:</b>	Montana State University-Bozeman		
<b>Program Title:</b>	New Options to BA in Political 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.

- 1. Options within an existing major or degree;
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campuses receive program information well in advance of submission.

<b>Item No.: 146-2010+R310</b>	<b>Institution: Montana State University-Bozeman</b>
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**Specify Request:**

The Department of Political Science and the College of Letters and Science at Montana State University–Bozeman seek authority from the Montana Board of Regents to add two new options to the existing B.A. in Political Science. The new options, Political Institutions, and Political Theory, would be in addition to the existing options: Analysis and Policy, and International Relations. The proposed new options would allow students to define their fields of study with greater specificity while requiring no additional resources. All of the courses contained in the new options are currently offered and already draw large enrollments.

## Proposal for New Options to BA in Political Science Montana State University-Bozeman

### 1. Overview

This curriculum change is for the Department of Political Science at MSU. The request is to increase the number of options from two (Analysis and Policy, International Relations) to four (Analysis and Policy, International Relations, Political Institutions, Political Theory). The request for two additional options is the result of listening to student input and faculty discussions. Each option is identified with a skills course that adds value to the option emphasis. (See 4 below)

The proposed new options allow students to define their fields of study with greater specificity while requiring no additional resources. All of the courses contained in the new options are currently offered and already draw large enrollments.

### 2. Need

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

The request is a response to:

1. A student survey that expressed desire for more options within the major,
2. The realities of employment opportunities for our students for whom an option might make them more competitive.

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

All of our majors (@140) will be affected in terms of identifying one of four options for their major as opposed to the current two options.

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

Based on conversations with students and the survey results, the additional two options will be positively received. The increased number of options expands choice for students.

### 3. Institutional and System Fit

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

It augments student opportunity and choice. It allows students to take more control over the emphasis they choose to pursue in their course of study.

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

None

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

There are no closely related programs

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

If it results in higher student satisfaction, retention and recruitment to the major will be improved. Our majors will take more control over what and why they chose to emphasize in their major.

e. Describe the relationship between the proposed program and any similar programs within the Montana University System.

I have worked closely with U of M to explain our rationale; they agree the move is a positive one.

In cases of substantial duplication, explain the need for the proposed program at an additional institution.

The proposed change results in no additional duplication

Describe any efforts that were made to collaborate with these similar programs; and if no efforts were made, explain why.

See above

If articulation or transfer agreements have been developed for the substantially duplicated programs, please include the agreement(s) as part of the documentation.

None

**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.

We propose the addition of two options in the POLS degree:

Current Program – two options	Proposed – four options
Analysis and Policy	Analysis and Policy
International Relations	International Relations
	Political Institutions
	Political Theory

Each option has a skills course attached to it related to the emphasis on the option:

Foreign Language:	Analysis:	Logic:	Institutions
Achieve Moderate Proficiency	PSCI 310 – Applied Analysis	PHIL 231 -- Logic	ANY

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

Implementation will take place Fall 2010. Current majors will be allowed to continue with their current curriculum but may be encouraged to consider transition to the new if they desire and if it meets their education goals more effectively.

**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 new resources are needed.

- 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.

None

**6. Assessment**

- a. How will the success of the program be measured?

Student input and exit surveys.

**7. Process Leading to Submission**

Faculty have discussed this change in depth and have agreed to the design. Current students were surveyed and their input resulted in the reform. The reform was discussed with the head of the U of M political science department and he agreed it is a good reform. No other solicitation was carried out.



# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-2851+R0310	<b>Date of Meeting:</b>	March 4-5, 2010
<b>Institution:</b>	Montana State University-Great Falls COT		
<b>Program Title:</b>	Business Management/Entrepreneurship - Associate of Applied Science		

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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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  - 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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**Item No.: 146-2851+R0310**

**Institution:  
Montana State University-Great Falls COT**

**Specify Request:**

Montana State University-Great Falls College of Technology is requesting approval by the Montana Board of Regents to change the options of the Business Management/Entrepreneurship - Associate of Applied Science Program to Business Administration - Associate of Applied Science with a Management option **and** an Entrepreneurship option. This involves a program name change as well as a change in the option within an existing program. Level II documentation for the latter is attached.

**Business Management/Entrepreneurship - Associate of Applied Science  
MSU-GREAT FALLS COLLEGE OF TECHNOLOGY**

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Curriculum Proposal

**1. Overview**

Montana State University-Great Falls College of Technology (herein after “the College”) is requesting approval by the Montana Board of Regents to change the options of the Business Management/Entrepreneurship Associate of Applied Science Program to Business Administration Associate of Applied Science with a Management option **and** an Entrepreneurship option. This involves a program name change as well.

