

# MEMORANDUM

**DATE:** May 6, 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 (OCHE) since the March 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 OCHE no later than **May 12, 2010**.

## Approvals

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

- Offer their General Studies Associate of Arts and Associate of Science degrees entirely online [ITEM 147-404+R0510](#)
- Offer their Fundamentals of Business certificate online [ITEM 147-411+R0510](#)
- Rename their Marketing & Sales certificate to Sales and Marketing and to offer this certificate online with recognition as a Certificate of Applied Science [ITEM 147-412+R0510](#)
- Reclassify its current certificate program in Agriculture as a Certificate of Applied Science [ITEM 147-413+R0510](#)
- Reclassify its current certificate program in Automotive Technology as a Certificate of Applied Science [ITEM 147-414+R0510](#)
- Reclassify its current certificate program in Building Construction as a Certificate of Applied Science [ITEM 147-415+R0510](#)
- Reclassify its current certificate program in Heavy Equipment Operations as a Certificate of Applied Science [ITEM 147-416+R0510](#)
- Reclassify its current certificate program in Entrepreneurship as a Certificate of Applied Science [ITEM 147-417+R0510](#)

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

- Rename their Master of Education-Interdisciplinary Studies Option to Masters of Science-Interdisciplinary Studies, Exercise and Sport Leadership Option [ITEM 147-2703+R0510](#)

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

- Offer an "Animal Systems Option" in its inter-college BS in "Sustainable Food and Bioenergy Systems" major [ITEM 147-2009+R0510](#) | [Attachment #1](#)

**Montana State University -Great Falls COT requests approval to:**

- Offer the Business Administration, Associate of Applied Science completely online [ITEM 147-2904+R0510](#) | [Attachment #1](#)

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

- Offer its degree program in Industrial Technology Education at The University of Montana Helena College of Technology [ITEM 147-1601+R0510](#) | [Attachment #1](#) | [Attachment #2](#)

**Announcements**

**Moratoriums**

**Flathead Valley Community College has informed the OCHE of their plans to:**

- Place their Associate of Applied Science in Executive/Legal Administrative Assistant on moratorium [ITEM 147-301+R0510](#)

**Montana State University -Billings has informed the OCHE of their plans to:**

- Place a three-year moratorium on the MSU Billings College of Business MIS Option [ITEM 147-2704+R0510](#) | [Attachment #1](#)

**Montana State University -Great Falls COT has informed the OCHE of their plans to:**

- Place the Carpentry Associate of Applied Science in moratorium effective June 1, 2010 [ITEM 147-2903+R0510](#) | [Attachment #1](#)

**Terminations**

**Miles Community College:**

- Has filed a [Notice of Intent to Terminate](#) the CAS Health Information, Technology – Medical Transcription option, AAS Health Information Technology – Medical Transcription option, CAS Health Information Technology – Coding option, AAS Health Information Technology – Coding option

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	147-404+R0510	<b>Date of Meeting:</b>	March 4 & 5, 2010
<b>Institution:</b>	Miles Community College		
<b>Program Title:</b>	Associate Of Arts And Associate Of 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.: 147-404+R510</b>	<b>Institution: Miles Community College</b>
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**Specify Request:**

Miles Community College seeks approval to offer their General Studies Associate of Arts and Associate of Science degrees entirely online. Online courses in the areas of oral and written communication, humanities and fine arts, mathematics, science, social science, economics, and history have been developed for this purpose. In addition, remedial coursework in mathematics and written communication have also been developed to assist students who may not have the background to enter college level coursework in these areas.

The coursework in an Associate of Arts or Associate of Science degree fulfills general education transfer coursework to four-year programs. Since every accredited school in the nation requires general education coursework, there is no danger of excess capacity in any of the in-state programs if more than one campus offers these general education courses online.

Other schools listing general studies online degrees include MSU Billings and MSU Great Falls COT. As with any of our online programs, it is beneficial to have more than one campus offering these general education courses. For example, if MCC does not offer an oral communication course online one semester, it is beneficial for us to tell our students that they possibly can pick up a course in that area from MSU Billings or MSU Great Falls. In fact, we had this very situation occur in another online program, and we were able to use coursework from another Montana school to fulfill the student's scope and sequence.

For our Associate of Arts and Associate of Science degrees, would you please change our CIP code on the Montana Degree Inventory database to 24.0102.

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	147-411+R0510	<b>Date of Meeting:</b>	March 4 & 5, 2010
<b>Institution:</b>	Miles Community College		
<b>Program Title:</b>	Fundamentals Of Business		

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

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

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

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

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

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

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

**Specify Request:**

Miles Community College requests approval to offer their Fundamentals of Business certificate online. The certificate is designed to develop the necessary skills for persons seeking employment in entry-level business positions. Students learn to interpret and explain basic financial statements to make management decisions and utilize Word, Excel, PowerPoint, and Access as effective business tools. They identify the key roles of marketing and advertising in the workplace and can explain the critical concepts in management.

UM Western has an AAS in Business offered online and MSU Northern has a BS in Business Administration online. At this time, there are no certificate programs in the business field to establish a career ladder to potential students wanting to complete their degree online.

Courses required in this 27 credit certificate include:

WRIT 101 or higher -- Intro to Technical Writing preferred	3 credits
BU 215 Human Resource Management	3 credits
BU 213 Marketing	3 credits
CAPP 120 Introduction to Computers	3 credits
M 108 Business Math	3 credits
ACTG 101 Accounting Procedures I	3 credits
CA 111 Interpersonal Communications	3 credits
BU 211 Advertising	3 credits
BU 214 Management	3 credits

# MONTANA BOARD OF REGENTS

## LEVEL I REQUEST FORM

<b>Item No.:</b>	147-412+R0510	<b>Date of Meeting:</b>	March 4 & 5, 2010
<b>Institution:</b>	Miles Community College		
<b>Program Title:</b>	Sales And Marketing Certificate		

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.: 147-412+R510</b>	<b>Institution: Miles Community College</b>
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**Specify Request:**

Miles Community College requests approval to change the name of their Marketing & Sales certificate to Sales and Marketing. In addition, they request approval to offer this certificate online and have the recognition as a Certificate of Applied Science.

This 30 credit program prepares individuals to develop the skills necessary for success in a retail setting. Students will focus on customer service, key business communications, and sales techniques. They will learn to interpret and explain basic financial statements to make management decisions as well as use business software applications. In addition, they will identify key advertising, marketing and sales techniques and possess the skills necessary to supervise and lead employees.

MCC would like to change the name to Sales and Marketing, as this more aptly describes the types of jobs for which this program was designed. It is designed for an employee entering the retail field with an educational background that will allow promotion into a leadership role. Therefore, the CIP code 52.1803 would better describe the functionality of this program. Currently the program is coded as marketing/marketing management. It is very unlikely that an individual with a certificate would become a marketing professional. Therefore, the retailing and retail operations CIP code 52.1803 more succinctly describes the program.

Currently, the University of Montana COT offers their Sales and Marketing Certificate of Applied Science online. However, with 487 miles separating Missoula and Miles City, the marketing of these regionalized certificate programs would not extend into the others territory. A three year study of online programming at Miles Community College shows that 89% of the college's online students live within a 150 mile radius of the campus. Therefore, Missoula COT could serve the western portion of the state and Miles could serve eastern Montana.

Attachment



# M O N T A N A   B O A R D   O F   R E G E N T S

## LEVEL I REQUEST FORM

(v4)

Item No.:	147-413+R0510	Date of Meeting:	May 27 & 28, 2010
Institution:	Miles Community College		
Program Title:	Agriculture		

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 for Academic and Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BoR scheduled meeting.

**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. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site. The attached Level I Academic Degree and Certificate Program Review Sheet must be completed, and the related review and evaluation actions must be clearly documented and attached to this Request Form upon submission.

- 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. Placement of program into moratorium via a Program Termination Checklist;
- 4. Adding new minors or certificates where there is a major;
- 5. Adding new minors or certificates where there is an option in a major;
- 6. Departmental mergers and name changes;
- 7. Program revisions; and
- 8. Distance or online delivery of previously authorized degree or certificate programs.

**B. Level I with Level II documentation:** With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy 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 Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

Item No.: <b>147-413+R0510</b>	Institution: <b>Miles Community College</b>
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**Specify Request:**

Miles Community College requests that its current certificate program in Agriculture be reclassified as a Certificate of Applied Science. Because the program requires more than 29 credits and has the general education requirements as outlined by Northwest Commission on Colleges and Universities, the Certificate of Applied Science is the appropriate classification.

Currently the CIP code listed for this program on the Degree Inventory database located on the MUS website is 01.0000. This is a very generic agriculture listing. The actual CIP Code descriptor should be **01.0301** for Agricultural Production Operations, General.

This request has nothing to do with program duplication as the program already exists, so no further documentation on this form has been submitted.

**Level I Academic Degree and Certificate Program Review Sheet** (entire sheet is new language)

**NOTE:** "Providing Institution" refers to the campus already hosting the academic program  
"Proposing Institution" refers to the campus proposing the same or similar academic program

Level I Policy is intended in part to prevent unnecessary academic program duplication, and it requires the following activity and associated documentation to ensure smooth, transparent, and accountable fiscal commitment, academic interaction, and sustained academic program quality.

