

LEVEL I MEMORANDUM

DATE: August 31, 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

This memorandum is intended to inform you of the Level I changes in academic programs that have been approved in the Office of the Commissioner of Higher Education since the July 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 the Office of the Commissioner of Higher Education no later than **September 1, 2010**. If you have any questions, we would be happy to answer them with the help of our colleagues in academic affairs. Comments and questions should be directed to Summer Marston, Executive Assistant to the Deputy Commissioners.

OCHE Approvals

Montana State University-Bozeman:

- Establish an Option in Criminology within the existing Bachelor of Science degree in Sociology
ITEM #148-2007-R0910 | [Level I Request Form](#) | [Curriculum Proposals](#) | [Letter of Support](#)

The University of Montana-Missoula:

- Name change from The Center for Continuing Education and Summer Programs to The School for Extended and Lifelong Education
ITEM #148-1003+R0910 | [Level I Request Form](#)

The University of Montana-Helena COT:

- Name change from Associate of Applied Science Degree in Machine Tool Technology to Associate of Applied Science in Computer Aided Manufacturing
ITEM #148-1901+R0910 | [Level I Request Form](#)

Intent to Terminate

Montana State University-Bozeman:

- Terminate the B.A. and B.S. majors in Directed Interdisciplinary Studies offered in University College
ITEM #148-2010+R0910

Campus Approval of Certificates

Montana State University-Bozeman:

- Establish a Graduate Certificate Program in Science Teaching
ITEM #148-2009+R0910

Montana State University -Great Falls COT:

- Development of a 16-credit professional certificate in Healthcare Informatics Technology
ITEM #148-2903+R0910 | [Level I Request Form](#)

Montana Tech of The University of Montana:

- Establish a Healthcare Informatics Technology Certificate Program
[ITEM #148-1502+R0910](#) | [Level I Request Form](#) | [Curriculum Proposals](#)

The University of Montana-Missoula:

- Create an Historic Preservation Certificate (21 credits) in the Department of Anthropology for students from the Cultural Heritage
[ITEM #148-1004+R0910](#) | [Level I Request Form](#)

ITEM 148-2007-R0910

Criminology Option within BS in Sociology, Montana State University-Bozeman

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to establish an Option in Criminology within the existing Bachelor of Science degree in Sociology.

EXPLANATION

The Department of Sociology & Anthropology in the College of Letters and Science at Montana State University, Bozeman proposes to add a criminology option to its B.S. in Sociology. If approved, this would create two options for earning a B.S. in sociology: (1) General Sociology, and (b) Criminology. The criminology option would allow students to pursue a degree with a focus on criminology—a popular subject area within sociology and the labor force.

Student demand and market forces are both salient in the impetus behind this proposal. Students interested in an intensive, focused, and sociological study of crime and its social control will be able to engage in such a course of study. Criminal justice-related occupations are among the more vibrant and healthy sectors in the 21st economy, both nationally and locally. The criminology option will assist students as they earn their degrees and enter the labor market. A recent study conducted by the American Sociological Association (http://www.asanet.org/research/bacc_survey.cfm#briefs) of just-graduated Sociology majors found that the fourth and fifth most common occupational pursuits were in the fields of law and criminology. Of those working full-time the most common field was in the social services, which includes all professions typically associated with criminal justice, law, and criminology.

ATTACHMENTS

Level I Request Form
Curriculum Proposals
Letter of Support

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 Number:	148-2007+R0910	Date of Meeting:	Sept 22-23, 2010
Institution:	Montana State University-Bozeman	CIP Code	45.0401
Program Title:	Criminology Option With BS In Sociology		

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.

D. Campus Certificates: Although certificate programs of 29 credits or fewer may be implemented by the individual campuses without approval by the board of regents, those certificates do need to be reported to the office of the commissioner of higher education and listed on the Montana University System's official degree and program inventory. These Level I proposals will be listed as information items at the next regular meeting of the board.

Specify Request:

The Department of Sociology & Anthropology in the College of Letters and Science at Montana State University, Bozeman proposes to add a criminology option to its B.S. in Sociology. If approved, this would create two options for earning a B.S. in sociology: (1) General Sociology, and (b) Criminology. The criminology option would allow students to pursue a degree with a focus on criminology—a popular subject area within sociology and the labor force.

LEVEL I Board of Regents Item
Curriculum Proposal
Montana State University, Bozeman
Department of Sociology & Anthropology

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

The Department of Sociology & Anthropology in the College of Letters and Science at Montana State University, Bozeman proposes to add a criminology option to its B.S. in Sociology. If approved, this would create two options for earning a B.S. in sociology: (1) General Sociology, and (b) Criminology. The criminology option would allow students to pursue a degree with a focus on criminology—a popular subject area within sociology and the labor force.

