

LEVEL I MEMORANDUM

DATE: February 3, 2012

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 January 2012 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 **February 8, 2012**. 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:

- Online delivery of the B.A. in Liberal Studies Quaternity Option [ITEM #154-2008+R0312](#) | [Request Form](#)

Montana State University-Northern:

- Diesel Technology – Equipment Management Option [ITEM #154-2801+R0312](#) | [Request Form](#) | [Curriculum Proposal](#)

The University of Montana-Missoula:

- Retitle Master's Degree Option to Clinical Mental Health Counseling [ITEM #154-1007+R0312](#) | [Request Form](#)

Terminations, Moratoriums, and Consolidations

Flathead Valley Community College:

- Termination of the Plumbing Technology CAS Program – Step 2 [ITEM #154-301+R0312](#) | [Request Form](#) | [Termination Checklist](#)

Montana State University-Bozeman:

- Termination of Religious Studies Options in History and Philosophy [ITEM #154-2007+R0312](#) | [Request Form](#)

The University of Montana-Missoula:

- Termination of Range Resources Management option within the B.S. in Forestry degree – Step 2 [ITEM #154-1009+R0312](#) | [Request Form](#) | [Termination Checklist](#)
- Termination of Conservation option within the B.S. in Resource Conservation degree – Step 2 [ITEM #154-1010+R0312](#) | [Request Form](#) | [Termination Checklist](#)

Campus Approval of Certificates

None at this time

March 1-2, 2012

ITEM 154-2008+R0312

Online delivery of the B.A. in Liberal Studies Quaternity Option

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to deliver the B.A. in Liberal Studies Quaternity Option via online format.

EXPLANATION

MSU proposes to adopt online delivery for the existing B.A. degree in Liberal Studies Quaternity option to carry out the land grant mission by serving place-bound students. We are proposing online delivery for the B.A. degree in Liberal Studies to meet the educational needs of the one-third of adult Montanans who have some college (including an associate degree) but no 4-year degree. When the on-campus Liberal Studies program was started in 2004, enrollment for 2008 was projected to be fewer than 50 students. The actual number of majors in 2008 was 175, and is now 250+. Need for and interest in the program are clearly much greater than anticipated, so this proposal for online delivery follows naturally from the interest level we have already experienced. The Liberal Studies degree values a broad, integrated, and interdisciplinary approach to higher education fosters connections among disciplines and draws upon multiple areas of knowledge. With four interconnected concepts (arts, humanities, social science, and natural science) the Quaternity option offers students a flexible education, allowing students to construct a curriculum that reflects their interests and career goals. Because of this flexibility to serve individuals of varied academic backgrounds pursuing diverse goals, interdisciplinary or multi-disciplinary degrees are common offerings through which land-grant institutions meet the needs of working adults seeking a baccalaureate degree. Courses can be offered by a wide range of academic departments to meet Liberal Studies requirements, so the teaching load can be dispersed. Finally, the conversion of this program to online delivery requires no new state resources and will increase access to an undergraduate degree for many working adults in the state.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 154-2008+R0312 Meeting Date: March 1-2, 2012
Institution: MSU-Bozeman CIP Code: 24.0101
Program Title: B.A. in Liberal Studies Quaternary 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.

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

Montana Board of Regents
LEVEL I REQUEST FORM

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.

Specify Request:

MSU proposes to adopt online delivery for the existing B.A. degree in Liberal Studies Quaternity option to carry out the land grant mission by serving place-bound students. We are proposing online delivery for the B.A. degree in Liberal Studies to meet the educational needs of the one-third of adult Montanans who have some college (including an associate degree) but no 4-year degree. When the on-campus Liberal Studies program was started in 2004, enrollment for 2008 was projected to be fewer than 50 students. The actual number of majors in 2008 was 175, and is now 250+. Need for and interest in the program are clearly much greater than