1. A review and determination of whether other "like kind" or "similar" academic programs already exist, at the time that the proposing campus posts notice to the academic planning calendar for the MUS;  
Dated: \_\_\_\_\_ By: \_\_\_\_\_
  
2. A review of the academic "fit" to the proposing campus, based on the approved campus mission, and already existing related academic programs at the campus;  
Dated: \_\_\_\_\_ By: \_\_\_\_\_
  - Examples of existing related academic degree or certificate programs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. A determination and evaluation of the basis for program demand and the identified intended audience, based upon reasonable data from the proposing campus;  
Dated: \_\_\_\_\_ By: \_\_\_\_\_
  - Anticipated program demand: \_\_\_\_\_  
\_\_\_\_\_
  - Identified intended audience: \_\_\_\_\_  
\_\_\_\_\_
  - Basis of determination: \_\_\_\_\_  
\_\_\_\_\_
  
4. A review and identification of the enrollment capacity of the existing academic program(s) from the providing institution(s);  
Dated: \_\_\_\_\_ By: \_\_\_\_\_
  - Providing Institution(s): \_\_\_\_\_  
\_\_\_\_\_
  - Providing Institutional Contact(s) and Position(s): \_\_\_\_\_  
\_\_\_\_\_
  - Providing Institution Program Capacity: \_\_\_\_\_  
\_\_\_\_\_
  
5. A review and identification of the academic program vacancy rate(s) over three years from the providing institution(s), determined as the difference between the academic program enrollments and the capacity;  
Dated: \_\_\_\_\_ By: \_\_\_\_\_
  - Program Vacancy Rate: \_\_\_\_\_  
  Current AY    Prior AY    2-Yr Prior AY

6. A discussion with the providing institution(s) CAO or designee to determine both the willingness and the ability to expand academic program enrollment capacity at the providing institution(s);  
Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Considerations and barriers discussed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. A review and determination of the ability of the providing institution(s) to extend appropriate levels of student support services, including clinical/labs, and monitored/proctored testing (sample list attached);  
Dated: \_\_\_\_\_ By: \_\_\_\_\_

8. A review by the proposing campus to ensure that all of the necessary courses are already available for delivery through whichever modality the campus is proposing;  
Dated: \_\_\_\_\_ By: \_\_\_\_\_

9. A discussion with the proposing campus and the providing campus CAO(s) or designee to evaluate whether there is opportunity for a cooperative/collaborative academic program delivery;  
Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Opportunities discussed and considerations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. A discussion and evaluation of whether the providing institution(s) can expand academic program capacity more economically than the proposing institution can create and maintain a new one.  
Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Summary of discussion, conclusion, and basis: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OCHE Review By:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# M O N T A N A   B O A R D   O F   R E G E N T S

## LEVEL I REQUEST FORM

(v4)

Item No.:	147-414+R0510	Date of Meeting:	May 27 & 28, 2010
Institution:	Miles Community College		
Program Title:	Automotive 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 for Academic & Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BoR scheduled meeting.

**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. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site. The attached Level I Academic Degree & Certificate Program Review Sheet must be completed, and the related review and evaluation actions must be clearly documented and attached to this Request Form upon submission.

- 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. Placement of program into moratorium via a Program Termination Checklist;
- 4. Adding new minors or certificates where there is a major;
- 5. Adding new minors or certificates where there is an option in a major;
- 6. Departmental mergers and name changes;
- 7. Program revisions; and
- 8. Distance or online delivery of previously authorized degree or certificate programs.

**B. Level I with Level II documentation:** With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy 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 Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

Item No.: <b>147-414+R510</b>	Institution: <b>Miles Community College</b>
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**Specify Request:**

Miles Community College requests that its current certificate program in Automotive Technology be reclassified as a Certificate of Applied Science. This 40 credit certificate program contains the general education requirements as outlined by Northwest Commission on Colleges and Universities and exceeds the 30 credits that require the Certificate of Applied Science moniker as outlined in Board of Regent policy 303.1.

As this program has already been approved, the following duplication paperwork has not been completed.

**Level I Academic Degree & Certificate Program Review Sheet** (entire sheet is new language)

**NOTE:** "Providing Institution" refers to the campus already hosting the academic program  
"Proposing Institution" refers to the campus proposing the same or similar academic program

Level I Policy is intended in part to prevent unnecessary academic program duplication, and it requires the following activity and associated documentation to ensure smooth, transparent, and accountable fiscal commitment, academic interaction, and sustained academic program quality.

- 1) A review and determination of whether other "like kind" or "similar" academic programs already exist, at the time that the proposing campus posts notice to the academic planning calendar for the MUS;

Dated: \_\_\_\_\_ By: \_\_\_\_\_

- 2) A review of the academic "fit" to the proposing campus, based on the approved campus mission, and already existing related academic programs at the campus; Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Examples of existing related academic degree or certificate programs:

\_\_\_\_\_  
\_\_\_\_\_

- 3) A determination and evaluation of the basis for program demand and the identified intended audience, based upon reasonable data from the proposing campus; Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Anticipated program demand:

\_\_\_\_\_

- Identified intended audience:

\_\_\_\_\_

- Basis of determination:

\_\_\_\_\_

- 4) A review and identification of the enrollment capacity of the existing academic program(s) from the providing institution(s); Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Providing Institution(s):

\_\_\_\_\_

- Providing Institutional Contact(s) & Position(s):

\_\_\_\_\_

- Providing Institution Program Capacity:

\_\_\_\_\_

- 5) A review and identification of the academic program vacancy rate(s) over three years from the providing institution(s), determined as the difference between the academic program enrollments and the capacity; Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Program Vacancy Rate:

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Current AY      Prior AY      2-Yr Prior AY

- 6) A discussion with the providing institution(s) CAO or designee to determine both the willingness and the ability to expand academic program enrollment capacity at the providing institution(s);

Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Considerations & barriers discussed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 7) A review and determination of the ability of the providing institution(s) to extend appropriate levels of student support services, including clinical/labs, and monitored/proctored testing (sample list attached);  
Dated: \_\_\_\_\_ By: \_\_\_\_\_
- 8) A review by the proposing campus to ensure that all of the necessary courses are already available for delivery through whichever modality the campus is proposing;  
Dated: \_\_\_\_\_ By: \_\_\_\_\_
- 9) A discussion with the proposing campus and the providing campus CAO(s) or designee to evaluate whether there is opportunity for a cooperative/collaborative academic program delivery;  
Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Opportunities discussed & considerations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 10) A discussion and evaluation of whether the providing institution(s) can expand academic program capacity more economically than the proposing institution can create and maintain a new one.  
Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Summary of discussion, conclusion, and basis:

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\_\_\_\_\_

OCHE Review By:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# M O N T A N A   B O A R D   O F   R E G E N T S

## LEVEL I REQUEST FORM

(v4)

Item No.:	147-415+R0510	Date of Meeting:	May 27 & 28, 2010
Institution:	Miles Community College		
Program Title:	Building Construction		

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 for Academic & Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BoR scheduled meeting.

**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. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site. The attached Level I Academic Degree & Certificate Program Review Sheet must be completed, and the related review and evaluation actions must be clearly documented and attached to this Request Form upon submission.

- 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. Placement of program into moratorium via a Program Termination Checklist;
- 4. Adding new minors or certificates where there is a major;
- 5. Adding new minors or certificates where there is an option in a major;
- 6. Departmental mergers and name changes;
- 7. Program revisions; and
- 8. Distance or online delivery of previously authorized degree or certificate programs.

**B. Level I with Level II documentation:** With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy 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 Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

Item No.: <b>147-415+R510</b>	Institution: <b>Miles Community College</b>
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**Specify Request:**

Miles Community College requests that its current certificate program in Building Construction be reclassified as a Certificate of Applied Science. Because the program requires more than 29 credits and contains the general education requirements as outlined by Northwest Commission on Colleges and Universities, the Certificate of Applied Science is the appropriate classification.

Miles Community College also requests that the degree name for the AAS in this program also be renamed Building Construction rather than Building Technology as listed on the Montana Degree Inventory Database.

As this program already exists on the degree inventory for Miles Community College, the additional questions concerning program duplication have not been completed.

**Level I Academic Degree & Certificate Program Review Sheet** (entire sheet is new language)

**NOTE:** "Providing Institution" refers to the campus already hosting the academic program  
"Proposing Institution" refers to the campus proposing the same or similar academic program

Level I Policy is intended in part to prevent unnecessary academic program duplication, and it requires the following activity and associated documentation to ensure smooth, transparent, and accountable fiscal commitment, academic interaction, and sustained academic program quality.

