

## LEVEL I MEMORANDUM

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**DATE:** February 6, 2013

**TO:** Chief Academic Officers, Montana University System

**FROM:** Neil Moisey, Interim Deputy Commissioner for Academic, Research, & Student Affairs  
John Cech, Deputy Commissioner for Two-Year & Community College Education

**RE:** Level I Approvals and Announcements

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This memorandum is intended to inform you of the Level I changes in academic programs that have been approved in the Office of the Commissioner of Higher Education since the January 2013 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 13, 2013)**. 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 Amy DeMato, Assistant to the Deputy Commissioners.

### OCHE Approvals

#### **Montana State University –Northern:**

- Request for authorization to promote the AA, Program of Study in General Education as an online program [ITEM # 158-2801+R0313 | Level I Request Form](#)

#### **The University of Montana-Missoula:**

- Request to re-title the Music Composition Option/Specialization  
[ITEM # 158-1001+R0313 | Level I Request Form](#)
- Request to re-title the Integrative Microbial and Biochemistry MS and Ph.D. Degree  
[ITEM # 158-1002+R0313 | Level I Request Form](#)
- Request for authorization to create a Genetics and Evolution Option for B.A. in Biology  
[ITEM # 158-1003+R0313 | Level I Request Form | Curriculum Proposal](#)
- Request to offer a CAS-Energy Technology  
[ITEM # 158-1005+R0313 | Level I Request Form | Curriculum Proposal | Attachment #1](#)

#### **Montana Tech of The University of Montana:**

- Request to establish a Marketing Option: Business and Information Technology  
[ITEM # 158-1501+R0313 | Level I Request Form | Curriculum Proposal](#)
- Request to establish a Health Information Technology Option: Business and Information Technology  
[ITEM # 158-1504+R0313 | Level I Request Form | Curriculum Proposal](#)

#### **The University of Montana-Western:**

- Request to re-title the K-12 Minor in Health and Human Performance  
[ITEM # 158-1602+R0313 | Level I Request Form](#)
- Request to re-title Business Management Option in AAS Business Major  
[ITEM # 158-1603+R0313 | Level I Request Form](#)
- Request for authorization to create a new Fitness Specialist Option within the AAS Business Major  
[ITEM # 158-1604+R0313 | Level I Request Form | Curriculum Proposal](#)

## LEVEL I MEMORANDUM

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### Helena College University of Montana:

- Creation of New Program Study Option: Business Administration  
[ITEM # 158-1901+R0313](#) | [Level I Request Form](#) | [Curriculum Proposal](#) | [Attachment #1](#) | [Attachment #2](#) | [Attachment #3](#)

### Terminations, Moratoriums, and Consolidations

#### Dawson Community College:

- Notice of Intent to Terminate the AAS Web Development-**Step 1**  
[ITEM # 158-201+R0313](#) | [Level I Request Form](#)
- Notice of Intent to Terminate the AAS in Business Technology-Administrative Assistant-**Step 1**  
[ITEM # 158-202+R0313](#) | [Level I Request Form](#)
- Notice of Intent to Terminate the AAS in Computer Support Specialist-**Step 1**  
[ITEM # 158-203+R0313](#) | [Level I Request Form](#)
- Request to place the CAS in Agricultural Finance and Marketing Analysis into Moratorium  
[ITEM # 158-204+R0313](#) | [Level I Request Form](#)
- Notice of Intent to Terminate CAS in Farm and Ranch Business Management-**Step 1**  
[ITEM # 158-205+R0313](#) | [Level I Request Form](#)
- Request for AAS in Diesel Mechanics to be placed in Moratorium  
[ITEM # 158-206+R0313](#) | [Level I Request Form](#)

#### Montana State University -Billings:

- Notice of Intent to Terminate the B.S. Major in Mathematics, Teaching Licensure Option-Multiple Subject Endorsement-**Step 1**  
[ITEM # 158-2701+R0313](#) | [Level I Request Form](#)
- Notice of Intent to Terminate the AAS Degree in Heating, Ventilation, Air Conditioning, and Refrigeration Technology-**Step 1** [ITEM # 158-2702+R0313](#) | [Level I Request Form](#)