Montana Board of Regents
LEVEL I REQUEST FORM

anticipated, so this proposal for online delivery follows naturally from the interest level we have already experienced. The Liberal Studies degree values a broad, integrated, and interdisciplinary approach to higher education fosters connections among disciplines and draws upon multiple areas of knowledge. With four interconnected concepts (arts, humanities, social science, and natural science) the Quaternity option offers students a flexible education, allowing students to construct a curriculum that reflects their interests and career goals. Because of this flexibility to serve individuals of varied academic backgrounds pursuing diverse goals, interdisciplinary or multi-disciplinary degrees are common offerings through which land-grant institutions meet the needs of working adults seeking a baccalaureate degree. Courses can be offered by a wide range of academic departments to meet Liberal Studies requirements, so the teaching load can be dispersed. Finally, the conversion of this program to online delivery requires no new state resources and will increase access to an undergraduate degree for many working adults in the state.

March 1-2, 2012

ITEM 154-2801+R0312

Diesel Technology Equipment Management Option

(Existing BS in Diesel Technology,--adding an Equipment Management option)

THAT

MSU-Northern requests permission to offer a new option in Equipment Management in an existing bachelor's degree program in Diesel Technology.

EXPLANATION

The proposed program option replaces some core curriculum courses with instruction in Business Management and Accounting to provide the graduate with knowledge and skills to enter a career in the management of equipment fleets for large equipment dealers and users of heavy equipment including mining, construction and agriculture equipment.

ATTACHMENTS

Level I Request Form
Curriculum Proposal; and Program/Degree Revision Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 154-2801+R0312

Meeting Date: March 1-2, 2012

Institution: Montana State University – Northern

CIP Code: 470605

Program Title: Diesel Technology – Equipment Management 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.

 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.

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

Montana Board of Regents
LEVEL I REQUEST FORM

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 (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.

Specify Request:

MSU-Northern requests the authorization to offer an Equipment Management Option for the existing Diesel Technology Bachelor's degree.

Montana Board of Regents
CURRICULUM PROPOSALS

1. Overview

MSU-Northern requests permission to offer an Equipment Management option for the existing Diesel Technology degree.

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

The proposed program replaces some core curriculum courses with instruction in Business Management and Accounting to provide the graduate with knowledge and skills to enter a career in the management of equipment fleets for large equipment dealers and users of heavy equipment including mining, construction and agriculture equipment.

3. Need

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

During the preceding two years, members of the MSU-Northern Diesel advisory board have requested that the institution develop a degree program incorporating the skills and knowledge of the MSUN Diesel Technology graduates with additional instruction in areas of business management, project management and accounting. These members represent industries with large fleets of heavy equipment. The viability of these companies is largely dependent upon the capital investment represented by heavy equipment being fully functional and reliable to complete scheduled projects. This capability requires the graduate to fully understand the intricacies of the equipment as well as the preventative and corrective maintenance needed to ensure fleet reliability. The equipment manager will be required to manage a diverse array of industry resources including the equipment, consumables, repair parts, maintenance personnel, and repair facilities. Equipment managers must combine the technical expertise of a skilled technician with an understanding of business management as well as specialized knowledge of fleet diagnostics and planning to minimize equipment down-time.

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

Students will be given an option for a highly paid and desirable career working in a variety of industries that rely on heavy equipment.

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

Based on feedback from Diesel Advisory Board members, the current demand is for as many as ten graduates per year based on the aging workforce in this area, the large number of companies, and the natural attrition in the workforce. This degree is unique in the combination of world-class diesel technician training as well as a solid background in business management.

4. Institutional and System Fit

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

This program uses the existing successful Diesel Technology baccalaureate degree using the model that created the 'Field Maintenance' Option in that degree. The added content is provided by using

Montana Board of Regents
CURRICULUM PROPOSALS

existing coursework and faculty in the Business Administration degree program.

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

An anticipated increase in enrollment in specific Business Management courses may require examining increasing the number of faculty in the Business Administration division, but initially will result in greater productivity in those courses.