- 1) A review and determination of whether other "like kind" or "similar" academic programs already exist, at the time that the proposing campus posts notice to the academic planning calendar for the MUS;

Dated: \_\_\_\_\_ By: \_\_\_\_\_

- 2) A review of the academic "fit" to the proposing campus, based on the approved campus mission, and already existing related academic programs at the campus; Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Examples of existing related academic degree or certificate programs:

\_\_\_\_\_  
\_\_\_\_\_

- 3) A determination and evaluation of the basis for program demand and the identified intended audience, based upon reasonable data from the proposing campus; Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Anticipated program demand:

\_\_\_\_\_

- Identified intended audience:

\_\_\_\_\_

- Basis of determination:

\_\_\_\_\_

- 4) A review and identification of the enrollment capacity of the existing academic program(s) from the providing institution(s); Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Providing Institution(s):

\_\_\_\_\_

- Providing Institutional Contact(s) & Position(s):

\_\_\_\_\_

- Providing Institution Program Capacity:

\_\_\_\_\_

- 5) A review and identification of the academic program vacancy rate(s) over three years from the providing institution(s), determined as the difference between the academic program enrollments and the capacity; Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Program Vacancy Rate:

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Current AY      Prior AY      2-Yr Prior AY

- 6) A discussion with the providing institution(s) CAO or designee to determine both the willingness and the ability to expand academic program enrollment capacity at the providing institution(s);

Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Considerations & barriers discussed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 7) A review and determination of the ability of the providing institution(s) to extend appropriate levels of student support services, including clinical/labs, and monitored/proctored testing (sample list attached);  
Dated: \_\_\_\_\_ By: \_\_\_\_\_
- 8) A review by the proposing campus to ensure that all of the necessary courses are already available for delivery through whichever modality the campus is proposing;  
Dated: \_\_\_\_\_ By: \_\_\_\_\_
- 9) A discussion with the proposing campus and the providing campus CAO(s) or designee to evaluate whether there is opportunity for a cooperative/collaborative academic program delivery;  
Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Opportunities discussed & considerations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 10) A discussion and evaluation of whether the providing institution(s) can expand academic program capacity more economically than the proposing institution can create and maintain a new one.  
Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Summary of discussion, conclusion, and basis:

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\_\_\_\_\_

OCHE Review By:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# M O N T A N A   B O A R D   O F   R E G E N T S

## LEVEL I REQUEST FORM

(v4)

Item No.:	147-416+R0510	Date of Meeting:	May 27 & 28, 2010
Institution:	Miles Community College		
Program Title:	Heavy Equipment Operation		

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 for Academic & Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BoR scheduled meeting.

**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. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site. The attached Level I Academic Degree & Certificate Program Review Sheet must be completed, and the related review and evaluation actions must be clearly documented and attached to this Request Form upon submission.

- 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. Placement of program into moratorium via a Program Termination Checklist;
- 4. Adding new minors or certificates where there is a major;
- 5. Adding new minors or certificates where there is an option in a major;
- 6. Departmental mergers and name changes;
- 7. Program revisions; and
- 8. Distance or online delivery of previously authorized degree or certificate programs.

**B. Level I with Level II documentation:** With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy 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 Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

Item No.: <b>147-416+R510</b>	Institution: <b>Miles Community College</b>
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**Specify Request:**

Miles Community College requests that its current certificate program in Heavy Equipment Operations be reclassified as a Certificate of Applied Science. Because the program requires more than 29 credits as outlined below, the Certificate of Applied Science is the appropriate classification.

Heavy Equipment Operations Certificate  
Total Credits 32

Fall Semester	Credits	Spring Semester	Credits
CA104 – Technical Writing for the Trades	2	EO 120 – Heavy Equipment Operations II	4
EO 100L – Core Skills for Heavy Equip Oper Lab	1	EO 120L – Heavy Equipment Operations II Lab	2
EO 101 – Basic Construction Safety	1	EO 130 – Heavy Equipment Operations III	5
MA101 – Mathematics for Industry	2	EO 130L – Heavy Equipment Operations III Lab	2
EO 103 – Intro to Hand and Power Tools	1	CA 102—Human Relations	2
EO 110 – Heavy Equipment Operations I	3		
EO 110L – Heavy Equipment Operations I Lab	2		
EO 113 – Intro to Earth Moving and Safety	2		
<b>Total Credits Fall Semester</b>	<b>14</b>	<b>Total Credits Spring Sem.</b>	<b>15</b>
Summer Semester			
EO 150P – Heavy Equipment Operations Internship		3 credits	
<b>Total Credits Summer Semester</b>	<b>3</b>		

**Level I Academic Degree & Certificate Program Review Sheet** (entire sheet is new language)

**NOTE:** "Providing Institution" refers to the campus already hosting the academic program  
"Proposing Institution" refers to the campus proposing the same or similar academic program

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- 1) A review and determination of whether other "like kind" or "similar" academic programs already exist, at the time that the proposing campus posts notice to the academic planning calendar for the MUS;

Dated: \_\_\_\_\_ By: \_\_\_\_\_

- 2) A review of the academic "fit" to the proposing campus, based on the approved campus mission, and already existing related academic programs at the campus; Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Examples of existing related academic degree or certificate programs:

\_\_\_\_\_  
\_\_\_\_\_

- 3) A determination and evaluation of the basis for program demand and the identified intended audience, based upon reasonable data from the proposing campus; Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Anticipated program demand:

\_\_\_\_\_

- Identified intended audience:

\_\_\_\_\_

- Basis of determination:

\_\_\_\_\_

- 4) A review and identification of the enrollment capacity of the existing academic program(s) from the providing institution(s); Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Providing Institution(s):

\_\_\_\_\_

- Providing Institutional Contact(s) & Position(s):

\_\_\_\_\_

- Providing Institution Program Capacity:

\_\_\_\_\_

- 5) A review and identification of the academic program vacancy rate(s) over three years from the providing institution(s), determined as the difference between the academic program enrollments and the capacity; Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Program Vacancy Rate:

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Current AY      Prior AY      2-Yr Prior AY

- 6) A discussion with the providing institution(s) CAO or designee to determine both the willingness and the ability to expand academic program enrollment capacity at the providing institution(s);

Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Considerations & barriers discussed:

\_\_\_\_\_  
\_\_\_\_\_  
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- 7) A review and determination of the ability of the providing institution(s) to extend appropriate levels of student support services, including clinical/labs, and monitored/proctored testing (sample list attached);  
Dated: \_\_\_\_\_ By: \_\_\_\_\_
- 8) A review by the proposing campus to ensure that all of the necessary courses are already available for delivery through whichever modality the campus is proposing;  
Dated: \_\_\_\_\_ By: \_\_\_\_\_
- 9) A discussion with the proposing campus and the providing campus CAO(s) or designee to evaluate whether there is opportunity for a cooperative/collaborative academic program delivery;  
Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Opportunities discussed & considerations:

\_\_\_\_\_

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- 10) A discussion and evaluation of whether the providing institution(s) can expand academic program capacity more economically than the proposing institution can create and maintain a new one.  
Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Summary of discussion, conclusion, and basis:

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OCHE Review By:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# M O N T A N A   B O A R D   O F   R E G E N T S

## LEVEL I REQUEST FORM

(v4)

Item No.:	147-417+R0510	Date of Meeting:	May 27 & 28, 2010
Institution:	Miles Community College		
Program Title:	Entrepreneurship		

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 for Academic & Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BoR scheduled meeting.

**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. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site. The attached Level I Academic Degree & Certificate Program Review Sheet must be completed, and the related review and evaluation actions must be clearly documented and attached to this Request Form upon submission.

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- 5. Adding new minors or certificates where there is an option in a major;
- 6. Departmental mergers and name changes;
- 7. Program revisions; and
- 8. Distance or online delivery of previously authorized degree or certificate programs.

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

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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 Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

Item No.: <b>147-417+R510</b>	Institution: <b>Miles Community College</b>
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**Specify Request:**

Miles Community College requests that its current certificate program in Entrepreneurship be reclassified as a Certificate of Applied Science. Because the program requires more than 29 credits and meets all general education requirements set forth by the Northwest Commission of Colleges and Universities, the Certificate of Applied Science is the appropriate classification per BOR Policy 303.1.

**Level I Academic Degree & Certificate Program Review Sheet** (entire sheet is new language)

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- Anticipated program demand:

\_\_\_\_\_

- Identified intended audience:

\_\_\_\_\_

- Basis of determination:

\_\_\_\_\_

- 4) A review and identification of the enrollment capacity of the existing academic program(s) from the providing institution(s); Dated: \_\_\_\_\_ By: \_\_\_\_\_

- Providing Institution(s):

\_\_\_\_\_

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- Program Vacancy Rate:

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
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- Summary of discussion, conclusion, and basis:

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OCHE Review By:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ITEM 147-2703+R0510**     **Master Of Science-Interdisciplinary Studies, Exercise And Sport Leadership Option Title Change; Msu Billings**

**THAT**                                 MSUB College of Allied Health Professions requests program revision approval by the Commissioner of Higher Education or the Commissioner's designee to change in title from Master of Education-Interdisciplinary Studies Option to Masters of Science-Interdisciplinary Studies, Exercise and Sport Leadership Option.

**EXPLANATION**

The M.Ed-Interdisciplinary Studies, Exercise and Sport Leadership Option allows practicing professionals to pursue a course of study in Health and Physical Education designed in consultation with the Department of Health and Human Performance graduate faculty.

The program is guided by the Department of Health and Human Performance which is part of the College of Allied Health Professions.

At the time the Department of Health and Human Performance was moved from the College of Education to the College of Allied Health Professions, an oversight occurred in moving this degree to the College of Allied Health Professions. The Department of HHP has authority to grant degrees in CAHP not in COE. As a consequence this degree needs to be re-titled to correctly align with the College in which the granting department resides.