**2. Need**

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

Management positions continue to be in demand in the market and students seeking a degree in Management are not finding the singular focus of Management in the College’s degree offerings. Partnering Entrepreneurship with Management has been a good combination since its inception in the early 1980s. However, students have increasingly expressed an interest in just the management content in the degree. Not all students are interested in becoming entrepreneurs. Over the past decade, and with renewed interest in developing the economy through small business enterprises, Entrepreneurship is increasingly recognized as its own discipline. This has evolved in much the same manner that Marketing, Accounting, Finance, and Management have on most two and four-year campuses.

This separation in the degree content will allow students in the Management offering to study the discipline in greater depth, and the Entrepreneurship students will be concentrating on the startup of the business enterprise and its challenges as the program has in the past.

In addition to the separation of disciplines, the program content has been re-sequenced to facilitate efficient scheduling of the courses and properly building on the course content as it becomes increasingly more rigorous. The changes also allow for a “sequence harmony” to exist among the certificate and degree programs within the department.

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

The Business Management/Entrepreneurship AAS program currently requires the completion of 68 semester credits. The proposed changes will reduce the number of credits in Entrepreneurship from 68 to 62. The new Management program will also be 62 credits. This reduction in total required credits in each degree program will facilitate students completing the requirements in fewer semesters thus increasing retention and completion rates.

Recent *Pathways* (formerly Career Clusters) efforts have identified courses offered in state high schools that meet requirements in college courses. Just as the Tech Prep initiative worked to improve and increase 2 + 2 articulations, the *Pathways* initiative is working to identify courses and processes that will be used to assist high school students to earn college credit. Both semesters of the Business Fundamentals CAS program, as well as the first two semesters of the Business Administration – Management and Business Administration – Entrepreneurship AAS programs, will have courses students can either bring from high school for college credit or could get college credit

in the “dual credit” model. The College’s work on the *Pathways* initiative is expected to enhance recruitment efforts.

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

Historical enrollment in the Business Management/Entrepreneurship AAS program has been consistent and significant. The College anticipates enrollment will continue and these program changes will improve historically low retention and graduation rates.

### **3. Institutional and System Fit**

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

The College currently offers the following programs:

- Business Management/Entrepreneurship Associate of Applied Science
- Fundamentals of Business Certificate of Applied Science
- Accounting Associate of Applied Science
- Accounting Assistant Certificate of Applied Science

If approved, the College would have the following programs:

- Business Administration – Management Associate of Applied Science
- Business Administration – Entrepreneurship Associate of Applied Science
- Business Fundamentals Certificate of Applied Science
- Accounting Associate of Applied Science

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

The Accounting Associate of Applied Science program will be updated to include most of the courses from the Business Fundamentals Certificate of Applied Science. This will allow students who complete the Business Fundamentals CAS to continue their education in either of the Business Administration AAS options or the Accounting AAS program.

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

The Business Administration AAS and Accounting AAS programs share courses in accounting procedures, introduction to business, and computer applications. The Business Administration – Management AAS option contains additional management courses. The Business Administration – Entrepreneurship AAS option contains additional entrepreneurship and advertising courses. The Accounting AAS program contains additional accounting courses.

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

In alignment with the strategic plan of the Montana Board of Regents, the College is committed to increasing participation of students in post-secondary education, specifically two-year programming, as well as increasing the number of students earning a credential. The program changes will lead to more graduates while maintaining employability.

- 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 existing articulation agreements between the Business Management/Entrepreneurship AAS program and other institutions within the Montana University System.

#### **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 programs' curricula are included in Appendix A.

#### **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 are required to implement this program. Existing business faculty will teach in the revised program.

- 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 additional resources are required. Existing business facilities, equipment, and classrooms will be used for the revised program.

#### **6. Assessment**

The proposed program will be assessed using the College's institutional outcomes assessment practices. These include assessing standard performance metrics such as graduation/completion rates, student retention, and enrollments. Additionally, the program will undergo an internal program review as required by Board of Regent Policy and standard College practice. In addition, the program's student learning outcomes will be assessed to evaluate student success in obtaining the skills identified as goals of the program.

#### **7. Process Leading to Submission**

The College's Business Management/Entrepreneurship AAS advisory board approved preliminary changes in January 2007. The program changes were refined based on advisory board input and then approved by the advisory board in January 2009. The program changes were approved by the College's Curriculum Committee in April 2009.