2. Need

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

Student demand and market forces are both salient in the impetus behind this proposal. Numerous sociology majors, parents, and prospective students have inquired about a criminology option over the past few years. Our previous justice studies option had a much larger number of majors than did our sociology option. In discussion with the Department of Sociology at the University of Montana they indicated that about 50% of their sociology majors ($n \approx 400$) are in the criminology option. Furthermore, criminal justice-related occupations are among the more vibrant and healthy sectors in the 21st economy, both nationally and locally. A Bureau of Labor Statistics report [www.bls.gov/emp/] estimates that law enforcement workers are expected to experience a growth of 10% between 2008-2018, and employment of lawyers is projected to grow by approximately 13% during this same period. A criminology option also prepares our students for two academic avenues: (1) internships, which we have begun to develop with Gallatin County Sheriff Department and Office of Court Services (Constantine Vorobetz), United States Attorney's Office for the District of Wyoming within Yellowstone National Park (Ruth Critchfield or Christopher Bernschein), and Division of Criminal Investigation, Montana Department of Justice (Mike Batista), and (2) graduate study in the fields of law and criminology, including the Masters program in criminology at the University of Montana. The criminology option will assist students as they earn their degrees and enter the labor market. A recent study conducted by the American Sociological Association (http://www.asanet.org/research/bacc_survey.cfm#briefs) of just-graduated Sociology majors found that the fourth and fifth most common occupational pursuits were in the fields of law and criminology. Of those working full-time the most common field was in the social services, which includes all professions typically associated with criminal justice, law, and criminology.

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

Students interested in an intensive, focused, and sociological study of crime and its social control will be able to engage in such a course of study. The demand for a criminology option stems from various constituencies, including prospective students who live in Gallatin County but due to various demands and/or constraints cannot relocate to other Montana university communities and several prospective state and local employers, including the local criminal justice agencies located in Gallatin and surrounding counties, the State of Montana (law enforcement, courts, and corrections personnel), Yellowstone National Park and various federal agencies operating in the state of Montana. As noted above we have been contacted by three agencies regarding student internship opportunities for our majors. These agencies have expanded their internship programs as a way to confront budget cuts within their departments. These internships are important to the agencies, but also to our students who will receive hands-on and marketable training and experiences. Thus, the delivery of a criminology option would be well positioned to serve both student and community demand.

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

We anticipate that demand for the criminology option to be vibrant and to eclipse the historical demand for the sociology option. This assessment is based on the popularity of the previously offered justice studies option in our department and the popularity of criminology within sociology departments throughout the U.S. To gauge demand at MSU for a criminology option we conducted a brief survey among students enrolled in one lower-division sociology class and two upper-division sociology classes. Among students who were not Sociology majors we asked: "If you are not presently a major, how much interest do you have in becoming a sociology major?" The responses were: 26% were "very interested," 36% were "somewhat interested," and 38% were "not interested." However, when we asked "If the sociology major were to include a criminology option/focus, how much interest would you have in pursuing a criminology option in sociology?" the responses were more enthusiastic. Indeed, the responses were: 67% were "very interested," 19% were "somewhat interested," and 15% were "not interested." Finally all respondents were asked "Based upon your interactions with other students at Montana State University, how much interest do you think other students would have in pursuing a criminology option in sociology?" The responses were: 52% were "very interested," 39% were "somewhat interested," and 9% were "not interested." These data indicate that a criminology option would be popular among students already enrolled in our classes and among the general population of MSU undergraduate students.

3. Institutional and System Fit

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

The Department offers a B.S. in sociology, but the criminology option would provide more choices for students interested in sociology to focus on one of the most

substantively popular areas within sociology. The criminology option would allow the department to recruit and attract new majors to sociology who are interested in pursuing graduate education in criminology or a professional degree in law and employment opportunities in criminal justice and law-related fields. A recent report by the American Sociological Association affirms the prevalence of criminology within the academic field of sociology among U.S. institutions (http://www.asanet.org/footnotes/mar10/taskforce_0310.html).

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 other closely related programs at the institution.

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

The program contributes to the satisfaction of the mission of the university “to provide a collegial environment for faculty and students in which discovery and learning are closely integrated and highly valued” (Montana State University Five Year Vision, FY09 to FY 14; pg. 1). Student demand for an option, coupled with undergraduate research opportunities guided by nationally recognized scholars in sociology and criminology, furthers achievement of this important strategic goal. Additionally, the local opportunities for internships for students enrolled in the criminology option contributes to the specific goal “the yield on “internship-to-employment” conversions (internship opportunities leading to full-time employment with the same organization) will increase” (Montana State University Five Year Vision, FY09 to FY 14; pg. 3).

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 agreements as part of the documentation.

The University of Montana offers a Bachelor of Arts (we offer a Bachelor of Science) degree in sociology with a criminology option with no distance-delivered or online variations to their degree program. As an undergraduate-only program we require our majors to take courses in statistics and methods and to engage in independent and hands-on research. This approach requires direct and face-to-face oversight with a

faculty member. As indicated in a letter of support (available upon request), the Department of Sociology at the University of Montana supports our development of the Criminology option because their Criminology program is already at about maximum capacity. MSU-Billings offers a B.S. in Criminal Justice in its department of Sociology, Political Science, Native American Studies and Environmental Studies, and we similarly do not anticipate any objections.

Sociology departments throughout the MUS system have already completed the Transferability Initiative (Fall 2009).

4. Program Details

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

The curriculum sheet for the criminology option is attached. We will require students to take 5 courses that comprise the substantive and methods core of sociology ("Core Courses"). Then, they will choose five courses among thirteen courses ("Criminology and Context Courses") whose main focus is on criminology, criminal justice, legal systems, the sociology of law, and core diversity courses. The final three courses will be sociology courses. For these three courses we will internally advise the students to take courses that best approximate their career and educational plans. The total required credits for the major are 39, which is the same as the general sociology option.