The Master of Science degree re-titled to Interdisciplinary Studies, Exercise and Sport Leadership Option is consistent with the Bachelor of Science degree in Outdoor Adventure Leadership offered by the Department of Health and Human Performance. It also creates a more appropriate connection or bridge between undergraduate and graduate curricula and professional preparation of students while enhancing use of the limited resources available in terms of faculty and resources.

**ATTACHMENTS**

# M O N T A N A   B O A R D   O F   R E G E N T S

## LEVEL I REQUEST FORM

(v4)

Item No.:	147-2009+R0510	Date of Meeting:	May 27-28, 2010
Institution:	MSU-Bozeman		
Program Title:	Animal Systems 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 for Academic and Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BoR scheduled meeting.

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- 4. Adding new minors or certificates where there is a major;
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- 6. Departmental mergers and name changes;
- 7. Program revisions; and
- 8. Distance or online delivery of previously authorized degree or certificate programs.

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

- X 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 Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

Item No.: 147-2008+R0510	Institution: <b>MSU-Bozeman</b>
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**Specify Request:**

MSU is proposing an “Animal Systems Option” in its inter-college BS in “Sustainable Food and Bioenergy Systems” major. The existing program, comprising three options, is housed in three departments: Plant Sciences and Plant Pathology (PSPP) and Land Resources and Environmental Sciences (LRES) in the College of Agriculture; and Health and Human Development (HHD) in the College of Education, Health and Human Development. The current major includes a “Sustainable Crop Production Option” (PSPP), a “Sustainable Food Systems Option” (HHD), and an “Agroecology Option” (LRES). However, none of these options have an animal focus, and livestock production—with meat and fiber as end products—is a major part of Montana’s economy. The proposed “Animal Systems Option”, to be managed by the Animal and Range Sciences Department (A&RS), will provide balance to the degree program.

## Curriculum Proposals

## 1. Overview

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

MSU is proposing an “Animal Systems Option” in its inter-college BS in “Sustainable Food and Bioenergy Systems” major. The existing program, comprising three options, is housed in three departments: Plant Sciences and Plant Pathology (PSPP) and Land Resources and Environmental Sciences (LRES) in the College of Agriculture; and Health and Human Development (HHD) in the College of Education, Health and Human Development. The current major includes a “Sustainable Crop Production Option” (PSPP), a “Sustainable Food Systems Option” (HHD), and an “Agroecology Option” (LRES). However, none of these options have an animal focus, and livestock production—with meat and fiber as end products—is a major part of Montana’s economy. The proposed “Animal Systems Option”, to be managed by the Animal and Range Sciences Department (A&RS), will provide balance to the degree program.

## 2. Need

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

An “Animal Systems Option” in the Sustainable Food and Bioenergy Systems (SFBS) major will contribute to the development of a stronger and more secure animal-based food system for Montana and the region. Over two-thirds of Montana is rangeland; much of this area is used for livestock production. In addition, livestock has an increasing role in crop residue grazing, weed and insect pest control, target grazing, and by-product feeds associated with bio-based fuel production. Thus, a related goal of this option is to serve rural communities in much of the state by creating new knowledge, training graduates with practical and marketable skills, and tapping into opportunities for economic and community development related to sustainable food and bioenergy production.

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

Students will be trained in the areas of raising livestock for human consumption, food access, nutrition, and safety, and the associated sciences that support understanding of food and bioenergy systems. Rapidly growing consumer interests in local food, nutrition, and bioenergy production and conservation are creating numerous and expanding career opportunities for graduates of this program. In addition, students will learn the importance of livestock in grain and other farm systems that help both the livestock and farming enterprises reduce production costs.

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

Nationwide, student numbers in traditional agricultural programs are stagnant, at best. Meanwhile, students are flocking to programs at liberal arts colleges that include sustainable food production in addition to coursework in the social sciences. Most of these programs focus on fruits, vegetables, and crops. Many state and agricultural universities are already offering well-enrolled degree programs related to sustainable or organic agriculture. Many students, at MSU and elsewhere, are interested in careers in biology, food systems, bioenergy, and related enterprises, but have not previously had access to an appropriate major, and unfortunately, are not interested in traditional majors such as agronomy, food science, and animal science. The proposed “Animal Systems



Option” will complement the existing options in the Sustainable Food and Bioenergy Systems (SFBS) major by focusing on animal production systems.

### 3. Institutional and System Fit

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

The College of Agriculture offers BS degrees in Animal Science and Biotechnology, but these programs do not contain coursework or emphasis in food or nutrition for humans, bioenergy, or a systems approach to agriculture and food solutions. The new Sustainable Food and Bioenergy Systems major has options in Food and Nutrition, Agroecology, and crop production but no emphasis in animal agriculture. An option in animal agriculture fills this need within the Sustainable Food and Bioenergy Systems degree program.

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

No

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

There are no programs at MSU that provide a degree option in Sustainable Livestock Production.

In addition, MSU – Northern only offers Agricultural degrees in Applied Ag, Ag Mech, Ag operations, and Ag Tech. At University of Montana Western there is an ecology and equine program. At University of Montana, Missoula there are programs in animal behavior and ecology. None of these institutions offer a program in Sustainable Livestock Production.

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

The Sustainable Livestock Production option within the SFBS degree program will engage multiple aspects of the university through novel combinations of coursework and faculty involvement. The curriculum content will involve continuous learning, since the concepts of local food and bioenergy production are relatively new and the associated knowledge base is constantly evolving. The discovery of new knowledge will be promoted through synergistic collaborations of students and faculty from the fields of sustainable agriculture, foods and nutrition, and bioenergy production. Student internship choices will provide practical, hands-on learning experiences and will forge close ties among the university, the local community, and production agriculture within the state of Montana. Career opportunities for graduates in the Sustainable Livestock Production option within the SFBS program will flourish in Montana and the region as local food and bioenergy entrepreneurs expand their operations.

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.

MSU – Northern offers Agricultural degrees in Applied Ag, Ag Mech, Ag operations, and Ag Tech. At University of Montana – Western there is an ecology and equine program. At University of Montana – Missoula there are programs in animal behavior and ecology. None of these institutions offer a program in Sustainable Livestock Production or any closely-related field.

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.

**SUSTAINABLE LIVESTOCK PRODUCTION OPTION**

**Freshman Year**

<u>ARNR 100</u>	Intro Animal Science	3
<u>ARNR 101</u>	Natural Resource Cons	3
<u>ARNR 102</u>	Montana Range Plants Lab	1
<u>ARNR 146</u>	Intro Sustainable Food/Bioenergy	3
<u>BIOL 102</u>	Molec & Cellular Biology	4
<u>CHMY 121IN</u>	Intro General Chemistry	4
<u>LRES 110</u>	Lnd Res Environ Sciences	3
<u>PSPP 102CS</u>	Plnt Sciences, Resrce, Environ	3
<u>WRIT 101 W</u>	college writing	3
<i>Take one of the following:</i>		
AGED 251US	Leadership Dev for Ag and Ind Employee	3
COM 110US	Public Communication	

**YEAR TOTAL 30**

**Sophomore Year**

<u>ARNR 2XX</u>	Livestock in Sustainable Syst	3
<u>ARNR 230</u>	Range Livestock Production	3
<u>CHMY 123</u>	Intro to Organic & Biochem	4
<u>HDFN 221CS</u>	Human Nutrition	3
<u>LRES 201</u>	Soil Resources	3
<u>VTMB 271</u>	Funct Anatomy Dom Animal	4
<i>Take one of the following:</i>		
<u>ARNR 205</u>	Intro to Meat Evaluation	1

<u>ARNR 232</u>	Livestock Mgmt - Sheep	
<u>ARNR 234</u>	Livestock Mgmt - Beef	
<u>ARNR 235</u>	Range/Pasture Monitoring	
<i>Take one of the following:</i>		
<u>BUS 201</u>	Managerial Communication	3
<u>WRIT 221</u>	Intermediate Tech Writing	
<u>ECNS 101IS</u>	Economic Way of Thinking	3
<u>STAT 216Q</u>	Elementary Stats	3
<b>YEAR TOTAL</b>		<b>30</b>

**Junior Year**

<u>AGEC 210</u>	Economics of Ag Business	3
<u>ARNR 316</u>	Meat Science	3
<b><u>ARNR 3XX</u></b>	HACCP Training	1
<u>CHBE 205CS</u>	Energy and Sustainability	3

*Take two of the following:*

<u>ARNR 320</u>	Animal Nutrition	7
<u>ARNR 321</u>	Physiology of Reproduction	
<u>ARNR 322</u>	Princ of Animal Breeding/Gen	
<u>ARNR 337</u>	Diseases of Domestic Lvstk	

*Take one of the following:*

<u>ECNS 202</u>	Princ of Macroeconomics	
<u>ECNS 204IS</u>	Microeconomics	3

*Take one of the following:*

<u>AGEC 321</u>	Econ of Ag Marketing	3
<u>AGEC 337</u>	Ag Law	
<u>AGEC 345</u>	Ag Finance & Credit Analysis	
<u>AGED 353</u>	Coop Bus Princ & Practics	
<u>BUS 301</u>	Mgmt & Organization	
<u>BUS 361</u>	Intro to Law	
<u>BUS 341</u>	Marketing	