## Appendix A

### Business Management/Entrepreneurship Existing Program

# YOUR Future - ACADEMIC PROGRAMS

## BUSINESS MANAGEMENT / ENTREPRENEURSHIP

ASSOCIATE OF APPLIED SCIENCE DEGREE

Advisors: Marilyn Besich  
Teri Dwyer

The Business Management/ Entrepreneurship program of study is designed to prepare students for employment in management positions in small business enterprises or to create and operate their own small business enterprises.

**Outcomes: Graduates are prepared to:**

- Utilize mathematical concepts and theories to analyze the viability of a business and to use those concepts and theories in the decision making process.
- Develop an understanding of societies and cultures and use that understanding to implement business practices reflecting the diversity of customers and employers.
- Incorporate social science theories and constructs from the fields of psychology and sociology into the application of management theories.
- Analyze the legal requirements and ethical implications of business decisions and how such decisions affect the business, community and society.
- Utilize computer hardware and software to effectively manage information.
- Analyze the feasibility of a business opportunity through development of a business plan.
- Utilize oral, written and listening skills to demonstrate an understanding of business practices and theories and effectively interact with others.

**Estimated Resident Program Cost:**

Tuition and Fees .....	\$5999
Application Fee .....	30
Books/Supplies .....	2700
<b>TOTAL .....</b>	<b>\$8729</b>



**FALL SEMESTER 1**

Course No.	Title	Credits
ACCT 101	Accounting Procedures I	3*
BUS 106	Introduction to Business	3*
COMM 133	Interpersonal Communication	3*
CIT 110	Introduction to Computers	3*
ENGL 121**	Composition I	3*
OO 107	Keyboarding Basics	3*
	<b>Subtotal</b>	<b>18</b>

**SPRING SEMESTER 2**

Course No.	Title	Credits
ACCT 102*	Accounting Procedures II	3*
ACCT 190*	Payroll Accounting	3*
BUS 230*	Management	3*
BUS 235*	Marketing	3*
CIT 120**	Internet Essentials	2*
MATH 104**	Business Math	4*
	<b>Subtotal</b>	<b>18</b>

**FALL SEMESTER 3**

Course No.	Title	Credits
ACCT 221*	Financial Accounting	3*
BUS 255*	Legal Environment	3*
CIT 220*	Electronic Spreadsheets	3*
MATH 108**	Algebra for College Students OR	
MATH 130**	Precalculus Algebra	4*
	Electives	3*
	<b>Subtotal</b>	<b>16</b>

**SPRING SEMESTER 4**

Course No.	Title	Credits
ACCT 222*	Managerial Accounting	3*
BUS 240*	Advertising	3*
BUS 260*	Entrepreneurship	3*
ENGL 228*	Strategies of Bus Comm	3*
OO 220	Preparing Resumes OR	
OO 221	Interviewing for Jobs	1*
	Electives	3
	<b>Subtotal</b>	<b>16</b>

**SUGGESTED ELECTIVES – 6 CREDITS REQUIRED**

Course No.	Title	Credits
ACCT 224*	Computerized Accounting	3
BUS 249	Global Marketing	3
CIT 140*	Presentation Fundamentals	1
CIT 205*	Database Management I	3
CIT 229*	Web Page Construction	3
CIT 231*	Web Page Design	3
CIT 250*	Web Page Programming	3
CIT 280*	Desktop Publishing	3

Other electives may be selected with advisor's prior approval.

**TOTAL PROGRAM CREDITS – 68\*\***

\*\* Many students need preliminary math and English courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.

*This program has a transfer articulation agreement with Montana State University - Northern. For details please see the Transfer Section of this catalog.*

**Business Administration Associate of Applied Science  
Proposed Management Option – Year 1**

**Fall Semester 1**

<b>Course Number</b>	<b>Title</b>	<b>Credits</b>
ACTG101	Accounting Procedures I	3
CAPP120	Introduction to Computers	3
BUS106	Introduction to Business	3
WRIT101	College Writing I	3
M108	Business Mathematics	4
	<b>Total</b>	<u>16</u>

**Spring Semester 1**

<b>Course Number</b>	<b>Title</b>	<b>Credits</b>
ACTG102	Accounting Procedures II	3
ACTG180	Payroll Accounting	3
BUS230	Management	3
COMM135	Interpersonal Communication	3
PSY101	General Psychology	3
	<b>Total</b>	<u>15</u>