#### Great Falls College MSU:

- Request for authorization to terminate the Emergency Medical Technician Intermediate/99 CAS-**Step 2**  
[ITEM # 158-2901+R0313](#) | [Level I Request Form](#) | [Termination Checklist](#)
- Request to place the Registered Nurse AS Degree into Moratorium  
[ITEM # 158-2902+R0313](#) | [Level I Request Form](#)
- Request to place the Veterinary Technician AAS into Moratorium  
[ITEM # 158-2903+R0313](#) | [Level I Request Form](#)

#### The University of Montana-Missoula:

- Notice of termination for the Interdisciplinary Geosciences Option B.S. in Geosciences –**Step 2**  
[ITEM # 158-1006+R0313](#) | [Level I Request Form](#) | [Termination Checklist](#)

#### The University of Montana-Western:

- Notice of intent to terminate the Computer Manufacturing Option in AAS Business Major; Information Technology and Networking Certificate; and Industrial Technology Option in BS Business Administration Major-**Step 1** [ITEM #158-1605+R0313](#) | [Level I Request Form](#)

### Campus Approval of Certificates

#### **Flathead Valley Community College:**

- Industrial Machine Technology: Technician Track Level I Certificate  
[ITEM # 158-301+R0313](#) | [Level I Request Form](#)
- Industrial Machine Technology: Machinist Technician Certificate  
[ITEM # 158-302+R0313](#) | [Level I Request Form](#)

#### **The University of Montana-Missoula:**

- Health Information Technology Certificate [ITEM # 158-1004+R0313](#) | [Level I Request Form](#) | [Attachment #1](#) | [Attachment #2](#) | [Attachment #3](#) | [Attachment #4](#)

**March 7-8, 2013**

**ITEM 158-2801+R0313**

Request to promote the Associate of Arts, Program of Study in General Education, as an online program

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**THAT**

Montana State University – Northern seeks approval to advertise and promote the associate of arts program of study in general education as an online program.

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**EXPLANATION**

Montana State University – Northern currently offers an on-site Associate of Arts Program of Study in General Education which is a high enrolled degree program at MSU-Northern (65 majors fall 2011). The program is specifically designed with transferability in mind, so that students may complete their general education requirements and complete a variety of additional coursework transferrable to either an internal baccalaureate program or to a baccalaureate program at other MUS institutions. Making the Associate of Arts, Program of Study in General Education, degree available fully online will not only increase accessibility of this unique and flexible program, but will also likely lead to program growth in such programs as Criminal Justice, Community Leadership, Health Promotion, etc.

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**ATTACHMENTS**

Level I Request Form

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-2801+R0313 Meeting Date: March 7-8, 2013  
Institution: MSU-Northern CIP Code: 24  
Program Title: Associate of Arts, Program of Study in General Education

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

**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 Associate of Arts, Program of Study in General Education, is a high enrollment degree program at MSU-Northern (65 majors fall 2011). The program is specifically designed with transferability in mind, so that students may complete their general education requirements and complete a variety of additional coursework transferrable to either an internal baccalaureate program or to a baccalaureate program at other MUS institutions. As online coursework at MSU-Northern continues to expand beyond the general education requirement, we are now able to commit to several online transferrable concentrations of coursework, or

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

plans of study, within the A.A. degree. Potential concentrations transferrable to majors or minors either internally or externally include Communications, Community Leadership, Criminal Justice, English, Health Promotion, History, Native American Studies, and Psychology. Making the Associate of Arts, Program of Study in General Education, degree available fully online will not only increase accessibility of this unique and flexible program, but will also likely lead to program growth in each of the areas in which a plan of study has been developed.

**March 7-8, 2013**

**ITEM 158-1001+R0313**

**Request to re-title the Music Composition option/specialization**

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**THAT**

The Board of Regents of Higher Education authorizes The University of Montana-Missoula to retitle the specialization in Composition/Music Technology within the Master of Music degree to a specialization in Composition.

