

LEVEL I MEMORANDUM

DATE: October 21, 2011

TO: Chief Academic Officers, Montana University System

FROM: Sylvia Moore, Deputy Commissioner for Academic, Research, & Student Affairs
John Cech, Deputy Commissioner for Two-Year & Community College 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 September 2011 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 **October 26, 2011**. 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, Assistant to the Deputy Commissioners.

OCHE Approvals

Montana State University-Bozeman:

- Food, Family and Community Health Sciences Option [ITEM #153-2008+R1111 | Request Form](#)
- Online delivery of the MSU in Land [ITEM #153-2009+R1111 | Request Form](#)

November 17 -18, 2011

ITEM 153-2008+R1111

Food, Family and Community Health Sciences Option within the MS in Health and Human Development

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to change the name of the option in Health Promotion and Education within the MS in Health and Human Development to Food, Family and Community Health Sciences

EXPLANATION

Montana State University – Bozeman requests permission to change the title of its existing Master of Science in Health and Human Development (HHD) option, “Health Promotion and Education” to “Food, Family and Community Health Sciences”. The proposed name more accurately captures the coursework, service, and research performed by graduate students and faculty working within the Health Promotion and Education option of the MS in HHD. Additionally, the name change allows for a more accurate delineation from the existing “Exercise and Nutrition Sciences” option and reflects the focus and direction of the graduate program. The proposed option is unique and does not duplicate a graduate option within the Montana University System.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 153-2008+R1111

Meeting Date: November 17-18, 2011

Institution: MSU-Bozeman

CIP Code: 51.1504

Program Title: Food, Family and Community Health Sciences 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.

X A. Level I (place an X for 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.

X 1. Re-titling existing majors, minors, options and certificates

 2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)

 3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)

 4. Departmental mergers and name changes

 5. Program revisions (Submit with completed Curriculum Proposals Form)

 6. Distance or online delivery of previously authorized degree or certificate programs

 7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)

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- ___ **9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist and updated catalog copy)

___ **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** (Submit with completed Curriculum Proposals Form);

- ___ **2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action** (Submit with completed Curriculum Proposals Form)

- ___ **3. Consolidating existing programs and/or degrees** (Submit with completed Curriculum Proposals Form)

___ **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.

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Specify Request:

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November 17-18, 2011

ITEM 153-2009-R1111

Online delivery of the MS in Land Resources and Environmental Sciences (Plan B)

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to deliver the MS in Land Resources and Environmental Sciences (Plan B) via online format

EXPLANATION

MSU proposes an online delivery format for the existing M.S. degree in Land Resources and Environmental Sciences, Plan B (professional paper) option. In President Cruzado's inauguration speech in Fall 2010, she articulated a priority of putting more academic degree programs online to meet the needs of place-bound students across the state. The costs of developing this program for online delivery were covered by a special internal competitive grant. A request for proposals was issued in Spring 2011 specifically to identify and develop entire degree programs for online delivery. The reason we are proposing an online delivery for the M.S. degree in LRES is that there is growing public interest in the environmental sciences, especially among professionals who are not interested in pursuing a thesis/research option. This is reflected in national workforce priorities and the fact that undergraduate and graduate enrollment is growing within MSU's Department of LRES. For many individuals working in various environmental fields, a graduate degree is required to continue to develop and advance professionally. For a multitude of reasons, these students cannot, or choose not, to enroll in a traditional graduate program in the environmental sciences requiring a thesis research project. Many are not able to leave their existing employment to pursue graduate work on campus. Delivering the MS degree online, with the professional paper option, addresses this need. The audience would be federal agency employees, environmental consulting firm employees, environmental law professionals, non-governmental organization employees, high school science teachers, and others who are unable to work within the constraints of a traditional campus thesis program. In summary, the conversion of this program to online delivery requires no new resources and will increase access to a graduate degree for many working professionals in the state.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 153-2009+R1111 Meeting Date: November 17-18, 2011
Institution: MSU-Bozeman CIP Code: 03.0206
Program Title: MS in Land Resources and Environmental Sciences (Plan B)

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