**Business Administration Associate of Applied Science  
Proposed Management Option – Year 2**

**Fall Semester 2**

<b>Course Number</b>	<b>Title</b>	<b>Credits</b>
ACTG201	Principles of Financial Accounting	3
BUS235	Marketing	3
BUSXXX	Human Resource Management	3
CAPP156	MS Excel	3
M095	Intermediate Algebra (or higher math)	4
	<b>Total</b>	<b>16</b>

**Spring Semester 2**

<b>Course Number</b>	<b>Title</b>	<b>Credits</b>
ACTG202	Principles of Managerial Accounting	3
BUS255	Legal Environment	3
BUSXXX	Strategic Management	3
CAPP154	MS Word	3
WRIT122	Intro to Business Writing	3
	<b>Total</b>	<b>15</b>
	<b>Total Program Credits</b>	<b>62</b>



**Business Administration Associate of Applied Science  
Proposed Entrepreneurship Option – Year 1**

**Fall Semester 1**

<b>Course Number</b>	<b>Title</b>	<b>Credits</b>
ACTG101	Accounting Procedures I	3
CAPP120	Introduction to Computers	3
BUS106	Introduction to Business	3
WRIT101	College Writing I	3
M108	Business Mathematics	4
	<b>Total</b>	<u>16</u>

**Spring Semester 1**

<b>Course Number</b>	<b>Title</b>	<b>Credits</b>
ACTG102	Accounting Procedures II	3
ACTG180	Payroll Accounting	3
BUS230	Management	3
COMM135	Interpersonal Communication	3
PSY101	General Psychology	3
	<b>Total</b>	<u>15</u>

**Business Administration Associate of Applied Science  
Proposed Entrepreneurship Option – Year 2**

**Fall Semester 2**

<b>Course Number</b>	<b>Title</b>	<b>Credits</b>
ACTG201	Principles of Financial Accounting	3
BUS235	Marketing	3
BUSXXX	Human Resource Management	3
CAPP156	MS Excel	3
M095	Intermediate Algebra (or higher math)	4
	<b>Total</b>	<u>16</u>

**Spring Semester 2**

<b>Course Number</b>	<b>Title</b>	<b>Credits</b>
ACTG202	Principles of Managerial Accounting	3
BUS255	Legal Environment	3
BUS240	Advertising	3
BUS255	Entrepreneurship	3
WRIT122	Intro to Business Writing	3
	<b>Total</b>	<u>15</u>
	<b>Total Program Credits</b>	<b>62</b>

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-2582+R0310	<b>Date of Meeting:</b>	March 4-5, 2010
<b>Institution:</b>	Montana State University-Great Falls COT		
<b>Program Title:</b>	Completion Of Termination Checklist - Accounting Assistant - 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.: 146-2852+R0310</b>	<b>Institution: Montana State University-Great Falls COT</b>
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**Specify Request:**

According to Board of Regents Policy 303.4 Program Termination, Montana State University - Great Falls College of Technology requests to terminate the Accounting Assistant - Certificate of Applied Science effective May 10, 2010.

This program and our newly revised Business Fundamentals - Certificate of Applied Science program are duplicative. That revision is outlined in a separate Level I Request Form.

Please see the attached Program Termination Checklist.

**Office of the Commissioner of Higher Education  
Program Termination Checklist**

<b>Institution:</b>	<b>Montana State University—Great Falls COT</b>
<b>Program:</b>	<b>143-2852+R0310 Accounting Assistant Certificate of Applied Science</b>

*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 affected.*

**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.*

**Completed:**  **Notes:** All students have been notified and will be able to move into the new curriculum for the modified program.

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

**Completed:**  **Notes:** No layoff will be required for this termination.

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

**Completed:**  **Notes:** As noted above, current students have been notified of the changes in the program.

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

**Completed:**  **Notes:** Initial notification of program termination was provided at the April 20, 2009 Curriculum Committee meeting.

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

**Completed:**  **Notes:** The faculty union was formally notified of the termination of these options through Curriculum Committee action as cited above.

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

**Completed:**  **Notes:** The program advisory committee was notified of the changes at the January 7, 2009 advisory committee 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.*

**Completed:**  **Notes:** Notice of intent to terminate these options will be submitted for the agenda as a Level I item at the March 2010 Board of Regents meeting.