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**EXPLANATION**

The University of Montana-Missoula requests to retitle the specialization of Composition/Music Technology in the Master of Music degree to Composition. An accreditation review by the National Association of Schools of Music (NASM) determined that the current title of Composition/Music Technology implies that the areas of Composition and Music Technology each occupy a significant amount of the curriculum. In NASM's view, Music Technology does not represent enough of the curriculum to justify this specialization's title and they require a name change to Composition in order to maintain accreditation.

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**ATTACHMENTS**

Level I Request Form



**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-1001+R0313 Meeting Date: March 7-8, 2013  
Institution: The University of Montana-Missoula CIP Code: 50.0904  
Program Title: Music Composition—retitle Composition/Music Technology specialization

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)

**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-Missoula requests to retitle the specialization of Composition/Music Technology in the Master of Music degree to Composition. An accreditation review by the National Association of Schools of Music (NASM) determined that the current title of Composition/Music Technology implies that the areas of Composition and Music Technology each occupy a significant amount of the curriculum. In NASM's view, Music Technology does not represent enough of the curriculum to justify this specialization's title and they require a name change to Composition in order to maintain accreditation.

March 7-8, 2013

**ITEM 158-1002+R0313**

**Request to re-title the Integrative Microbial and Biochemistry MS and PhD degree to Cellular, Molecular and Microbial Biology option**

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**THAT**

The Board of Regents of Higher Education authorizes The University of Montana-Missoula to retitle the Integrative Microbial and Biochemistry MS and PhD degrees to Cellular, Molecular and Microbial Biology.

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**EXPLANATION**

The University of Montana-Missoula requests to retitle the Integrative Microbial and Biochemistry MS and PhD degrees within the Division of Biological Sciences to Cellular, Molecular and Microbial Biology. This change will more accurately reflect the mission of the program, which provides emphases in Cellular and Developmental Biology, Microbial Evolution and Ecology, Microbiology and Immunology, and Molecular Biology. This change should also help eliminate confusion regarding the Biochemistry program, which is a joint effort between the Division of Biological Sciences and the Department of Chemistry and Biochemistry.

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**ATTACHMENTS**

Level I Request Form

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-1002+R0313 Meeting Date: March 7-8, 2013  
Institution: The University of Montana-Missoula CIP Code: 26.0406  
Program Title: Cellular, Molecular, and Microbial Biology

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

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**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

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**Specify Request:**

The University of Montana requests to retitle the Integrative Microbial and Biochemistry MS and PhD degrees within the Division of Biological Sciences to Cellular, Molecular and Microbial Biology. This change will more accurately reflect the mission of the program, which provides emphases in Cellular and Developmental Biology, Microbial Evolution and Ecology, Microbiology and Immunology, and Molecular Biology. This change should also help eliminate confusion regarding the Biochemistry program, which is a joint effort between the Division of Biological Sciences and the Department of Chemistry and Biochemistry.

**March 7-8, 2013**

**ITEM 158-1003+R0313**

**Request for authorization to create a Genetics and Evolution option for B.A. in Biology**

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**THAT**

The Board of Regents of Higher Education authorizes The University of Montana-Missoula to create an option in Genetics and Evolution for the B.A. in Biology.

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**EXPLANATION**

The Division of Biological Sciences at The University of Montana-Missoula requests approval to add an option in Genetics and Evolution to the B.A. in Biology. New and rapidly advancing technologies in these fields are bringing about radically new approaches to agriculture, bioengineering, conservation, and medicine. The option will provide a track within the Biology major for students to study the mechanisms by which genes and genomes are constructed and regulated, and by which they evolve.