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

Our plan is to commence with the criminology option spring semester, 2011. The classes that satisfy the core and the option are already among our course offerings and appear in the 2010-2012 Catalog. We will update our departmental website to provide information about and requirements for the criminology option. Students who declare sociology as a major beginning in spring 2011 will be required to choose an option. Students who are already sociology majors and will be enrolled in spring 2011 will be able to choose the criminology option. We anticipate that the initial number of majors who declare in the criminology option would be about 20 new students (based on recent patterns of new majors per semester), with approximately 40 current majors switching to the criminology option. We would anticipate a growth in overall majors that would be attracted to the criminology major to be approximately 60% of the number of majors enrolled in the sociology option.

5. Resources

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

No new faculty resources or lines are needed to implement the criminology option. All required courses are currently available. Growth in majors could potentially impact advising loads and capstone project supervision, but these demands will accrue slowly and will be managed through resource reallocation as necessary.

- 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 increased administrative load created by an increase in majors can be managed incrementally and is not anticipated to unduly strain departmental resources.

6. Assessment

How will the success of the program be measured?

We will assess the option in three ways. First, we will conduct exit interviews with a sample of graduates each year (conducted by the chair) to evaluate student satisfaction. Second, we will examine trend data, both in terms of new majors choosing the criminology option and overall majors, to assess its demand. Third, we will interview various constituents who are offering internship opportunities to assess their satisfaction with our majors.

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

- Faculty. The sociology faculty has been working on the proposed curriculum since the summer of 2009, highlighted by various meetings between different faculty members regarding the design and nature of the curriculum and meetings and communication between the Dean of the College of Letters and Science (Dr. Paula Lutz) and the Department's chair. Dr. Lutz expressed strong support for the program and urged the department to move forward with the proposal. In January of 2010, the faculty met and approved the curriculum plan. The sociology faculty unanimously supports this proposal. Confidence in the success of the criminology option among the department's faculty is based mostly on the existing resources needed to implement the option. The requirements for the criminology option will require no new courses or faculty or adjunct hires. The proposal was approved by the Undergraduate Studies Committee in spring 2010 with a recommendation to the Provost for approval.
- Students. Faculty report that numerous students have inquired about a criminology (or similar) option for the past three years. This includes inquiries made from prospective Montana State University students and prospective majors (as well as current

sociology majors). Additionally, the department conducted brief surveys of students in one lower division and two upper division sociology classes in Spring 2010 to collect additional information about student interest. The results of these surveys are described above and show strong demand for a criminology option.

- University of Montana. The department's chair sought the advice of the co-chairs of the Department of Sociology at the University of Montana regarding (a) how to structure the criminology option, (b) what to expect in terms of student demand and number of majors choosing the criminology option, (c) whether to seek adjunct/community labor, (d) and the role of internships. Our proposal reflects this advice.

CRIMINOLOGY OPTION

CORE SOCIOLOGY COURSES (15 credit hours)

COURSE	Taken	Grade
SOCI 101 Introduction to Sociology		
SOCI 202 Social Statistics		
SOCI 318 Sociological Research Methods		
SOCI 311 Criminology (Theory course)		
SOCI 499 Senior Capstone Seminar		

CRIMINOLOGY & CONTEXT COURSES (15 credit hours)

Students must complete 15 credit hours from the following list of courses to fulfill the Criminology Option requirements, of which 12 credits must be in upper-division courses (300 and 400 levels).

- SOCI 201 Social Problems**
- SOCI 221 Criminal Justice System**
- SOCI 313 Principles of Criminal Law and Procedure**
- SOCI 325 Social Stratification**
- SOCI 326 Sociology of Gender**
- SOCI 344 Sociology of Race and Ethnicity**
- SOCI 357 Occupational/Corporate Crime**
- SOCI 358 Crime and Inequality**
- SOCI 359 Crime, Justice, and the Media**
- SOCI 362 Sociology of Law Enforcement**
- SOCI 414 Family Violence**
- SOCI 435 Law & Society**
- SOCI 436 Law & Inequality**

COURSE	Taken	Grade
1.		
2.		
3.		
4.		
5.		

SOCIOLOGY & CRIMINOLOGY ELECTIVES (9 credit hours)

Students must complete 9 additional credit hours from any courses designated as SOCI and may include any courses listed above in the “Criminology and Context Courses” section. All but 3 credits must be upper division (300 and 400 levels; if 3 credit hours of lower division courses were applied to the Criminology and Context section then all 9 credit hours must be upper division) and no more than 3 credits of SOCI 492, SOCI 498, and SOCI 490 combined can count toward the fulfillment of elective credit

COURSE	Taken	Grade
1.		
2.		
3.		

TOTAL: 39 CREDIT HOURS.



April 7, 2010

Scott M. Myers, Chair
Department of Sociology & Anthropology
Montana State University
Bozeman, MT 59717-2380

Dear Professor Myers:

On behalf of the Department of Sociology at The University of Montana, we are writing in support of the proposal by the Department of Sociology and Anthropology at Montana State University to offer an option in Criminology.