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

While closely aligned with the Diesel Technology degree programs (broadfield and field maintenance) the Equipment Management option includes the Business and Financial Management courses identified by industry as being desirable in an Equipment Manager's education. It responds to the desire by industry to have an identifiable Equipment Management degree to differentiate this degree from a technical degree with a business minor.

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

This program continues to respond to Core Theme 1 – to offer high quality academic programs, Core Theme 2 – to provide an environment leading to student success as well as Core Theme 3 – to work with our industry partners to respond to their needs.

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 baccalaureate program in diesel technology is unique in the MUS.

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.

Description: The Equipment Management option provides a background for graduates to work in a management position to support equipment and implement dealers as well as businesses in the mining, construction, or oil industries who are required to maintain large fleets of equipment. The degree adds business management, scheduling and financial management skills to prepare a graduate for a career in these kinds of businesses.

Montana Board of Regents
CURRICULUM PROPOSALS

Prefix	Number	Title	SCH	Notes
DIES	104	Introduction of Diesel Engines	3	1
DIES	114	Intro to Diesel Engines Lab	3	1
DIES	115	Intro to Diesel Fuel Systems	4	1
ATDI	134	Auto Diesel Electrical/Electronic Systems I	4	1
DIES	204	Intro to Hydraulics & Pneumatics	2	1
DIES	214	Intro to Hydraulics & Pneumatics Lab	2	1
IT	111	Industrial Safety & Waste Management	2	1
M	145	Math for Liberal Arts (Cat II)	4	1,2
WRIT	101	College Writing I (Cat I)	3	1,2
WLDG	110	Welding Theory I	2	1
WLDG	111	Welding I Practical	2	1
ATDI	264	Auto/Diesel Electrical/Electronics II	4	1
DIES	216	Heavy Duty Power Trains	4	1
DIES	262	Diesel Engine Diagnosis & Repair	2	1
DIES	271	Diesel Engine Diagnosis & Repair Lab	2	1
ACTG	201	Principles of Financial Accounting	3	2
BUS	250	Business Statistics	3	2
ACTG	202	Principles of Managerial Accounting	3	2
ATDI	265	Heating & Air Conditioning	4	1
ATDI	384	Auto/Diesel Electronics Applications	4	1
BUS	350	Financial Management	3	2
BUS	300	Principles of Management	3	2
DIES	314	Hydraulics & Pneumatics II	4	1

Montana Board of Regents
CURRICULUM PROPOSALS

WRIT	350	Technical Editing	3	1
BUS	380	Operations Management	3	2
BUS	360	Project Management	3	2
BUS	348	Business Communications	3	2
BUS	365	International Business (Cat V)	3	2
DIES	440	Advanced Fuel Systems	4	1
ACTG	410	Cost/Managerial Accounting	3	2
DIES	450	Diagnosis/Power Shifts/HD Auto	4	1
TSCI	304	Fuels/Lubricants (Cat III)	3	1
BUS	332	Human Resource Management	3	2
		General Education Core Courses	18	
		Note 1: Required in existing Diesel Technology BS program		
		Note 2: Required in existing Business Administration Program		

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

On approval the program will begin in Fall 2012. There are between 10 and 20 students who are interested in the option and it is anticipated that 10-15 students each year will select the Equipment Management option.

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.

Currently all courses are being offered as part of either the existing Diesel Technology degree or the Business Management degree – should enrollments increase beyond current capacity, additional faculty may be required.

B. Are other, additional resources required to ensure the success of the proposed program? If yes, please describe the need and indicate the plan for meeting this need.

Support from Industry Partners in recruiting new students will be required and has been offered by several major companies.

Montana Board of Regents
CURRICULUM PROPOSALS

7. Assessment

How will the success of the program be measured?