*Take one of the following:*

<u>ARNR 353</u>	Grazing Ecology & Mgmt	3
<u>LRES 428</u>	Crop Syst/Sustainable Ag	
<u>PSPP 341</u>	Field Crop Prod (Alt Yrs 2010)	
<u>PSPP 342</u>	Forages	

*Take one of the following:*

<u>MKTG 242D</u>	Intro to Global Markets	3
<u>NAS 201D</u>	American Indians of Montana	
<u>PSCI 230D</u>	Intro Intrnl Relations	

University Core (IA or IH)		3
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<b>YEAR TOTAL</b>		<b>32</b>
<b>Senior Year</b>		
<u>ARNR 416R</u>	Meat Processing	3
<u>ARNR 476</u>	Internship	3
<b><u>ARNR 499</u></b>	<b>Capstone</b>	3
<u>HDFN 351</u>	Nutrition and Society	3
<u>HDFN 451R</u>	Sustainable Food Systems	3
<i>Take one of the following:</i>		
<u>ARNR 432</u>	Sheep Mgmt	4
<u>ARNR 434R</u>	Beef Cattle Mgmt	
<i>Take one of the following:</i>		
<u>ARNR 410</u>	Veterinary Ento (Alt Yrs 2010)	3
<u>LRES 351</u>	Nutrient Cycling	
<u>LRES 401</u>	Integrated Pest Mgmt	
<u>LRES 443</u>	Weed Ecology	
<i>Take one of the following:</i>		
<u>HDCF 429</u>	Small Business Operations	3
<u>HDFN 445</u>	Culinary Mktg: Farm to Table	
<u>LRES 421</u>	Holistic Thought Mgmt	
<u>NAS 415</u>	Native American Food Syst	
<u>PSCI 421</u>	Politics Food/Hunger	
<u>PSCI 491</u>	Politica Economy of Energy	
<u>University</u>		3
<u>Core (IA orl H)</u>		
<b>YEAR TOTAL</b>		<b>28</b>
<b>Degree Total</b>		<b>120</b>

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

The SFBS program was initiated fall semester, 2009. It already has 35 majors across the three existing options. Based on interest expressed by students currently enrolled in related programs at MSU (SFBS, Animal Science, and Range Science) and inquiries we have already had by potential students, we expect to enroll at least ten students at the program’s inception. However, the 200-level “Livestock in Sustainable Systems,” which will be required without prerequisites of all SFBS students, will have an estimated enrollment of over 40 students in the fall of 2011 (assuming this option is approved). We believe that this course will serve as an excellent recruiting tool for new students. We expect a new cohort of at least ten students in each of the next two years, with increasing enrollment as the program is advertised and becomes recognized regionally and nationally.

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.  
All necessary resources to implement this program have been identified (see below).

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 need for additional resources is largely a function of growth of the entire major and not of this particular option. As this inter-college and inter-departmental degree program grows, we predict that administrative assistance will be required for advising, record-keeping, and internship coordination. In this regard, our collaborative grant proposal with Washington State University and the University of Idaho to the USDA/CSREES Higher Education Challenge Grant Program entitled "Development, Integration and Assessment of Food and Agricultural Systems Education" was recently funded for three years. At MSU, funding includes support for a part-time administrative assistant, after which we hope that student enrollment will be sufficient to justify departmental and college support. Additional funding for faculty release time to develop new courses and augment existing courses, student recruiting, sponsored speakers for a Seminar Program, and student internship opportunities is also included in the grant.

Two new courses are being developed for this program: ARNR 2XX Livestock in Sustainable Systems and ARNR 3XX HACCP Training. The 2XX course will be taught by a PhD Research Scientist in the department and the 3XX course will be taught by a current faculty member. We also plan to work with existing programs already in SFBS to develop additional courses in the near future, especially in the area of bioenergy and livestock's role in managing by-products of bio-based fuel production (note: already in the ethanol industry, distiller's by-products are an excellent source of dietary protein for ruminant animals). This need will be partially met by a new faculty hire in the area of Plant Bioenergy (PSPP department) and through funding requested in the Higher Ed Challenge Grant for new course development. The MSU College of Engineering plans to offer at least two new bioenergy-related service courses in the near future that will become part of this curriculum. Conversations with the MSU Biobased Institute are underway to identify individuals and research programs related to new course development in this area.

A proposal by SFBS to the Western Region Sustainable Agriculture Research and Education Program was recently funded in the amount of \$29,983, which will support the creation of a network of Montana producers to serve as student internship hosts.

## 6. Assessment.

How will the success of the program be measured?

A key component of our recently funded USDA/CSREES Higher Education Challenge Grant is to develop and incorporate assessment tools for the entire SFBS program. Our goal extends well beyond simply tracking student numbers and graduation rates: we are also very interested in quantifying student success in mastering 'systems level' thinking skills. This is a relatively new concept in student assessment, and attempts to measure students' abilities to incorporate, synthesize, and apply learned skills to solving real-world problems. We believe that mastery of such skills, in the context of sustainable

food, agricultural, and bioenergy systems, is the most valuable outcome of the SBFS program.

#### 7. Process Leading to Submission

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

In 2006 Alison Harmon began conducting an assessment of needs and opportunities to guide the development of an interdisciplinary sustainable food systems curriculum. The purpose of the assessment was to 1) identify existing food issues or problems for which analysis requires an interdisciplinary systems perspective, thus helping to develop a rationale for the curriculum; 2) identify the skills that would be needed by graduates of such a curriculum; 3) determine the content areas for the curriculum and related coursework; 4) identify appropriate types of field experiences or internships to accompany such a curriculum; and 5) to develop a list of potential career opportunities for graduates of such a program.

Specifically to the Sustainable Livestock Production Option, many faculty members in the ARNR department have successful research programs incorporating livestock into sustainable systems, both in nature and cultivated environments. This success in research has led our department's desire to better integrate our sustainable research programs with student learning.

For the entire SFBS program, methods for gathering information from key informants and stakeholders in Montana included 12 personal interviews and phone interviews, 13 focus groups, and internet research. The sample of interviewees included representatives from non-profit organizations, government offices, food business operators and distributors, farmers and ranchers, community development organizations, university faculty, administrators, students, and advisors, and staff in various university programs and centers.

Participants cited the following core concerns for the changing food and agricultural system: health related problems and issues including food insecurity, poverty and hunger, malnutrition and obesity, and food safety/biosecurity; and issues related to Montana communities and the environment such as rural economic decline, loss of indigenous food knowledge and food ways, natural resource scarcity and degradation, and sprawl and land use change. They also identified skills needed to be effective in addressing these challenges. These included food skills (i.e. knowledge of local foods, culinary skills); critical thinking skills for understanding the complexity of the food system, making connections, and conducting assessments; professional skills such as management, marketing, and communications; skills related to citizenship (i.e. advocacy, civic engagement); and skills related to one's attitude or approach to learning such as innovation, risk taking, self sufficiency, and social capital building. Topics considered important for students to study included: social justice issues, community food security, community-based food production, agricultural alternatives, food processing, food service, and distribution.

Focus group and interview participants explicitly cited the value of experiential learning and field experiences. Examples of appropriate places for field experiences included farms, farmers' markets, processors, cooperatives, food banks, and small food enterprises. Respondents also identified many career opportunities that would emerge from this training – in food and farm policy, economic development, and in programs that

increase community food security, improve health in communities, and fuel positive social change.

In 2007, Governor Schweitzer convened the Governor's Food and Agriculture Summit, resulting in a recommendation that: "education leaders review their curricula and research agendas and identify their best ideas for strengthening education for their students and the community about food, food access and nutrition, food production, and for expanding research that supports sustainable agricultural practices." Soon after, members of the SFBS Steering Committee were supported by the College of Agriculture Dean to attend a Shared Leadership Workshop, which focused the group on creating the structure and organization of the SFBS program. Informational meetings with interested faculty, students, and administrators led to the creation of the three proposed options and development of curricula for each option. We believe that this program is unique in the way it combines a focus on food, nutrition, and bioenergy systems.

The Sustainable Livestock Production Option was approved by department heads and deans in January of 2010 and by the MSU Undergraduate Studies Committee in March of 2010.

**M O N T A N A   B O A R D   O F   R E G E N T S**  
**LEVEL I REQUEST FORM**

(v4)

Item No.:	<b>147-2904+R0510</b>	Date of Meeting:	<b>May 27-28, 2010</b>
Institution:	<b>Montana State University – Great Falls COT</b>		
Program Title:	<b>Business Administration: Associate Of Applied Science</b>		

Level I proposals are those that may be approved by the Commissioner of Higher Education or the Commissioner’s designee. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board. The institution must file the request with the Office of the Commissioner of Higher Education by means of a memo to the Deputy Commissioner for Academic and Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BoR scheduled meeting.

**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. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site. The attached Level I Academic Degree and Certificate Program Review Sheet must be completed, and the related review and evaluation actions must be clearly documented and attached to this Request Form upon submission.