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**ATTACHMENTS**

Level I Request Form  
Curriculum Proposal

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-1003+R0313

Meeting Date: March 7-8, 2013

Institution: The University of Montana-Missoula

CIP Code: 26.08

Program Title: Genetics and Evolution option

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**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

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**Specify Request:**

The Division of Biological Sciences at The University of Montana-Missoula requests approval to add an option in Genetics and Evolution to the B.A. in Biology. The advent of genomics, which makes possible the analysis of whole genomes and the molecules they express, has further cemented the importance of the study of Genetics and Evolution. New and rapidly advancing technologies in these fields are bringing about radically new approaches to agriculture, bioengineering, conservation, and medicine. The option will provide a track within the Biology major for students to study the mechanisms by which genes and genomes are constructed and regulated, and by which they evolve. A program in Genetics and Evolution will open up multiple career trajectories for students, ranging from basic and clinical research to medicine and medical writing, public health, and law.



**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

**1. Overview**

The Division of Biological Sciences is motivated to offer a Genetics and Evolution option for four reasons: 1) revolutionary changes in life science research based on advances in genetics, 2) targeted hiring of new faculty with expertise in evolutionary genetics and genomics, 3) proliferation of undergraduate genetics options at competing universities, and 4) local student demand.

The advent of genomics, which makes possible the analysis of whole genomes and the molecules they express, has further cemented the importance of the study of Genetics and Evolution. New and rapidly advancing technologies in these fields are bringing about radically new approaches to agriculture, bioengineering, conservation, and medicine. This option will provide Montana undergraduates with a thorough grounding in genetics and genomics.

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

An option in Genetics and Evolution will be added to the undergraduate B.A. degree program in Biology. It will provide a track within the Biology major for students to study the mechanisms by which genes and genomes are constructed and regulated, and by which they evolve. In addition to courses required of all Biology majors, students who pursue the GE option will take core upper-division coursework in Eukaryotic Genetics, Genomics, and Ecology, and will choose from a rich diversity of upper-division electives in evolutionary genetics, physiology, biochemistry, and computer science.

**3. Need**

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

The newfound ability to describe, analyze, and manipulate the molecules of heredity is driving a revolution in the field of biology. Comprehensive knowledge of the structure, behavior and evolutionary dynamics of human genomes will make possible many exciting new advances, such as “personalized medicine,” which tailors treatment to individuals based on their unique genomes. Understanding the genetics and evolutionary potential of domestic animals and plants will help society feed an ever-expanding global population, while knowledge of the genetics and evolutionary potential of microbes will enable humans to maintain an edge in the evolutionary race between themselves and their pathogens. Many leading US academic institutions offer undergraduate majors in Genetics. To be competitive in the Global Century, Montana students need to be versed in the technical details of genetics and its overarching conceptual framework, evolution.

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

A program in Genetics and Evolution will open up multiple career trajectories for students, ranging from basic and clinical research to medicine and medical writing, public health, and law. Many of the greatest challenges in the 21<sup>st</sup> century will be biological, and many of the answers to these challenges will require deep understanding of both the practical tools of genetics and the implications and processes of evolution (e.g. in the emergence of novel human diseases such as avian flu viruses or the resistance of existing pathogens to multiple antibiotics). UM graduates of the proposed Genetics and Evolution option will be well-positioned to help address global problems with modern biological tools.

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

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

The proposed option responds to a critical need recognized by our own undergraduates, who have requested more genetics training beyond the sophomore year. Evidence of their interest is the high enrollment (32 students) in the Fall 2012 semester's first-time offering of BIOB 491, Introduction to Genomics. This is a likely estimate of initial cohort size. Future cohort sizes are anticipated to range from 30-50 students. New courses and new hires in the program have been welcomed by students, evidenced by enthusiastic reviews and high enrollments in courses related to genetics and evolution.

**4. Institutional and System Fit**

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

The Genetics and Evolution program of study borrows elements from present options in Biochemistry, Cell and Molecular Biology, and Organismal Biology and Ecology. It builds around a core of one existing course (BIOB 371, General Ecology) and two newly-approved courses (BIOB 371, General Genetics; BIOB 491, Introduction to Genomics). The particular set of required and elective courses is unique to this option, so it does not infringe upon any related program in other Life Science disciplines offered through other colleges. Rather, the option draws together new and existing courses to vertically integrate the study of genetics and evolutionary biology.