Assessments will be those used for the two degree programs which comprise the coursework which include monitoring student's retention and completion rates in the Diesel Technology/EM program and student satisfaction using NSSE survey tools. Core Theme 2 assessment will be determined by measuring success in placement of graduates by conducting graduate and employer surveys to determine numbers of graduates who are employed in an equipment management role. Employer survey information will also be gathered to determine success in Core theme 3 – meeting the needs of industry partners, as well as documenting the success of students participating in collaborative learning experiences through internships with industry partners.

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.

The degree was developed in cooperation with industry partners who make up the MSU-Northern Diesel Advisory board, Diesel Technology and Business Management faculty. The degree was reviewed and approved by College of Technical Sciences faculty, then submitted to the MSUN Academic Senate where it was reviewed by the campus Curriculum and General Education Committees, then approved by the MSUN Academic Senate. The proposal was then reviewed by the Provost and Chancellor for approval before submission to the administration of Montana State University for approval before being forwarded to the Board.

**Additional instructional resources needed (including library materials, special equipment, and facilities).
Please note: approval does not indicate support for new faculty or additional resources.**

Updated 09/29/05

March 1-2, 2012

ITEM 154-1007+R0312

**Retitle Master's Degree Option to Clinical Mental Health Counseling; The University of Montana–
Missoula**

THAT

The Board of Regents of Higher Education authorizes The University of Montana's Department of Counselor Education to retitle its current master's degree option to Clinical Mental Health Counseling, from Mental Health Counseling.

EXPLANATION

In Academic Year 2012-13, the Department of Counselor Education will undergo reaccreditation for its two master's degree options in Counseling: 1) school counseling, and 2) the currently titled mental health counseling.

Our national accrediting body, the Council for Accreditation of Counseling and Related Educational Programs (CACREP) has retitled the graduate specialty area from "mental health counseling" to "clinical mental health counseling." All programs undergoing accreditation or reaccreditation under the newest (2009) standards must use the exact CACREP specialty area titles.

ATTACHMENTS

Level I Request Form

Council for Accreditation of Counseling and Related Education Program 2009 Standards may be viewed at www.cacrep.org.

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 154-1007+R0312 Meeting Date: March 1-2, 2012
Institution: The University of Montana-Missoula CIP Code: 51.1508
Program Title: Master's Degree in Counseling, Clinical Mental Health Option

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

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

Montana Board of Regents
LEVEL I REQUEST FORM

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.

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 Counselor Education has two nationally accredited master's degrees options in Counseling: School Counseling and Mental Health Counseling. The Department is requesting a Level I re-titling of the Master's degree option from "Mental Health Counseling" to "Clinical Mental Health Counseling." The reason for this request is that our national accrediting body, the Council for Accreditation of Counseling and Related Educational Programs (CACREP), has changed the title from "mental health counseling" to "clinical mental health counseling." The department must therefore rename the program of study before seeking reaccreditation in 2012-2013.

March 1-2, 2012

ITEM 154-301+R0312

Termination of the Plumbing Technology CAS Program – Step 2; Flathead Valley Community College

THAT

Flathead Valley Community College notifies the Board that it has terminated the Plumbing Technology CAS Program.

EXPLANATION

The Board was notified via the January 2012 Level I memorandum of the Intent to Terminate the Plumbing Technology CAS Program with item 154-304+R0112. Flathead Valley Community College has received no feedback from constituents expressing concern about the loss of this program. Therefore, with OCHE approval, this program will be terminated.

ATTACHMENTS

Level I Request Form
Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 154-301+R0312 Meeting Date: March 1-2, 2012
Institution: FVCC CIP Code: 46.0503
Program Title: Plumbing Technology Certificate of Applied Science

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

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

Montana Board of Regents
LEVEL I REQUEST FORM

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.

Specify Request:

Flathead Valley Community College notifies the Board that it has terminated the Plumbing Technology CAS Program.

Montana University System **PROGRAM TERMINATION CHECKLIST**

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/withdrawn under the Level I change process. This two-meeting process begins with the institution submitting a Level I Request Form indicating Intent to Terminate. At a following regular meeting, the institution will submit a Level I Request Form accompanied by the completed Program Termination Checklist.