The UM Department of Sociology has had a Criminology option for over 20 years. The option is available to students pursuing either a Bachelor of Arts degree or a Master of Arts degree. The option has proven to be very successful in attracting and retaining students. At present we have close to 200 undergraduate students and 8 graduate students in the Criminology option out of a total of close to 400 majors. A survey of our alumni has demonstrated that Criminology option students have gone on to successful careers, especially in law, law enforcement, corrections, and social services.

While there is the possibility that a new option in Criminology at MSU may draw students who otherwise would come to UM, we believe that there are sufficient numbers of interested students to sustain viable options at both UM and MSU. Since we do not have the capacity to handle more students, the presence of an option at MSU will take away some of the pressures we now experience. We believe that having a Criminology option at MSU could also benefit the Sociology Department at UM by channeling MSU Criminology students into the Criminology option within our MA program.

If we can provide further information, please do not hesitate to contact one of both of us.

Sincerely,

James W. Burfeind
Professor and Co-Chair

Daniel P. Doyle
Professor and Co-Chair

September 22-23, 2010

ITEM 148-1003+R0910

The Center For Continuing Education And Summer Programs; Name Change From

THAT

The University of Montana seeks approval for the following name change: from The Center for Continuing Education and Summer Programs to The School for Extended and Lifelong Education. The proposed name better reflects the current mission and educational activities.

EXPLANATION

The name change is being requested to better describe our current mission and educational activities, both of which have changed significantly due to growth in programs and revenues. The University of Montana has a specific policy related to the establishment and review of academic institutes, bureaus, centers, stations, labs, etc., UM Policy 103. This policy also includes a list of centers and institutes and, of relevance to this request, the Center for Continuing Education and Summer Programs is not on that list, therefore under UM Policy we are not officially a "center".

As CE has been organized for over twenty years, there are other significant differences from those entities mentioned in UMP 103. CE is lead by a dean who reports directly to the Academic Vice President and Provost; is considered an integral part of Academic Affairs; receives state funding for several programs areas; and is one of four units within Academic Affairs whose responsibilities provide programs and services across the academic spectrum for both traditional and non-traditional students.

The request for a title change for Continuing Education was based on the significant growth of programs, personnel and fiscal responsibility over the past twenty years. The selection of the name was based on a study of current continuing education units in the U.S. and Canada. We reviewed the membership lists of two professional associations: the University Continuing Education Association [UCEA] and the Canadian Association of University Continuing Education [CAUCE] to identify nomenclature currently in use, as well as to determine whether there were any commonalities among titles. In all, the study included over 110 continuing education units and the use of "School" or "College" were clearly a growing trend in both U.S. and Canada.

ATTACHMENTS

Level I Request Form

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 Number:	148-1003+R0910	Date of Meeting:	Sept. 22-23, 2010
Institution:	The University of Montana - Missoula	CIP Code	N/A
Program Title:	The Center For Continuing Education And Summer Programs; Name Change From		

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

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- 4. Adding new minors or certificates where there is a major;
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- 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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September 22-23, 2010

ITEM 148-1901+R0910

Computer Aided Manufacturing UMH

THAT

The University of Montana-Helena College of Technology requests approval to change the name of their Associate of Applied Science Degree in Machine Tool Technology to Associate of Applied Science in Computer Aided Manufacturing

EXPLANATION

UM-Helena would like to change the name to Computer Aided Manufacturing as this more aptly describes the courses and curriculum being delivered in this program. It also more accurately reflects to potential employers the training and skills acquired in this degree. Currently we are using 48.0501 Machine Tool Technology/Machinist for the CIP code. We would suggest we move the CIP code to 48.0510 Machinist Technology\CNC Machinist.

ATTACHMENTS

Level I Request Form

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 Number:	148-1901+R0910	Date of Meeting:	September 2010
Institution:	The UM-Helena College of Technology	CIP Code	48.0510
Program Title:	Associate Of Applied Science In Computer Aided Manufacturing		

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- 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:

The University of Montana-Helena College of Technology (UM-Helena) requests approval to change the name of their Associate of Applied Science Degree in Machine Tool Technology to Associate of Applied Science in Computer Aided Manufacturing.

UM-Helena would like to change the name to Computer Aided Manufacturing as this more aptly describes the courses and curriculum being delivered in this program. It also more accurately reflects to potential employers the training and skills acquired in this degree. Currently we are using 48.0501 Machine Tool Technology/Machinist for the CIP code. We would suggest we move the CIP code to 48.0510 Machinist Technology\CNC Machinist.

MONTANA BOARD OF REGENTS

LEVEL I REQUEST FORM

Item No.:	148-2010+R0910	Date of Meeting:	September 22 - 23, 2010
Institution:	Montana State University – Bozeman		
Program Title:	Termination of Directed Interdisciplinary Studies Major (B.A. and B.S.)		

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.

Item No.: 148-2010+0910	Institution: Montana State University
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All other Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

Specify Request:

Montana State University, Bozeman seeks approval from the Montana Board of Regents to terminate the B.A. and B.S. majors in Directed Interdisciplinary Studies offered in University College.

The DIS major is an individually customized interdisciplinary curriculum involving a coherent sequence of course work, seminars, and supervised reading/research projects culminating in a substantial written and/or creative senior year thesis. Students requesting a DIS major must work with a faculty advisor to craft the program and must complete a minimum 9 credit senior project presented to the DIS oversight board.

