

Montana University System
PROGRAM REVIEW

Institution: Montana Tech of The University of Montana

Program Years: 2011-12

List of the programs reviewed:

Business Technology

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

Retain the program.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

- The Business Technology Program provides students with educational opportunities leading to employment as secretaries, receptionists, transcriptionists, administrative assistants, and billing clerks in business, government, medical offices and non-profit settings. Students may also choose to take classes for career advancement goals or to enhance current skills. Not only do our students get practical skills, they also obtain soft skills training to aid them in their future endeavors. Students are also encouraged to continue their education in order to enhance future employment opportunities. One of these options is to take their two-year degree to the North campus to pursue a BAS degree in business.
- With the input of Advisory Board members and employers, the instructors within the Business Technology Program at Highlands College will continue to enhance and upgrade the program's offerings. We will also continue to investigate the development of other possible programs that would benefit our geographic area.
- Overall employment of secretaries and administrative assistants is expected to grow 12 percent from 2010 to 2020, about as fast as the average for all occupations. Among specialties, the medical secretary specialty is the only occupation that is expected to have much-faster-than-average employment growth. This is driven by the rapid growth of the healthcare industry. Overall, the majority of job openings will result from the need to replace workers who leave these occupations.
- As the economy recovers and expands because of a rebound in the various markets nationwide, renewed investor confidence will prompt growth in the industries served by this program resulting in increased need for entry and middle level employees who have business education. The dramatic increase in housing and basic infrastructure needs in eastern Montana and western North Dakota that have been prompted by the expansion of the oil industry (the Bakken) have created a significant need for appropriately educated personnel in virtually all areas of entry and mid-level business.

- The US Department of Labor estimates that median annual wages of wage-and-salary were \$34,660 annual in May 2010.
- The US Department of Labor further estimates projected growth (2010-2020) in the secretaries, administrative assistants, etc. industry to be twelve percent (12%) which is about average for all industries.

The number of majors and graduates is given below.

Business Technology

	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011
Majors	18	31	31	34	35	35
	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
Graduates	9	8	4	3	7	4

Montana University System
PROGRAM REVIEW

Institution: Montana Tech of the University of Montana

Program Years: 2011-2012

List of the programs reviewed:

Construction Technology/Carpentry

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

Retain the program.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

- The US Department of Labor estimates employment of 408,300 new construction jobs nationwide between 2010 and 2020.
- As the construction industry expands because of a rebound in the housing markets nationwide, renewed investor confidence will prompt growth in the construction trades resulting in increased commercial construction investments, infrastructure, and municipal growth.
- After conducting its own program review, the Construction Tech/Carpentry Advisory Board noted that it anticipates a better building economy in the near future and further noted a need for appropriately educated workers to replace a growing number of retirees leaving the trade. The Advisory Board recommended the retention of the program. The Trades & Technical Department Faculty generally, and the Construction Tech/Carpentry Faculty specifically concur with the recommendation of the Advisory Board.
- The US Department of Labor estimates that annual wages of wage-and-salary carpenters were \$40,010 in May 2012.
- The US Department of Labor further estimates projected growth (2010-2020) in the construction industry to be faster than average (20% to 28%).

- The US Department of Labor further estimates projected job openings (2010-2020) in the construction industry to be 408,300 new jobs nationwide.
- The utilization of Construction Tech/Carpenters in Southwest Montana is small but clearly growing. Additionally, the dramatic increase in housing and basic infrastructure needs in eastern Montana and western North Dakota that have been prompted by the expansion of the oil industry (the Bakken) have created a significant and almost desperate need for appropriately educated personnel in virtually all areas of the construction industry.
- Graduates work in a wide variety of industrial and residential construction applications. Most students, however, take the traditional route of starting their careers with local contractors in order to build work hours and experience. Students utilize their Associate of Applied Science degree in Construction coupled with the work hours that are documented throughout the degree program to earn experience credit towards their Carpenters Union Apprenticeship and ultimately to further earn their Journeyman’s license from the Department of Labor. Still others continue their education through transfer degree programs including B.A.S options, or coupling the Construction Tech degree with another A.A.S program.