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.**

Comments:

There are currently no students enrolled in the program.

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

Comments:

There are currently no program faculty.

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

Comments:

There are currently no students enrolled in the program.

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

Comments:

Complete

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

Comments:

Complete

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

Comments:

Complete

- 7. File Notice of Intent to Terminate/Withdraw via Level I Request Form for Board of Regents agenda to**

Montana University System
PROGRAM TERMINATION CHECKLIST

ensure adequate public notice.

Comments:

Complete

Phase II:

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

Comments:

Complete

9. Revise hardcopy and electronic catalog to remove the program or indicate planned program closure. Work with current students to ensure they will be able to complete their program within a reasonable deadline.

Comments:

Complete

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

Comments:

Complete

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

Comments:

Complete

March 1-2, 2012

ITEM 154-2007+R0312

Termination of Religious Studies Options in History and Philosophy

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to terminate the Religious Studies Options in History and Philosophy

EXPLANATION

MSU-Bozeman requests authorization to terminate the Religious Studies Option in History and the Religious Studies Option in Philosophy. These options will be replaced by a major in Religious Studies.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 154-2007+R0312

Meeting Date: March 1-2, 2012

Institution: Montana State University-Bozeman

CIP Code: 38.0201

Program Title: Termination: Religious Studies Options in History and Philosophy

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 (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.

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

X

Montana Board of Regents
LEVEL I REQUEST FORM

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.

Specify Request:

MSU-Bozeman requests authorization to terminate the Religious Studies Option in History and the Religious Studies Option in Philosophy. These options will be replaced by a major in Religious Studies.

March 1-2, 2012

ITEM 154-1009+R0312

Termination of Range Resources Management option within the B.S. in Forestry degree – Step 2

THAT

The University of Montana notifies the Board that it has terminated the Range Resources Management option within the B.S. in Forestry degree.

EXPLANATION

The Board was notified via the January 2012 Level I memorandum of the Intent to Terminate the Range Resources Management option within the B.S. in Forestry degree with item 154-1004+R0112. The University of Montana has received no feedback from constituents expressing concern about the loss of this program. Therefore, with OCHE approval, this program will be terminated.

ATTACHMENTS

Level I Request Form
Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 154-1009+R0312 Meeting Date: March 1-2, 2012
Institution: The University of Montana CIP Code: [elimination of option]
Program Title: Range Resources Management Option, B.S. in Forestry

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.

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

Montana Board of Regents
LEVEL I REQUEST FORM

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.

Specify Request:

The University of Montana notifies the Board that it has terminated the Range Resources Management option within the B.S. in Forestry degree.

Montana University System
PROGRAM TERMINATION CHECKLIST

Pursuant to recommendations of the Montana University System Chief Academic Officers and approved by the Montana Board of Regents for Higher Education, an institution may request that an academic program be terminated under the Level I change process. In such cases, the institution should publish in the Board of Regents Agenda a Notice of Intent 60 days before the desired date of termination. Thereafter, the institution should pursue and document completion of the Program Termination Checklist and submit it to the Office of the Commissioner of Higher Education so that a Level I program change may be effected.

Phase I:

- 1. Research the programs of study for all students currently enrolled in program and define a reasonable deadline for degree completion for all current students. Plan course offerings accordingly.**

Comments:

As part of the planning process, no students have enrolled in the Range Resources Management option within the B.S. Forestry degree since 2007. The last cohort of students graduated in 2009. All students at UM-Missoula interested in range resources management have been directed to the B.S. Resource Conservation program where they take courses recommended for those interested in the study of Range Management and Grassland Ecology.

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

Comments:

No layoffs will result from the termination of the Range Resources Management option. The remaining faculty member in Range Resources Management is a key contributor to other undergraduate and graduate programs within the College of Forestry and Conservation, specifically Resource Conservation, Forestry, Wildland Restoration, and Wildlife Biology, as well as other programs across campus.