The program has always had small enrollments, but the introduction of a Liberal Studies major several years ago has further eroded interest because this new program offers an alternative for those seeking a more flexible curriculum. Given this low interest, MSU has decided to eliminate this program.

See termination checklist.

Program Termination Checklist: BA and BS in Directed Interdisciplinary Studies

Phase 1

1. There are currently no students officially enrolled in this major, but there are at least two current student making plans to graduate in the DIS major. All will be able to graduate as will any student who entered MSU under our current catalog where the major now appears.
2. This change will not impact current faculty.
3. No students need to be notified.
4. This change has been discussed at college level and with the relevant committees.
5. Both faculty unions have been notified.
6. The program has no public advisor committee.
7. The submission of this Level I memo will serve as notice of intent. Formal action on this can therefore proceed at the next meeting following the required 60-day waiting period.

Phase 2

8. Notification of constituencies can occur through published materials. This is a major that student seldom if ever declare as entering freshmen so communication can focus on internal constituencies.
9. The next catalog will contain the statement, "This major has been discontinued for students entering under this catalog. Students who entered under prior catalogs will be permitted to complete their programs of study. Students interested in pursuing interdisciplinary programs should talk to their advisors about double majors and minors, or should consider majoring in Liberal Studies."

ITEM 148-2009+R0910

Graduate Certificate Program in Science Teaching; Montana State University

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to establish a Graduate Certificate Program in Science Teaching

EXPLANATION

The proposal for the Graduate Certificate in Science Teaching has been thoroughly reviewed utilizing MSU's standard process for new academic programs and the Provost has approved its implementation. This graduate certificate takes advantage of courses already being taught to provide graduate students (especially K-12 teachers) with an opportunity to increase their knowledge in a specific science discipline without necessarily completing a new degree. However, the certificate credits (12) can be applied to the Masters of Science in Science Education program. Students will choose from the following options within the Certificate in Science Teaching: 1) life science teaching; 2) chemistry teaching; 3) earth science teaching; 4) physics teaching; 5) elementary school science teaching.

CIP Code: 13.1316

ATTACHMENTS

No attachments

September 22-23, 2010

ITEM 148-2903+R0910

Healthcare Informatics Technology Professional Certificate; MSU Great Falls

THAT

Montana State University - Great Falls COT submits this Level I Request as official notification to the Board of its development of a 16-credit professional certificate in Healthcare Informatics Technology.

EXPLANATION

This professional certificate is supportive of a collaborative effort between Montana Tech of the UM, Flathead Valley Community College, UM Helena COT, and MSU-Great Falls COT under a subcontract of a multi-state consortia of colleges (Region A) supported by a federally-funded cooperative agreement through the Department of Health & Human Services (Community College Consortium of Information Technology Professionals on Health Care). A Level II Request Form has been submitted by Montana Tech of the UM for their Healthcare Informatics Technology (HIT) Certificate Program.

ATTACHMENTS

Level I Request Form

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 Number:	148-2903+R0910	Date of Meeting:	Sept 22-23, 2010
Institution:	Montana State University-Great Falls COT	CIP Code	51.2706
Program Title:	Healthcare Informatics Technology Professional 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 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 COT submits this Level I Request as official notification to the Board of its development of a 16-credit professional certificate in Healthcare Informatics Technology. This professional certificate is supportive of a collaborative effort between Montana Tech of the UM, Flathead Valley Community College, UM Helena COT, and MSU-Great Falls COT under a subcontract of a multi-state consortia of colleges (Region A) supported by a federally-funded cooperative agreement through the Department of Health & Human Services (Community College Consortium of Information Technology Professionals on Health Care). A Level II Request Form has been submitted by Montana Tech of the UM for their Healthcare Informatics Technology (HIT) Certificate Program.

There will be two options for the MSU-Great Falls COT professional certificate: (1) Track 1 for Information Technology Professionals, and (2) Track 2 for Allied Health Care & Health Care Professionals. The certificate will consist of 16 credits.

Duplication is not a consideration among the members of the consortia.

HEALTHCARE INFORMATICS TECHNOLOGY PROFESSIONAL CERTIFICATE

Track 1: For Information Technology Professionals – Total Credits = 16

AHMS 144 Basic Medical Terminology 3 Cr
HLTH 0102 Soft Skills for the Health Professional 1 Cr
AHMS 220 Medical Office Procedures 3 Cr.
HCI 1016 Introduction to Health Care Informatics 3 Cr.
HCI 2156 Health Care Facility Procedures 3 Cr.
AH 265 Elect Health Record in Med Practice 3 Cr.

Track 2: For Allied Health Care & Health Care Professionals – Total Credits = 16

HCI 1016 Introduction to Health Care Informatics 3 Cr.
AHMS 108 Healthcare Data Content and Structure 3 Cr.
AHMS 280 Overview Health Informatics Systems 4 Cr.

September 22-23, 2010

ITEM 148-1502+R0910

Healthcare Informatics Technology (HIT) Certificate Program

THAT

Montana Tech of The University of Montana requests approval from the Montana Board of Regents to establish a Healthcare Informatics Technology Certificate Program (CIP Code: 512706). The program involves creating a two-track 16 or 17 Credit certificate to support both State and Regional Implementation of Health Information Technology under the ARRA-funded "Community College Consortium of Information Technology Professionals on Health Care." Four of Montana's Higher Education units (Montana Tech, MSU-Great Falls COT, UM-Helena, and FVCC) will be participants in this program.