- 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. Placement of program into moratorium via a Program Termination Checklist;
- 4. Adding new minors or certificates where there is a major;
- 5. Adding new minors or certificates where there is an option in a major;
- 6. Departmental mergers and name changes;
- 7. Program revisions; and
- 8. Distance or online delivery of previously authorized degree or certificate programs.

**B. Level I with Level II documentation:** With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy 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 Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

**Specify Request:**

Montana State University-Great Falls College of Technology requests approval to offer the Business Administration, Associate of Applied Science completely online. Twelve of 21 program courses are already offered online; however, our goal is to have all the courses deliverable to our students in that modality. Many current and prospective students have expressed interest in access to the program courses in a 100% online format.

Offering the program in the online modality is part of a plan designed to increase program retention and completion rates with the following in mind. Some of the other components of that plan are as follows:

- The AAS-Business Administration program now has two options: Entrepreneurship and Management (approved at March, 2010 Board of Regents meeting). These new options will be available to students beginning fall, 2010.
- The total program credits for the AAS have been reduced from 68 to 61. Retention numbers do increase with a program that can be completed in two years. And, the Program Advisory Board determined that could be accomplished without an effect on the quality of the program.
- An Accounting Procedures I success project is being implemented to address high attrition rates in the first accounting course. This project involves tutoring, supplemental instruction, and advising support for students.
- The program will be available both online and on campus which gives students multiple options to complete required courses. And, pending approval students can mix modalities, another important factor in access to program completion within the system.

Other MUS institutions offer business degrees online. As per the program list on the Board website and the “Your Guide” publication of two-year program offerings, no other MUS campuses offer the Entrepreneurship option. The Business Administration programs differ from the MSU-Great Falls COT degree in the following ways:

- **Dawson Community College** offers an Associate of Applied Science in Business Management degree online. It requires different accounting, business, economics, math, and writing courses than the MSU-Great Falls COT degree.
- **University of Montana – Western** offers an Associate of Applied Science in Business degree online. It requires different business, accounting, computer applications, and economics courses than the MSU-Great Falls COT degree.
- **Flathead Valley Community College** offers an Associate of Applied Science in Business Administration degree online. It requires different business, accounting, computer applications, and economics courses than our degree. It also requires M095, Intermediate Algebra, and MSU-GF COT requires M108, Business Mathematics and M121, College Algebra.

**Attachment – Business Administration – Associate of Applied Science****Business Administration Associate of Applied Science  
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>	<b>16</b>

**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>	<b>15</b>

**Business Administration Associate of Applied Science  
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  
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>	<b>16</b>

**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>	<b>15</b>

**Business Administration Associate of Applied Science  
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>	<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
BUS240	Advertising	3
BUS255	Entrepreneurship	3
WRIT122	Intro to Business Writing	3
	<b>Total</b>	<b>15</b>
	<b>Total Program Credits</b>	<b>62</b>

# M O N T A N A   B O A R D   O F   R E G E N T S

## LEVEL I REQUEST FORM

<b>Item No.:</b>	147-1601+R0510	<b>Date of Meeting:</b>	May 27- 28, 2010
<b>Institution:</b>	The University of Montana - Western		
<b>Program Title:</b>	Industrial Technology Major, B.S. Secondary Education		

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.: 147-1601+R510</b>	<b>Institution: The University of Montana - Western</b>
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**Specify Request:**

The University of Montana Western seeks to offer its degree program in Industrial Technology Education at The University of Montana Helena College of Technology. The program would remain as a degree program of Montana Western but the College of Technology would be offering approximately one-half of the coursework. Montana Western coursework would be taught by Montana Western faculty using the College of Technology facilities. Some teacher preparation coursework might be taught over the internet while other courses would be face-to-face courses in Helena.

The decision to propose this collaborative program was to increase efficiency of use of facilities and faculty and hopefully to produce larger numbers of Industrial Technology teachers which are in short supply in Montana and the surrounding region. Recent budget cuts resulted in the loss of one of the two IT Education faculty members at Montana Western. Without collaboration it would therefore be difficult to maintain the program with only a single faculty member. Equipment and facilities for such programs are very expensive to purchase and to maintain. The College of Technology has a much broader and more modern array of equipment and facilities for the students to train on than is true at Montana Western. They also have a diverse array of faculty capable of teaching knowledge and skills to future IT teachers.

## **The University of Montana Western**

### **Level II Documentation**

#### **Proposed Collaborative Industrial Technology Education Program with**

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

##### 1. Overview

The University of Montana Western seeks to relocate its Industrial Technology Education program in its B.S. in Secondary Education major to a new location in Helena in collaboration with The University of Montana Helena College of Technology. The current curriculum would initially remain the same and the program would continue to be a Montana Western degree program. Some current coursework offered by the UMHCOT, both general education and Industrial Technology courses, would be substituted into the Montana Western degree program. The program would make use of the excellent technical facilities and skilled and knowledgeable faculty of the UMHCOT.

##### 2. Need

Currently Industrial Technology teachers are in short supply in Montana and the region. Such teachers give some initial instruction in skills needed by students interested in entering the trades and help to develop interest in such professions. There is currently one hundred percent placement of the graduates of the Montana Western IT Education program.

By moving the IT Education program to Helena the Montana Western program can take advantage of the superior Industrial Technology facilities of the UMHCOT and draw on a larger local population base that might be interested in the program. Budget cuts have not allowed Montana Western to adequately maintain its IT Education equipment and facilities nor to maintain its IT faculty numbers at previous levels. Montana Western would move its single remaining IT faculty member to Helena. Since existing Helena faculty would be teaching approximately one-half of the coursework in the program, this should be adequate to maintain and improve the program.

Anticipated demand for the program is expected to be moderate initially but with promotion is expected to increase. Some students currently enrolled in Dillon will be moving to Helena to complete the program. The UMHCOT reports that a number of Helena students have expressed interest in the program. It is believed that since graduates of the program are currently very employable that this may attract students interested in more steady employment than many of the trades now provide.

##### 3. Institutional and System Fit

IT Education has been a part of the curriculum of Montana Western since the early 20<sup>th</sup> century. Declines in student enrollment accompanied by budget reductions do not allow Montana



Western to adequately offer the program on its own. By collaborating with the UMHCOT Montana Western expects to make more efficient use of existing personnel and facilities, both at Montana Western and the UMHCOT.

IT Education leading to teacher licensure is offered at both Montana State University Northern and at Montana State University Bozeman. The curricula offered on those campuses, while differing somewhat in the course requirements, both develop the program outcomes necessary for licensure. The other institutions preparing IT teachers have been notified of the intent of Montana Western to move its IT Education program to Helena but meetings on potential transfer agreements have not yet been held.

4. Program Details

The Curriculum for the program will initially be the same as it has been for a number of years at Montana Western. The program was cited for its exceptionally high quality during the October, 2008 accreditation review by NCATE and the state. That curriculum is outlined below. As the program evolves at the new site it is expected that some modifications may occur in order to optimize the utilization of the facilities in Helena.