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

Comments:

N/A

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

Comments:

This proposal has been approved by the Department of Forest Management and the College of Forestry and Conservation, as well as the Faculty Senate.

Montana University System
PROGRAM TERMINATION CHECKLIST

5. Notify Faculty Union (where applicable).

Comments:

N/A

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

Comments:

N/A

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.

Comments:

This checklist will be submitted to the Board of Regents in January 2012.

Phase II:

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

Comments:

Current promotional literature does not include the Range Resources Management option and has not since 2007.

9. Revise hardcopy and electronic catalog to remove the program or indicate planned program closure. Work with current students to ensure they will be able to complete their program within a reasonable deadline.

Comments:

There are no students in the option currently.

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

Comments:

Submitted Fall 2011.

Montana University System
PROGRAM TERMINATION CHECKLIST

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

Comments:

March 2012 Board of Regents meeting.

March 1-2, 2012

ITEM 154-1010+R0312

Termination of Conservation option within the B.S. in Resource Conservation degree – Step 2; The University of Montana - Missoula

THAT

The University of Montana notifies the Board that it has terminated the Conservation option within the B.S. in Resource Conservation degree.

EXPLANATION

The Board was notified via the January 2012 Level I memorandum of the Intent to Terminate the Range Resources Management option within the B.S. in Forestry degree with item 154-1005+R0112. The University of Montana has received no feedback from constituents expressing concern about the loss of this program. Therefore, with OCHE approval, this program will be terminated.

ATTACHMENTS

Level I Request Form
Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 154-1010+R0312 Meeting Date: March 1-2, 2012
Institution: The University of Montana CIP Code: [elimination of option]
Program Title: Conservation Option, B.S. in Forestry

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.

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

Montana Board of Regents
LEVEL I REQUEST FORM

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.

Specify Request:

The University of Montana notifies the Board that it has terminated the Conservation option within the B.S. in Resource Conservation degree.

Montana University System
PROGRAM TERMINATION CHECKLIST

Pursuant to recommendations of the Montana University System Chief Academic Officers and approved by the Montana Board of Regents for Higher Education, an institution may request that an academic program be terminated under the Level I change process. In such cases, the institution should publish in the Board of Regents Agenda a Notice of Intent 60 days before the desired date of termination. Thereafter, the institution should pursue and document completion of the Program Termination Checklist and submit it to the Office of the Commissioner of Higher Education so that a Level I program change may be effected.

Phase I:

- 1. Research the programs of study for all students currently enrolled in program and define a reasonable deadline for degree completion for all current students. Plan course offerings accordingly.**

Comments:

There is only one option specified for the B.S. in Resource Conservation, the Conservation option, which makes it redundant with the B.S. degree. Other options were discontinued more than 5 years ago. The Conservation option does not provide any special training, nor does it have any additional requirements. Students will now obtain a B.S. degree in Resource Conservation with no formal option.

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

Comments:

No layoffs will result from the termination of the Conservation option.

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

Comments:

There are no changes in these areas.

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

Comments:

This proposal has been approved by the Resource Conservation faculty, the College of Forestry and Conservation Undergraduate Affairs Committee, and the full College of Forestry and Conservation faculty.

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

Comments:

N/A

Montana University System
PROGRAM TERMINATION CHECKLIST

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

Comments:

N/A

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.

Comments:

This checklist will be submitted to the Board of Regents in January 2012.

Phase II:

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

Comments:

Current promotional literature does not include the Conservation option and has not since 2005.

9. Revise hardcopy and electronic catalog to remove the program or indicate planned program closure. Work with current students to ensure they will be able to complete their program within a reasonable deadline.

Comments:

Students will obtain a B.S. in Resource Conservation. The Conservation option did not require additional coursework.

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

Comments:

Submitted Fall 2011.

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

Comments:

Submitted for the March BOR meeting.