EXPLANATION

The Healthcare Informatics certificate program has been developed under subcontract to a multi-state consortia of colleges (Region A) and is supported by a federally-funded cooperative agreement through the Department of Health & Human Services (Community College Consortium of Information Technology Professionals on Health Care: ARRA Grant # 90CC07701). The Healthcare Informatics Technology certificate program will target (1) technology professionals and recent graduates of technology/CS programs who are transitioning to work in the health care system; or (2) allied health and healthcare professionals who currently work in the health care delivery system, but who must transition to Health Information Technology (HIT) implementation and support roles. Both information technology and healthcare have relatively high "barriers to entry" and the certificate will provide an orientation to multiple aspects of the healthcare industry and health information technology. The certificate will consist of 16-17 credits, and, under the requirements of the grant, must be designed to be completed in one semester (< 6 months) for a student attending full-time. The certificate program is fully funded for two years.

ATTACHMENTS

Level I Request Form
Curriculum Proposals

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 Number:	148-1502+R0910	Date of Meeting:	September 22-23, 2010
Institution:	Montana Tech of The UM	CIP Code	512706
Program Title:	Healthcare Informatics Technology (Hit) Certificate Program		

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.

D. Campus Certificates: Although certificate programs of 29 credits or fewer may be implemented by the individual campuses without approval by the board of regents, those certificates do need to be reported to the office of the commissioner of higher education and listed on the Montana University System's official degree and program inventory. These Level I proposals will be listed as information items at the next regular meeting of the board.

Specify Request:

Establish a Healthcare Informatics Technology Certificate Program (CIP Code: 512706). The program involves creating a two-track 16 or 17 Credit certificate to support both State and Regional Implementation of Health Information Technology under the ARRA-funded "Community College Consortium of Information Technology Professionals on Health Care." Four of Montana's Higher Education units (Montana Tech, MSU-Great Falls COT, UM-Helena, and FVCC) will be participants in this program.

CURRICULUM PROPOSALS

1. Overview

The Healthcare Informatics certificate program has been developed under subcontract to a multi-state consortia of colleges (Region A) and is supported by a federally-funded cooperative agreement through the Department of Health & Human Services (Community College Consortium of Information Technology Professionals on Health Care: ARRA Grant # 90CC07701). The Healthcare Informatics Technology certificate program will target (1) technology professionals and recent graduates of technology/CS programs who are transitioning to work in the health care system; or (2) allied health and healthcare professionals who currently work in the health care delivery system, but who must transition to Health Information Technology (HIT) implementation and support roles. Both information technology and healthcare have relatively high “barriers to entry” and the certificate will provide an orientation to multiple aspects of the healthcare industry and health information technology. The certificate will consist of 16-17 credits, and, under the requirements of the grant, must be designed to be completed in one semester (< 6 months) for a student attending full-time. The certificate program is fully funded for two years.

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

The Healthcare Informatics Technology Certificate Program will provide a 17-credit track for IT professionals transitioning to working in the healthcare delivery system; and a 16-credit track for healthcare professionals and allied health professionals who will be responsible for supporting local hospitals and clinics as these organizations adopt and use of Health Information Technology (HIT).

3. Need

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

The transition to the Electronic Health Record will force a major change in the way patient information is recorded, accessed and used. The Bureau of Labor Statistics (BLS) predicts that job opportunities for health IT professionals will be highly favorable in the coming years. This field is projected to grow much faster than average < <http://www.bls.gov/oco/ocos103.htm> >. While Hospitals have generally been the leading employers of healthcare informaticists, experts are speculating that many health information technicians will also find employment in other types of medical facilities, including nursing centers, outpatient care facilities, home medical services, and physicians' offices. To support the transition of the entire U.S. healthcare delivery system to electronic platforms, the Centers for Medicare & Medicaid Services (CMS) has made 19 Billion dollars in incentive payments available to help clinics and hospitals adopt Health Information Technology (HIT). Clinicians may qualify, starting in 2011, for a reimbursement of up to \$44,000 per physician by meeting the "meaningful use" requirements recently published by the Office of the National Coordinator of Health IT. These incentives phase out over the next two years and penalties, in the form of reductions in reimbursement to medicare and medicaid providers of 1-2% will be phased in. These incentives are intended to encourage providers to adopt HIT and are also meant to operate in tandem with ARRA-funded educational programs, such as this certificate program, to support the rapid development of a healthcare workforce capable of the meaningful use of the Electronic Health Record (EHR). Because of the financial consequences to the State's health care delivery system, it is imperative the rural clinicians begin to implement the Electronic Health Record in their practices in order to maximize the benefit to Montana's medical providers and to avoid the eventual payment penalties.