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

Implementation of the new option will not require changes to any existing program at the institution.

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

There are no closely related programs at the institution.

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

The educational opportunities offered by this option advance four of the five strategic goals of The University of Montana's strategic plan.

1. Partnering for Student Success: The proposed option offers students the opportunity to integrate the early college curriculum as genetics and evolution together synthesize knowledge across mathematics, physics, biochemistry, physiology, ecology, and paleontology.
2. Education for the Global Century: Technological and conceptual advances in genetics are among the primary forces driving historic levels of changes in the field of biology. Many of the greatest challenges in the 21<sup>st</sup> century will be biological, and addressing such challenges will require deep understanding of the practical tools of genetics and the implications and processes of evolution.
3. Discovery and Creativity to Serve Montana and the World: Graduates of the proposed option will have the background to readily enter graduate training in related fields or to enter the biotechnology industry ready to contribute their practical and conceptual skills in the design

## Montana Board of Regents CURRICULUM PROPOSALS

and use of biomolecules that will be drivers of economic growth and change. Companies that would utilize workers with such training could easily grow in Montana, as their products are of very high value for their weight and can be shipped to all parts of the world. Some are already present in Montana (see the Montana Bioscience Alliance directory). Graduates should find both good career prospects and opportunities to help improve the quality of life for people in Montana and around the world.

4. Dynamic Learning Environment: Core teaching in this option is delivered by energetic faculty with federally-funded research programs. These programs are able to accept undergraduate students for mentored research, providing these students with a valuable dynamic learning environment.

**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.**

What distinguishes the Genetics and Evolution option from all other life sciences options at The University of Montana is the explicit goal of cultivating students who use genetics and evolution as the central organizing theme in biology. This distinction makes the proposed program unique in the Montana University System, as the only other genetics-intensive program in the state is a program at Montana State University leading to a minor in Genetics.

### 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.**

The proposed language for the DBS website is:

#### **Option in Genetics and Evolution**

The Genetics and Evolution option is for students interested in the mechanisms by which genes and genomes are constructed, regulated, and evolve. In addition to courses required of all Biology majors, students who pursue the GE option will take core upper-division coursework in Eukaryotic Genetics, Genomics, and Ecology, and will choose from a rich diversity of upper division electives in evolutionary genetics, physiology, biochemistry, and computer science. The GE option is designed for students who intend to engage in post-graduate study in genetics-related disciplines ranging from human and veterinary medicine, to genetic counseling, bioengineering, law and public health.

The proposed Catalog language for Genetics and Evolution option is:

#### **Option in Genetics and Evolution**

The Genetics and Evolution Option is for students interested in the mechanisms by which genes and

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

genomes are constructed, regulated, and evolve. The GE option is designed for students who intend to pursue post-graduate study in genetics-related disciplines ranging from human and veterinary medicine, to genetic counseling, bioengineering, law, and public health.

Forty-four to forty-nine credits in biochemistry, biology, and microbiology including: BCH 380 (BIOC 380) or 480-482 (BIOC 481-482); BIOB 170N-171N (BIOL 108N-109N), BIOB 160N (BIOL 110N), BIOB 260 (BIOL 221), BIOB 272 (BIOL 223), BIOB 375, BIOE 370/371 (BIOL 340/341), BIOB 491;

Three genetics/evolution courses chosen from: BIOB 480 (BIOL 480), BIOE 403 (BIOL 403), BIOE 406 (BIOL 406), BIOE 482 (BIOL 482), BIOL 483, BIOL 484, BIOM 410 (MICB 404), BIOM 415 (MICB 422), CSCI 451 (CS 458);

One physiology course chosen from: BIOB 425 (BIOL 464), BIOL 435, BIOM 450/451 (MICB 450/451), BIOC 433/434 (BIOL 444/445).