<p><b>BS: SECONDARY EDUCATION</b>  <b>INDUSTRIAL TECHNOLOGY MAJOR</b>  <b>CREDIT SUMMARY</b></p>
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<p><b>GENERAL EDUCATION – see page 65</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>CHEM 101 Intro to Chemistry</td> <td style="text-align: center;">4</td> </tr> <tr> <td>PHYS 101 Intro to Physics</td> <td style="text-align: center;">4</td> </tr> </table> <p><b>INDUSTRIAL TECHNOLOGY MAJOR</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>COMS 210 Comp Hrdwr/Sfwr Mgt</td> <td style="text-align: center;">3</td> </tr> <tr> <td>IT 120 Power/Energy/Transport Fund</td> <td style="text-align: center;">4</td> </tr> <tr> <td>IT 130 Graphic Communication</td> <td style="text-align: center;">3</td> </tr> <tr> <td>IT 135 Computer-Aided Drafting</td> <td style="text-align: center;">4</td> </tr> <tr> <td>IT 140 Metal Materials &amp; Processes</td> <td style="text-align: center;">4</td> </tr> <tr> <td>IT 141 Plastics</td> <td style="text-align: center;">1</td> </tr> <tr> <td>IT 220 Applied Electricity &amp; Electronics</td> <td style="text-align: center;">3</td> </tr> <tr> <td>IT 240 Wood/Synthetic Product Systems</td> <td style="text-align: center;">3</td> </tr> <tr> <td>IT 241 Machining</td> <td style="text-align: center;">3</td> </tr> <tr> <td>IT 311 Technology Lab Mgt</td> <td style="text-align: center;">2</td> </tr> <tr> <td>IT 345 Computer-Aided Manufacturing</td> <td style="text-align: center;">4</td> </tr> <tr> <td>IT 350 Struct Analysis/Const Technology</td> <td style="text-align: center;">4</td> </tr> <tr> <td>IT 440 Mass Production</td> <td style="text-align: center;">3</td> </tr> </table> <p><b>PROFESSIONAL EDUCATION CORE</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>ED 120 Becoming a Prof Educator</td> <td style="text-align: center;">2</td> </tr> <tr> <td>ED 253 Psychol Found Teach/Learning</td> <td style="text-align: center;">4</td> </tr> <tr> <td>ED 328 Curric/Instruc/Assess/Mgt</td> <td style="text-align: center;">3</td> </tr> <tr> <td>ED 329 Curric/Instr/Assess/Mgt Practicum</td> <td style="text-align: center;">1</td> </tr> <tr> <td>ED 341 Exceptional Learner</td> <td style="text-align: center;">3</td> </tr> <tr> <td>ED 424 Multicultural/Global Education</td> <td style="text-align: center;">3</td> </tr> <tr> <td>ED 426 Multicultural/Global Educ Practicum<sup>1</sup></td> <td style="text-align: center;">1</td> </tr> <tr> <td>IT 351 Meth/Mat in Industrial Technology</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">Select 1 from the following:</td> <td style="text-align: center;">3-4</td> </tr> <tr> <td>HHP 241 Personal/Comm Health (4)</td> <td></td> </tr> <tr> <td>HHP 245 Human Sexuality (3)</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"><small><sup>1</sup>Students are strongly encouraged to take ANTH105 as an elective priority enrolling in ED 425/426. A certificate of first aid &amp; safety is required of all Secondary Education majors prior to student teaching.</small></td> </tr> </table> <p><b>ELECTIVE REQUIREMENTS</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Complete 16-18 credits from any catalog courses</td> <td></td> </tr> </table> <p><b>STUDENT TEACHING</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>ED 473 Student Teaching-Secondary</td> <td style="text-align: center;">12</td> </tr> <tr> <td>ED 499 Inquiry, Teaching, &amp; Learning</td> <td style="text-align: center;">2</td> </tr> </table>	CHEM 101 Intro to Chemistry	4	PHYS 101 Intro to Physics	4	COMS 210 Comp Hrdwr/Sfwr Mgt	3	IT 120 Power/Energy/Transport Fund	4	IT 130 Graphic Communication	3	IT 135 Computer-Aided Drafting	4	IT 140 Metal Materials & Processes	4	IT 141 Plastics	1	IT 220 Applied Electricity & Electronics	3	IT 240 Wood/Synthetic Product Systems	3	IT 241 Machining	3	IT 311 Technology Lab Mgt	2	IT 345 Computer-Aided Manufacturing	4	IT 350 Struct Analysis/Const Technology	4	IT 440 Mass Production	3	ED 120 Becoming a Prof Educator	2	ED 253 Psychol Found Teach/Learning	4	ED 328 Curric/Instruc/Assess/Mgt	3	ED 329 Curric/Instr/Assess/Mgt Practicum	1	ED 341 Exceptional Learner	3	ED 424 Multicultural/Global Education	3	ED 426 Multicultural/Global Educ Practicum <sup>1</sup>	1	IT 351 Meth/Mat in Industrial Technology	4	Select 1 from the following:	3-4	HHP 241 Personal/Comm Health (4)		HHP 245 Human Sexuality (3)		<small><sup>1</sup>Students are strongly encouraged to take ANTH105 as an elective priority enrolling in ED 425/426. 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The proposed program would be offered in Helena on the College of Technology semester schedule beginning in the fall of 2010. Initially approximately 10 students would be enrolled including some current Montana Western students who have indicated that they will be moving to Helena to complete the degree program there as well as some new recruits from current UMHCOT students. Eventually the goal is to graduate 10 to 15 students per year meaning 50 to 75 students in the pipeline at any one time.

#### 5. Resources

No additional faculty resources will initially be required to operate this program. The current one UMW faculty member is a reduction of one FTE faculty member from the recent past. If additional sections of some classes are necessary due to increased enrollment, they will be added as necessary, probably using adjunct faculty available in the Helena area. A number of UMW professional education courses will be available to UMHCOT students on-line or in a hybrid format that includes both on-line and face-to-face components.

In addition to faculty and facilities, UMW and UMHCOT existing staff will collaborate to provide student services such as advising, financial aid, information technology, library and other student services. UMW has a number of successful off-campus sites where such collaboration has been demonstrated. Senior administration on both campuses is committed to making this program successful.

#### 6. Assessment

The Teacher Education Program at Montana Western has a thorough NCATE approved system of assessment in place to ensure program quality. In addition, the UMW School of Outreach, which will administer the logistics of the program, also has an assessment system in place to ensure student needs are being met.

In addition to program quality and student satisfaction, program success will be measured by the number of graduates produced by the program as well as by keeping the cost per graduate as low as possible.

#### 7. Process Leading to Submission

There have been a number of meetings over the past 18 months between faculty and administrators of UMW and UMHCOT. Students currently in the program were advised of the possible move and courses were taught in an accelerated fashion to finish up all UMW all students in the program before the likelihood of a moratorium or movement of the program was discussed.

Program faculty discussed the move possibility with current and potential students. Current students were provided with a plan to finish up the Industrial Technology component of their program on the UMW campus during academic year 2009-10. New students wishing to enter the program were advised that they may need to finish their coursework in Helena or at MSU-Bozeman or MSU-Northern.

An open meeting was held on campus in spring of 2009 to discuss the likely collaborative program. An informational meeting with Faculty Senate was also held in the spring of 2009 with the agreement that copies of any agreement between UMW and UMHCOT would be forwarded to Faculty Senate for their comment before being finalized. That has now been accomplished and the agreement signed by the Dean of the UMHCOT and the Chancellor of UMW after review by the President of UM. That agreement is attached.

**MEMORANDUM OF AGREEMENT  
STATEMENT OF UNDERSTANDING FOR THE PARTNERSHIP BETWEEN**

**The University of Montana Helena College of Technology  
and  
The University of Montana Western**

**1. PURPOSE:**

This Memorandum of Agreement (MOA) sets forth the basic agreements in the partnership between The University of Montana-Helena College of Technology (UMH) and The University of Montana Western (UMW) in the effort to deliver UMW's Industrial Technology Education (IT Ed) program in its Bachelor of Science in Secondary Education degree at the UMH campus in Helena, MT. This partnership is designed to engage the two institutions in a working relationship that will improve access to instructional equipment, increase program visibility, help with program development, and increase efficiencies across both institutions.

**2. PROGRAM GOVERNANCE**

- a. Program governance will remain solely under the responsibility of the Office of the Provost of UMW, and external accrediting agencies associated with the IT Ed program.
- b. UMH will assist in providing elements of administrative oversight when requested, and when appropriate, to ensure the effective delivery of the program on the UMH campus.
- c. UMW and UMH agree to work collaboratively to provide student services including but not limited to advising, financial aid, registration, and other forms of student services.

**3. FACULTY AND STUDENT CONDUCT**

UMW Faculty Shall:

- a. remain under the UMW faculty collective bargaining agreement and under the direct supervision of the UMW Provost.
- b. be required to follow all UMH institutional policies and procedures.
- c. work with the appropriate UMH administrator to identify facility and equipment needs on the UM Helena campus needed to deliver the IT Ed program.
- d. be encouraged to engage as UMH faculty and participate in academic meetings, planning, training, and other activities.
- e. be expected to conduct themselves as a joint representative of UMW and UMH while on the UMH campus.
- f. be expected to meet the level of professional conduct required of all UMH faculty while on the UMH campus.
- g. adhere to their respective collective bargaining agreement on all disciplinary actions or concerns regarding conduct, which shall be referred directly to the UMW Provost for implementation.
- h. Students
  - i. UMW students will be required to adhere to the UMW student code of conduct while taking UMW courses at UMH. Students taking UMH courses as part of their UMW IT Ed program will be required to adhere to the UMH student code of conduct. Any violation not clearly falling into the jurisdiction of UMH or UMW will be dealt with jointly by the Assistant Dean of Student Services at UMH and Dean of Students at UMW.
  - ii. Any potential violations of the student code of conduct will be handled using the student due processes described in the respective UMW and UMH student handbooks.

**4. ACADEMIC CALENDAR AND SCHEDULING**

- a. Academic Calendar
  - i. All courses offered on the UMH campus will follow the academic calendar of UMH including start dates, holidays, breaks, and stop dates, etc.
- b. Scheduling
  - i. All course scheduling of UMW courses will be coordinated through the UMH Registrar’s Office including the times courses are offered, room usage, and any special needs associated with the course.
  - ii. UMW faculty will be expected to adhere to the deadlines and requests of the Registrar’s Office regarding course scheduling.

**5. FACILITY AND EQUIPMENT USE**

- a. Facilities
  - i. Scheduling of all facility use will be coordinated through the Registrar’s Office or appropriate entity at UMH.
  - ii. UMW faculty and students will be expected to maintain the same standard of care when working in and with UMH facilities as demonstrated by UMH faculty, students and staff. This includes, but is not limited to, following shop rules, guidelines, and clean-up standards.
  - iii. UMW and UMH agree to work collaboratively to create a formula for reimbursement of facility use costs using all variables encompassed by this agreement. Work on this formula will take place during the 2010-2011 academic year.
  - iv. UMW faculty will follow all policies and procedures related to access and security when using UMH facilities.
- b. Equipment
  - i. Faculty and students of both institutions will be required to follow all safety rules related to equipment use at all times.
  - ii. Equipment owned by each institution may be used jointly by programs of each institution in an effort to maximize resources and enhance the educational experience of students.
  - iii. UMW and UMH agree to work collaboratively to create a formula for reimbursement of equipment use and repair. Work on this formula will take place during the 2010 academic year.