- b. How will students and any other affected constituencies be served by the proposed program?
Students will be provided with an additional educational option due to the development of the certificate. For example, current IT, allied health and pre-nursing/nursing students will have the option of acquiring an additional certification that will increase their value in the job market. Within Montana itself, virtually all providers of patient care in the system will be affected by the transition to electronic health information systems, and a substantial number of providers and allied healthcare workers will require either direct or indirect re-training.
 - c. What is the anticipated demand for the program? How was this determined?
The Office of the National Coordinator of Health IT, Department of Health & Human Services, estimates an immediate need for 10,000 Health Care Informaticists nationally and 50,000 Health Care Informaticists and Health Information Technology specialists over the next 10 years. Montana's certificate program itself has the goal of producing 150 trainees per year for two years for a total of 300 trainees. This rate of trainee production is based on requirements set by the conditions of the cooperative agreement as detailed by the Office of the National Coordinator of Health IT and based on Health IT workforce estimates for the State and the northwest region.
4. Institutional and System Fit
- a. What is the connection between the proposed program and existing programs at the institution?
The certificate program will leverage the strengths in online delivery, Healthcare Informatics, Health Information Technology, and allied health programs that each institution currently possesses. Montana Tech currently offers both AAS and Baccalaureate degrees in Healthcare Informatics, as well as programs in Medical Transcription, Medical Assisting, and 2- and 4-year nursing programs. MSU-Great Falls currently offers AAS programs in Health Information Technology, and Health Information Coding Specialist. Flathead Valley Community College excels in the delivery of online learning; is developing a 2+2 agreement with Montana Tech's Health Care Informatics Baccalaureate degree program; and also offers Information Technology, Medical Assistant, Practical Nursing, and Medical Administrative Assistant AAS programs. UM-Helena has a 2-year nursing program and long-standing relationship with Montana Tech's Business Information Technology degree program, the offering of which is coordinated between the two institutions.
 - b. Will approval of the proposed program require changes to any existing programs at the institution? If so, please describe.
The impact on existing courses/programs will be minimal. The certificate is being implemented using existing courses from all four participating institutions wherever possible. Additional sections of a limited number of courses may need to be developed and offered to meet the levels of trainee production that the educational program and cooperative agreement timelines require.
 - c. Describe what differentiates this program from other, closely related programs at the institution (if appropriate).
This certificate program is a concentrated course of study in Health Information Technology and Healthcare informatics with tracks targeted to current information technology, health, and allied health professionals. The program will be available entirely online and offered cooperatively by four campuses in the MUS, leveraging the existing strengths of all four campuses in this area.
 - d. How does the proposed program serve to advance the strategic goals of the institution?
The certificate will advance the System's use of online learning as it will be targeted to the distance learner currently employed in the healthcare or technology sectors, as well as being available to current students. The HIT Certificate also builds on the strengths of the Montana University System's current programs. Existing courses have been used to develop the certificate

wherever possible. This certificate program allows campuses of the University of Montana, Montana State University and Community College systems to work together. As the certificate draws on courses from all four institutions it will support the creation of 2+2 programs and will provide a bridge between the 2 and 4-year programs in Health Information Technology and Healthcare Informatics.

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

The program is being implemented through Montana Tech as the lead institution within Montana in close collaboration with MSU-Great Falls, UM-Helena, and Flathead Valley Community College. As all campuses have agreed to share courses and students; accepting the courses that make up the certificate, even if taught at another institution, there will be virtually no duplication of courses.

5. 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. See Attachment A.

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

(1) Fall, 2010 - Marketing of the program and recruiting students; (2) Spring, 2010 - Admission of 50 students to the program across four campuses; (3) Summer, 2010 - Admission of 70 students among the four campuses; (4) Fall, 2011 - 75 Students; (5) Spring, 2011 - 75 Students

6. 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.

Two additional faculty have been hired on temporary appointment for the duration of the grant to meet the increased demand for additional sections of current courses. Grant funds will support these positions.

- 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 development of the certificate will require granting an exception to several pre-requisites and/or co-requisites. However, the primary trainee populations targeted by this program will generally be graduates of health or CS/IT programs and will also likely be working in the healthcare or IT fields currently. Some flexibility, in terms of making an allowance for the experience of the trainees, will be necessary as enrollment criteria is further developed and refined at the Regional/National levels. Two other components of the federal Health IT Workforce Program have also been executed at the Federal level to provide support for this effort. The Department of Health & Human Services has funded Curriculum Development Centers to create curricular materials to support the delivery of healthcare informatics certificate programs nationwide. The second program is the development of certification exams under the "Competency Examination for Individuals Completing Non-Degree Training" program, which will

support the development and initial administration of a set of individual health IT competency examinations.

7. Assessment

How will the success of the program be measured?

The Office of the National Coordinator has provided mandatory reporting measures under ARRA guidelines that will be used to assess the success of the program. These include (1) Proportion of trainees successfully completing the program; (2) Proportion of trainees taking and passing a certification examination; (3) Proportion of trainees employed in Health IT at three months following completion of the program; (4) Proportion of trainees employed in Health IT at six months after the completion of the program.