Also required: M 162 (MATH 150) or M 171 (MATH 152); STAT 216 (MATH 241) or STAT 451/457-452/458 (MATH 444/447-445/448); CHMY 121N, 123N/124N (CHEM 151N, 152N/154N) or CHMY 141N-143N, 221-222-223-224 (CHEM 161N-162N, 221-222-223-224); PHSX 205N/206N-PHSX 207N/208N (PHYS 111N/113N, 112N/114N).

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

All new coursework required to implement the new option has been approved and will appear in the next University of Montana catalog. The effort to establish the option has been advertised and enthusiastically received. Two of the three core upper-division courses in the option (BIOB 370/371, Ecology and BIOB 491 Introduction to Genomics) were offered Fall 2012. The third core course (BIOB 375, General Genetics) will be offered Spring 2013. Because each upper division core course will be offered on a yearly basis, and because a wide selection of Genetics & Evolution electives already exist, immediate implementation of the option is achievable. Provided that the new option is approved, the first cohort of Genetics and Evolution majors could graduate in May 2014.

**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.**

No additional faculty resources are needed. The University of Montana has long had expertise in the disciplines of Genetics and Evolution; 16 of 41 tenure-track faculty routinely use genetics to address questions that are fundamentally evolutionary in nature. Half of these are evolutionary geneticists. Strength in this area has recently been increased by four targeted hires in behavioral, evolutionary and conservation genomics.

**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.**

No additional resources will be required to successfully implement the new Genetics and Evolution option; all required courses and electives have been approved and faculty teaching assignments have

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

been agreed upon.

**7. Assessment**

**How will the success of the program be measured?**

The success of the program will be measured by the growth in students interested in the option and number of Genetics and Evolution majors who pursue post-graduate studies in a genetics-related discipline. Additionally, students will be surveyed to assure constructive feedback is used to improve 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.**

The proposed Genetics and Evolution option can be traced to discussions that began five years ago, when it became evident that there were a group of faculty whose research interests and teaching expertise spanned both programs in the Division of Biological Sciences (Integrative Microbiology and Biochemistry, Organismal Biology and Ecology). The common bond among these faculty members was evolutionary genetics. To these faculty members (Allendorf, Emlen, Fishman, Miller, and Rosenzweig) what mattered scientifically was not the model organism (salmon, beetles, monkeyflowers, cyanobacteria, yeast) but the genetic questions that could be explored using a particular model. Beginning in 2009, members of both OBE and IMB began teaching the sophomore core course in Genetics and Evolution (BIOB 272). Over the past three years, four targeted hires (Certel, Good, Luikhart, McCutcheon) greatly increased strength in Genetics at UM. Beginning in 2011, genetics faculty, mindful of revolutionary advances in their field, the proliferation of undergraduate genetics majors at competing universities, and keen undergraduate interest at UM, began to discuss the possibility of a new undergraduate Option in Genetics and Evolution. New courses (BIOB 375 and BIOL491) were developed and approved by the DBS faculty as seconded motions from the DBS Curriculum committee. The courses have been approved by the Faculty Senate and will appear in the upcoming UM Catalog. The option's proposed curriculum was drafted in the DBS Curriculum committee, discussed favorably at the 2011 DBS retreat, and formally approved during the 2011-12 academic year. The proposal was reviewed by the Chairs of the Department of Chemistry and Biochemistry, the Department of Physics and Astronomy, the Department of Computer Science, and the Department of Mathematical Sciences. The proposed option has the unanimous and enthusiastic endorsement of both the DBS faculty and a large contingent of undergraduates who hope to graduate in May 2014 as members of the first Genetics and Evolution cohort.

**March 7-8, 2013**

**ITEM 158-1005+R0313**

**Request for authorization for Missoula College to offer a Certificate of Applied Science—Energy Technology**

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**THAT**

The Board of Regents of Higher Education authorizes Missoula College of The University of Montana to offer a Certificate of Applied Science in Energy Technology.