**Phase II:**

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

**Completed:**  **Notes:** Formal notification will be sent to Tech Prep Consortium members, feeder Colleges and other high school counselors and teachers in the College's service region upon formal Board of Regents approval of the termination of this 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.*

**Completed:**  **Notes:** A Catalog addendum regarding changes to the programs and the removal of the options has been submitted and approved. Transition plans for students have been completed as identified above. Both will be finalized upon formal Board approval of the termination of this program.

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

**Completed:**  **Notes:** The Level I Request Form will be submitted with the termination checklist for addition to the agenda for the March 2010 Board of Regents meeting.

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

**Completed:**  **Notes:** The Level I Request will be submitted for addition to the agenda for the 2010 Board of Regents meeting.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-2853+R0310	<b>Date of Meeting:</b>	March 4-5, 2010
<b>Institution:</b>	Montana State University-Great Falls COT		
<b>Program Title:</b>	Fundamentals Of Business - 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.: 146-2853+R310</b>	<b>Institution: Montana State University-Great Falls COT</b>
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**Specify Request:**

MSU-Great Falls College of Technology is requesting to change the name of the Fundamentals of Business - Certificate of Applied Science to Business Fundamentals - Certificate of Applied Science. This change will allow students to easily identify the Certificate of Applied Science leading to the Associate of Applied Science.

This Level I Request form is for the name change only and supporting documentation for the restructuring of our business programming has been submitted as a Level I with Level II documentation.



# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-1001+R0310	<b>Date of Meeting:</b>	March 4-5, 2010
<b>Institution:</b>	The University of Montana - Missoula		
<b>Program Title:</b>	Parks, Tourism And Recreation Management--Retitle Undergraduate Degree From Recreation Management		

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;
- 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;*
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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.: 146-1001+R0310</b>	<b>Institution: The University of Montana - Missoula</b>
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**Specify Request:**

The University of Montana requests a retitle for the College of Forestry undergraduate degree in "Recreation Management" to "Parks, Tourism and Recreation Management". The name change will better reflect the emphasis of the undergraduate degree program based on current undergraduate options, student interests and career options, and faculty research and teaching foci.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-1002+R0310	<b>Date of Meeting:</b>	March 4-5, 2010
<b>Institution:</b>	The University of Montana - Missoula		
<b>Program Title:</b>	Undergraduate B.A. Option In Cartography & GIS--Termination		

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;
- 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;*
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campuses receive program information well in advance of submission.

<b>Item No.: 146-1002+R0310</b>	<b>Institution: The University of Montana - Missoula</b>
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**Specify Request:**

The University of Montana - Missoula requests the elimination of the Department of Geography B.A. Option in Cartography/GIS. This program has been replaced by the more flexible Certificate in Geographic Information Sciences and Technologies.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-1003+R0310	<b>Date of Meeting:</b>	March 4-5, 2010
<b>Institution:</b>	The University of Montana - Missoula		
<b>Program Title:</b>	Graduate Level Community Health Option--Retitle From Health Promotion 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.

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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;
- 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.: 146-1003+R0310</b>	<b>Institution: The University of Montana - Missoula</b>
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**Specify Request:**

The University of Montana requests to change the title of the "Health Promotion" graduate Option to "Community Health" graduate Option within the Department of Health and Human Performance. The phrase "community health" more closely reflects curricular offerings, and students with a Master's degree in Community Health are eligible to take the national exam to become Certified Health Education Specialists.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-1004+R0310	<b>Date of Meeting:</b>	March 4-5, 2010
<b>Institution:</b>	The University of Montana - Missoula		
<b>Program Title:</b>	Undergraduate Community Health Option--Retitle From Applied Health 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;
- 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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campuses receive program information well in advance of submission.

<b>Item No.: 146-1004+R0310</b>	<b>Institution: The University of Montana - Missoula</b>
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**Specify Request:**

The University of Montana requests permission to retitle the Health and Human Performance undergraduate "Applied Health" Option to the "Community Health" Option. Students completing this Option will develop the knowledge and skills necessary to become nationally certified health education specialists.



# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-1005+R0310	<b>Date of Meeting:</b>	March 4-5, 2010
<b>Institution:</b>	The University of Montana - Missoula		
<b>Program Title:</b>	Undergraduate Minor In Linguistics		

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.: 146-1005+R0310</b>	<b>Institution: The University of Montana - Missoula</b>
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**Specify Request:**

The University of Montana requests permission to create an undergraduate minor in Linguistics to be coordinated by the Linguistics Program. Linguistics is currently only available as an option for students pursuing undergraduate majors in the Departments of Anthropology, English and Modern and Classical Languages and Literatures (French section). The proposed minor has the support of each of those departments, and would provide undergraduates the opportunity for a more well-rounded and in-depth scientific study of languages.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-1006+R0310	<b>Date of Meeting:</b>	March 4-5, 2010
<b>Institution:</b>	The University of Montana - Missoula		
<b>Program Title:</b>	Option in Cultural Studies, French major and minor		

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campuses receive program information well in advance of submission.