Construction Technology-Carpentry	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011
Majors	6	18	13	14	20	14
Graduates	0	0	2	3	2	5

Montana University System
PROGRAM REVIEW

Institution: Montana Tech of the University of Montana

Program Years: 2011-2012

List of the programs reviewed:

Liberal Studies

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

Retain this program.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

- The program has a consistently high number of majors.
- The department provides service to other campus programs teaching many of the courses required in the general education core areas of humanities and fine arts and in the social sciences.
- The department in conjunction with the University of Nevada, Reno, supports a minor (18 credits) and a Certificate (21 credits) in *Addiction Treatment Services*.
- Faculty members in the program are generally, with some exceptions, professionally and scholarly active.
- The program had an 82% average placement rate from 2006-07 to 2010-11.
- This B.S. in Liberal Studies is consistent with the mission and is integral to Montana Tech's role as a comprehensive college.

Liberal Studies—BS—Number of Majors and graduates

Year	Liberal Studies Majors in Fall	Liberal Studies Graduates
2011-12	96	3
2010-11	115	9
2009-10	119	7
2008-09	83	6
2007-08	80	10
2006-07	79	9

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PROGRAM REVIEW

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Program Years: 2011-12

List of the programs reviewed:

BS Network Technology

AAS Network Technology

AAS Web Development & Administration

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

Continue to offer the Network Technology programs and the AAS Web Development & Administration degree programs.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

- Enrollment continues to grow in the Network Technology degree area with encouraging placement data.
- Although the number of program majors for the AAS Web Development & Administration is on a slow track of growth, classes which are unique to this degree enjoy good enrollment.
- Network Technology students as well students in the general population realize the usefulness of this coursework.

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Network Technology / Web Development Enrollment Statistics						
	<i>AAS Net Tech</i>	<i>BS Net Tech</i>	<i>Total Net Tech</i>	<i>AAS Web Dev.</i>	<i>Department Totals</i>	
<i>Fall 04</i>	28	23	51		51	
<i>Fall 05</i>	44	25	69		69	
<i>Fall 06</i>	40	33	73		73	
<i>Fall 07</i>	36	27	63	2	65	
<i>Fall 08</i>	41	14	55	5	60	
<i>Fall 09</i>	44	26	70	5	75	
<i>Fall 10</i>	61	17	78	7	85	
<i>Fall 11</i>	55	20	75	4	79	
<i>Fall 12</i>	36	38	74	6	80	
Network Technology / Web Development Survey of Graduates						
	<i>6/7</i>	<i>7/8</i>	<i>8/9</i>	<i>9/10</i>	<i>10/11</i>	<i>11/12</i>
Net Tech AAS Graduates	7	5	4	4	3	0
<i>Placement %</i>	100	100	100	100	100	
Net Tech BS Graduates	16	15	9	4	4	14
<i>Placement %</i>	88	93	57	100	100	
Web Dev. & Admin.				1	2	7
<i>Placement %</i>				100	100	

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List of the programs reviewed:

Occupational Safety and Health, BS-OSH

Occupational Safety and Health-Applied Health Science Option (BS OSH-ASH)

Industrial Hygiene (MS IH)

Industrial Hygiene-Distance Learning Professional Track (MS IH DL)

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

Retain all degrees and options.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

The SHIH Department will continue to offer, scrutinize, improve, and develop the four programs itemized above.

ABET Accreditation

- The BS in OSH recently underwent a review to attain ABET-ASAC accreditation. The initial report was very positive and the program is expected to be fully accredited in July 2013.
- Both MS IH programs most recently attained ABET accreditation in 2011.
- It is expected that all three programs will be on the same reaccreditation cycle, with the next review occurring in 2016.

Continuous Improvement Program (CIP)

As a result of the recent BS OSH ABET-ASAC self-study, the SHIH department implemented a Continuous Improvement Program of assessment-evaluation-improvement that will be applied to all programs in the department in the following cycles:

- 2012 BS in OSH (recently completed re ABET-ASAC review)
- 2013 MS in IH and BS in OSH-AHS
- 2014 MS in IH Distance Learning Professional Track

Tables 1 and 2 report the numbers for SHIH programs enrollments and graduates, respectively.

Table 1. SHIH 2007-2012 Enrollments by Program & Year

SHIH PROGRAM	YEAR					
	2007	2008	2009	2010	2011	2012
BS OSH	53	58	61	56	75	66
BS OSH-AHS	18	24	28	32	37	36
MS IH	30	12	11	12	11	21
MS IH DL	2	24	29	40	38	58
BS+MS Total	103	118	129	140	161	181

Table 2. SHIH 2007-2012 Graduates by Program & Year

SHIH PROGRAM	YEAR					
	2007	2008	2009	2010	2011	2012
BS OSH	14	12	5	2	14	13
BS OSH-AHS	7	7	5	4	3	4
MS IH	9	4	10	3	7	1
MS IH DL	2	1	3	0	9	6
BS+MS Total	32	24	23	9	33	24