**6. PERIOD OF AGREEMENT**

The undersigned agree that this MOA will take effect on the date of the last signature and will remain valid for at least one year with the agreement being reviewed and modified as necessary at yearly intervals. Should either campus decide to terminate the agreement, both campuses agree to collaborate to finish up all students admitted into the program prior to the termination date.

The parties may amend this agreement during the effective dates of the MOA only by mutual consent.

\_\_\_\_\_  
Dean/CEO Daniel Bingham  
The University of Montana-Helena

\_\_\_\_\_  
Chancellor Richard Storey  
The University of Montana Western

Date:\_\_\_\_\_

Date:\_\_\_\_\_

ITEM 147-301-R0510

**Associate of Applied Science in Executive/Legal Administrative Assistant**

**THAT**

Flathead Valley Community College Board of Trustees has approved placing the Associate of Applied Science in Executive/Legal Administrative Assistant on moratorium.

**EXPLANATION**

This action was recommended by the advisory committee and curriculum committee due to low enrollment.

**ATTACHMENTS**

**ITEM 147-2704+R0510**      **Confirmation That MSU-B Place A Three-Year Moratorium On The College Of Business MIS Option (BS/BA In Business Administration Information Systems Option) - Informational Item.**

**THAT**                              Request authorization to place a three-year moratorium on the MSU Billings College of Business MIS Option.

**EXPLANATION**

The MSUB Department of Business Academic Programs has been working on the phase-out of the MIS Option. After discussion with the MIS discipline, the COB Academic Programs Committee and the faculty, the faculty reluctantly agrees to put the MIS Option (BSBA in Business Administration Information Systems Option) in moratorium. Even though the program is in moratorium, we may propose different courses in the MIS area to meet changing needs of our students, e.g., business use of social networking sites. It is realized that these courses will need to go through the normal approval procedures.

**ATTACHMENTS**                      A phase-out for the option is attached.

MIS Phase-Out plan 2-03-2010																
COB	Enrollment as of 1-26-2010		F 08	S 09	F 09	S 10	Year 1 (2010-2011)				Year 2		Year 3		After Phase Out	
Classes	'10-11	Title - Catalog Description	Enrl	Enrl	Enrl	Enrl	F 10		S 11		F 11	S 12	F 12	S 13	F 13	S 14
MIS 150-001	600	Info Access & Organization	37	39	30	35	1	Lorrie	1	Lorrie	1	1	1	1	1	1
MIS 150-800		Info Access & Organization	28	29	36	29	1	Staff	1	Lorrie	1	1	1	1	1	1
MIS 225-001	600	Intro Productive Appl Software	16		19		1	Nafi			1		1		1	
MIS 225-800		Intro Productive Appl Software	33	28	33	38	1	Nafi	1	Nafi	1	1	1	1	1	1
<del>MIS 210-001</del>		<del>Systems Analysis &amp; Design</del>														
MIS 244-001		Op Sys,Alg,Data Struc		7												
MIS 245-001		Intro to Programming	5													
MIS 310-001		Web Dsgn, Dev & Imple	24	14												
MIS 310-800		Web Dsgn, Dev & Imple		27	32	25	1	Nafi	1	Nafi	1	1	1	1	1	1
MIS 310-801		Web Dsgn, Dev & Imple		22		24			1	Nafi						
MIS 330-001		Principles of MIS	18	27	17	21	1	Abbas	1	Abbas	1	1	1	1	1	1
MIS 330-800		Principles of MIS	41	36	43	39	1	Abbas	1	Abbas	1	1	1	1	1	1
MIS 352-001		Microcmpr Dbase Desgn/Impl	13		11											
MIS 365-001	600	Database Mgmt	13		10		1	Nafi			1					
MIS 210/410-001		Systems Analysis & Design	14		19		1	Abbas			1					
MIS 424-001		Info Resource Mgmt		11												
MIS/BUS 492-600	800	SM: Bus Intel & Data Mining				16			1	Abbas		1				
		Totals	11	10	10	8	9		8		9	7	7	6	7	6
		WRIT 220					1	Lorrie	1	Lorrie						
		Mgmt 322							1	Abbas						
		Totals					10		10	20						
		Abbas					3		4	7						
		Nafi					4		3	7						
		Lorrie (2 courses reassigned time for Senate Chair)					2		3	5						
		Staff (Mary Reiter)					1		0	1						
		Totals					10		10	20						



# M O N T A N A B O A R D O F R E G E N T S

## LEVEL I REQUEST FORM

(v4)

Item No.:	147-2903+R0510	Date of Meeting:	May 27-28, 2010
Institution:	MSU – Great Falls COT		
Program Title:	Carpentry Associate of Applied Science		

Level I proposals are those that may be approved by the Commissioner of Higher Education or the Commissioner’s designee. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board. The institution must file the request with the Office of the Commissioner of Higher Education by means of a memo to the Deputy Commissioner for Academic and Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BoR scheduled meeting.

**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. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site. The attached Level I Academic Degree and Certificate Program Review Sheet must be completed, and the related review and evaluation actions must be clearly documented and attached to this Request Form upon submission.

- 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. Placement of program into moratorium via a Program Termination Checklist;
- 4. Adding new minors or certificates where there is a major;
- 5. Adding new minors or certificates where there is an option in a major;
- 6. Departmental mergers and name changes;
- 7. Program revisions; and
- 8. Distance or online delivery of previously authorized degree or certificate programs.

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

Item No.: 147-2903+R0510	Institution: <b>MSU – Great Falls COT</b>
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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 Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

**Specify Request:**

As required by *Board of Regents Policy 303.4 Program Termination*, Montana State University-Great Falls College of Technology is notifying the Board that the Carpentry Associate of Applied Science will be placed in moratorium effective June 1, 2010.

Attachment: 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>Carpentry Associate 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 current Carpentry AAS students will be able to complete the program during the 2010/2011 academic year. New students will be advised of the moratorium and it will be publicized in the College Catalog.

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 moratorium.

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

**Completed:**  **Notes:** All current students will be able to finish during the 2010/2011 academic year. As noted above, new students will be advised of the moratorium.

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

**Completed:**  **Notes:** Initial notification of placing the program in moratorium was provided at the April 5, 2010 Curriculum Committee meeting.

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

**Completed:**  **Notes:** The faculty union was formally notified of the moratorium 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 via letter on March 26, 2010 and a follow-up phone call by the program director.

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 place this program in moratorium will be submitted for the agenda as a Level I item at the May 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 notification of the moratorium.

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:** Notice that the Carpentry AAS program is in moratorium will be added to the 2010/2011 catalog.

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 May 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 May 2010 Board of Regents meeting.

**MONTANA BOARD OF REGENTS**  
**PROGRAM TERMINATION CHECKLIST**  
**Notice of Intent**

April 26, 2010

Dear Deputy Commissioner:

Per the program termination checklist requirement, Miles Community College requests to post a Notice of Intent to Terminate the following degree programs:

- CAS Health Information Technology -- Medical Transcription option
- AAS Health Information Technology -- Medical Transcription option
- CAS Health Information Technology – Coding option
- AAS Health Information Technology – Coding option

Currently these programs are listed on Miles Community College degree inventory database as Medical Administrative Assistant and Medical Administrative Systems. Both are listed as AAS degrees. Apparently, the certificates were never listed with the Board of Regents when developed in the 1990's, prior to my employment.

Please post this notice on the May 2010 Board of Regents agenda with the Level I and Phase 2 termination paperwork to be completed at the May 2011 meeting. Phase I of the process has been completed as outlined below.

**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.

*The six students enrolled in the four programs outlined above, were evaluated for probable completion dates. All students will be able to graduate by May 2011. A course of study was prepared for each student with credit loads distributed evenly to make completion of each degree program obtainable.*

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

*A letter to the affected full-time faculty member was drafted February 25, 2010 outlining the five-year analysis of the cost effectiveness of the HIT programs. It clearly outlined the sunset of the program during the 2010/2011 academic year. The letter confirmed no new students would be admitted to the program during that academic year and that the faculty member would not receive a full-time contract after May 2011.*

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

*The Vice President of Academic Affairs, along with the full-time faculty member in the HIT program met with all six students during the month of March to confirm their class schedule for the next three semesters, including summer term. Based on input from the students, the schedules were set and the summer and fall class schedules were revised to meet the needs of the students.*

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

*The closing of the HIT medical transcription and coding programs was announced to all faculty members during the March 17, 2010 faculty meeting. Official notification to the Academic Standards and Curriculum committee was made April 30, 2010.*

5. Notify Faculty Union (where applicable).

*A letter outlining the termination of the HIT medical transcription and coding programs was presented to the faculty union on March 1, 2010. A meeting was also held with the President of the MCFA on that same date outlining the decision and the ending contract date for the faculty member involved.*

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

*A letter was sent to the advisory committee for the HIT programs in April 2010 notifying them of the closure of the program and circumstances surrounding the decision.*

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.

*This letter serves as notice to the Board of Regents of the intent of Miles Community College to sunset the medical transcription and coding programs, with termination of the program to take effect May 2011.*

Sincerely,



Shelly Weight  
Vice President of Academic Affairs  
Miles Community College