8. 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. **Montana Tech's Industrial Advisory Board, consisting of representatives from Billings Clinic, Bozeman Deaconess Hospital, HealthShare Montana, and other healthcare organizations have reviewed and approved this training/certification program. OCHE has also expressed interest in the development/success of the program as a model for cooperative program delivery between campuses. Students will enroll through a "home campus" and currently extant agreements, such as the agreement supporting the cooperative delivery of an engineering program between MSU-B and MSU-Bozeman, will be used to appropriately allocate student FTE and tuition/fees to the campus offering the course. This type of jointly offered, co-operative program will also benefit from, and illustrate the utility of, the MUS common course numbering and transferability initiatives.**

Appendix A: Health Informatics Certificate Detail

Track 1: For Information Technology Professionals – Total Credits = 16

AHMS 144	Medical Terminology	3 Cr. (Hrs. 3 Lec.)	Pre Req or Co-Req: None *1
AHMS 102	Soft Skills for the Health Professional	1 Cr. (Hrs. 1 Lec.)	Pre Req or Co-Req: None
AHMS 252	Computerized Medical Billing	3 Cr. (Hrs. 3 Lec.)	Pre Req or Co-Req: None *2
HCI 1016	Introduction to Health Care Informatics	3 Cr. (Hrs. 3 Lec.)	Pre Req or Co-Req: None
HCI 2156	Health Care Facility Procedures	3 Cr. (Hrs. 3 Lec.)	Pre Req or Co-Req: HCI 1016
HCI 3406	Elect Health Record in Med Practice	3 Cr. (Hrs. 2 Lec., 1 Lab)	Pre Req or Co-Req: HCI 2156

Track 2: For Allied Health Care & Health Care Professionals – Total Credits = 17

HCI 1016	Introduction to Health Care Informatics	3 Cr. (Hrs. 3 Lec.)	Pre Req or Co-Req: None
HCI 2256	Data, Information & Knowledge	3 Cr. (Hr.3 Lec.)	Pre Req or Co-Req: CAPP 158, HCI 1016 or Consent of Instructor *3
HCI 2306	Overview of HCI Systems	4 Cr. (Hrs. 2 Lec., 6 Lab)	Pre Req or Co-Req: HCI 1016 or Consent of Instructor
HCI 3406	Elect Health Record in Med Practice	3 Cr. (Hrs. 2 Lec., 1 Lab)	Pre Req or Co-Req: HCI 2156 or Consent of Instructor
HCI 4106	Project & System Management	4 Cr. (Hrs. 2 Lec., 6 Lab)	Pre Req or Co-Req: Consent of Instructor

MSU-GF Courses contributing to the Health Information Technology Certificate Program

*1 AHMS 144 (Medical Terminology) is considered equivalent across all campuses of the MUS

*2 MSU-GF- AHMS 252 (Computerized Medical Billing) is equivalent to Montana Tech - AHMS 220 (Medical Office Procedures)

*3 MSU-GF - AHMS 108 (Health Data Content and Structure) is equivalent to Montana Tech - HCI 2256 (Data, Information & Knowledge)

Note: MSU-GF has a number of courses, listed above, that will contribute significantly to the MUS's capacity to scale-up and meet the objectives of the federally supported cooperative agreement for trainee production. To ensure equivalency, Montana Tech and MSU-GF faculty are revising the Montana Tech and their MSU-GF equivalent courses jointly. We will, as a follow-up effort, put these courses through the common course numbering/FLOC'ing process to further mesh the first two years of courses comprising MSU-GF's 2-year Health IT program and Montana Tech's 4-year Health Care Informatics Program.

ITEM 148-1004+R0910

Historic Preservation Certificate

THAT

The University of Montana-Missoula has created an Historic Preservation Certificate (21 credits) in the Department of Anthropology for students from the Cultural Heritage and related fields. The certificate requires 18 credits of classroom work and 3 credits in an internship or independent study, to ensure that the student gains experiential and in-depth training.

EXPLANATION

Historic Preservation can be defined as “a professional endeavor that seeks to preserve, conserve and protect buildings, objects, landscapes or other artifacts of historic significance.” As such, it is a close ally to the Department of Anthropology’s emphases and expertise in Archaeology, Historical Archaeology, and Cultural Heritage and is becoming a necessary component of the educational mission of the department. The evolution of the field of historic preservation and related developments in allied fields requires students to become better informed and capable of addressing a multiplicity of issues in the identification, evaluation, and protection of cultural resources. In general, the western states have lagged behind in the field, and often fail to recognize the need for historic preservation as there is a false assumption about the absence of historic properties in states like Montana. The West has a great deal of historic properties that are under greater risk due to an ignorance of their existence and a lack of study and consideration of their value. This certificate program will make The University of Montana a leader in this field by addressing these concerns and training anthropology students from the Cultural Heritage fields, as well as other students in related fields, on how to inform the public of our built history before it is lost. The certificate will require students to be placed in meaningful internships or conduct independent research, which will insure that the certificate provides experiential or in-depth training for students completing it. There are few certificate programs in our neighboring states, and the potential for the number of historic properties grows exponentially each year, so this certificate will help create well-trained para-professionals in this field.

ATTACHMENTS

Level I Request Form

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 Number:	148-1004+R0910	Date of Meeting:	Sept. 22-23, 2010
Institution:	The University of Montana - Missoula	CIP Code	30.1202
Program Title:	Historic Preservation 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 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:

The University of Montana has approved the creation of an Historic Preservation Certificate (21 credits) in the Department of Anthropology for students from the Cultural Heritage and related fields. The certificate requires 18 credits of classroom work and 3 credits in an internship or independent study, to ensure that the student gains experiential and in-depth training.