<b>Item No.: 146-1006+R0310</b>	<b>Institution: The University of Montana - Missoula</b>
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**Specify Request:**

The Department of Modern and Classical Languages and Literatures at The University of Montana asks permission to offer an Option in Cultural Studies in the major and minor in French. The current program in French emphasizes literature, while the new Option will provide a General Education course for students across campus, as well as upper-division coursework emphasizing cultural aspects for students interested in French, France, and Francophone societies.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-1007+R0310	<b>Date of Meeting:</b>	March 4-5, 2010
<b>Institution:</b>	The University of Montana - Missoula		
<b>Program Title:</b>	Terminate Minor In Business French		

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campuses receive program information well in advance of submission.

<b>Item No.: 146-1007+R0310</b>	<b>Institution: The University of Montana - Missoula</b>
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**Specify Request:**

The University of Montana-Missoula requests permission to terminate the minor in Business French, because the International Business major no longer requires upper-division language courses, thereby eliminating student need for the minor.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	146-1008+R0310	<b>Date of Meeting:</b>	March 4-5, 2010
<b>Institution:</b>	The University of Montana - Missoula		
<b>Program Title:</b>	Minor In South And Southeast Asian Studies--Retitling Asian Studies Minor And Terminating Asian Studies Option		

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campuses receive program information well in advance of submission.

<b>Item No.: 146-1008+R0310</b>	<b>Institution: The University of Montana - Missoula</b>
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**Specify Request:**

The University of Montana requests permission to restructure and rename its programs in Asian Studies as follows: (a) terminate the Option in Asian Studies, (b) refocus the minor in Asian Studies, as other regional programs have been developed (e.g., South and Southwest Asian Studies), and (c) retitle the minor South and Southeast Asian Studies to more accurately reflect the new emphasis in the curriculum requirements.



## **Memo**

To: Sylvia Moore, Deputy Commissioner of Higher Education  
Montana University System

From: Jackie Schultz, Dean of Instructional Services  
Dawson Community College

Date: January 28, 2010

RE: Program Moratorium Notification

This memo is to inform the Deputy Commissioner that Dawson Community College has imposed an academic program moratorium on the CAS in Farm and Ranch Business Management I, II effective Fall Semester 2010. During the moratorium the program will remain listed in the catalog and on the approved list of programs, but admission to the program has been temporarily suspended. The moratorium is the result of the DCC internal program review process.

It is understood that after a three-year period the program moratorium becomes a withdrawal unless the board of regents approves continuation of the moratorium.

Thank you for your attention to this matter.

CC: Jim Cargill, Dawson Community College President  
Gail Ring, GFT President

March 4-5, 2010

ITEM 146-301-R0310

**Auto Body Technology Certificate:**  
**Flathead Valley Community College**

**THAT:**

Flathead Valley Community College Board of Trustees has approved a 29-credit Auto Body Technology Certificate.

**EXPLANATION:**

The Auto Body Technology Certificate was developed in cooperation with School District Five and area auto body employers. The certificate will provide opportunities for new and incumbent workers to obtain industry recognized I-Car certifications.

**ATTACHMENTS:**

March 4-5, 2010

ITEM 146-302-R0310

**Welding Technology Certificate:**  
**Flathead Valley Community College**

**THAT:**

Flathead Valley Community College Board of Trustees has approved a 28-credit Welding Technology Certificate.

**EXPLANATION:**

The Flathead Valley Community College Welding Advisory Committee has recommended the development of a welding certificate that provides certifications in specialized welding techniques to meet the job requirements of new area employers, including Stinger Welding and Applied Materials, Inc.

**ATTACHMENTS:**

March 4-5, 2010

ITEM 146-303-R0310

**Certificate Of Applied Science In Plumbing Out Of  
Moratorium:  
Flathead Valley Community College**

**THAT:**

Flathead Valley Community College Board of Trustees has approved bringing the Certificate of Applied Science in Plumbing Technology out of moratorium.

**EXPLANATION:**

This action was recommended by the advisory committee and the curriculum committee due to an increase in interested students as a result of recent layoffs and TAA funding for training.

**ATTACHMENTS:**