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**EXPLANATION**

Missoula College of The University of Montana requests approval to add a Certificate of Applied Science in Energy Technology. An Associate of Applied Science in Energy Technology is currently offered. Specifically, this CAS will support students applying for employment and positions such as Substation Operators. The requirements of this CAS meet the requirements of the Bonneville Power Administration for such positions.

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**ATTACHMENTS**

Level I Request Form  
Curriculum Proposal  
Attachment #1: Letter of Support

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-1005+R0313 Meeting Date: March 7-8, 2013  
Institution: The University of Montana-Missoula CIP Code: 15.0503  
Program Title: Certificate of Applied Science—Energy Technology

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

**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:**

Missoula College of The University of Montana requests approval to add a Certificate of Applied Science in Energy Technology. An Associate of Applied Science in Energy Technology is currently offered. Specifically, this CAS will support students applying for employment and positions such as Substation Operators. The requirements of this CAS meet the requirements of the Bonneville Power Administration for such positions.



**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

**1. Overview**

This proposal is for a 30-credit Certificate of Applied Science in the Energy Technology Program. With the impending changes in national energy creation and distribution, there is a growing need for trained specialists to manage smart grids and their components.

The impetus for this has been two-fold. The first is a demand from potential students who are applying for jobs such as Substation Operator as offered by the Bonneville Power Administration, which requires a 30-credit certificate that includes at least Algebra, DC electronics, AC electronics, and Writing. A recent conversation with BPA Chief Technology Innovation Officer Terry Oliver confirmed this need.

The second reason to offer a Certificate of Applied Science is to show completion for a growing subclass of students who have found employment during their pursuit of an Associate of Applied Science and have put their academic studies on hold. Many of these students have completed or are close to completing the requirements of the proposed certificate. Rather than having a large pool of non-degree-holding former students, it would be preferable if such students earned a Certificate of Applied Science instead, to quantify the energy technology education they have already invested in. This Certificate of Applied Science will also make them more competitive when seeking a job in the energy technology or related field.

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

A 30 credit Certificate of Applied Science will be added to the Energy Technology Program, which currently offers an Associate of Applied Science degree. Graduates will be equipped with skills in design, installation, and maintenance of diverse energy technologies and systems; sales, operations, and management; regulatory compliance; basic electricity and power systems; energy storage and distribution; site assessment; basic energy economics; efficiency and conservation strategies; and project management.

**3. Need**

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

There is a growing need for specialists trained in the operation of conventional and emerging energy systems. This CAS will help satisfy the demand for smart grid substation operators, biofuels technicians, photovoltaic installers, geothermal technicians, fuel cell technicians, and hybrid automobile technicians.

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

With the pending changes in how our country makes and distributes energy, there will be a growing need for trained specialists in how the smart grid will operate. The Bonneville Power Administration, in particular, supports this certificate. Terry Oliver, Chief Technology Innovation Officer of BPA, states that the BPA needs “graduates with the analytical and technical skills to implement and maintain smart grid technologies.” A CAS in Energy Technology will create practical education and job opportunities for those in the Missoula area who wish to pursue a career in the rapidly evolving energy technology industry. The Energy Technology program also provides benefits to students in related fields and currently includes many students from Environmental Studies, Journalism, and Geology.

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

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

The current demand for the Energy Technology program is approximately 25 students per year, which is a likely estimate of future demand. Students will have the option to earn a CAS or continue on to earn the AAS degree. The demand for this certificate was confirmed by a survey of students.

**4. Institutional and System Fit**

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

The courses required for the CAS are a subset of those currently offered for the AAS. The certificate meshes well with the goals of Big Sky Pathways, College!Now in that it gives students either a stepping stone for a more advanced degree, or a certificate that is immediately applicable in the job market.

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

The proposed option would not require changes to any existing program.

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

There are no similar programs at The University of Montana.

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

This proposed certificate particularly serves the UM's strategic goal of "Education for a Global Century." By educating Montanans as well as students who earn the CAS online, we give our students the skills to compete against skilled laborers coming to Montana, and to educate all students pursuing the CAS in emerging energy technologies.

**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.**

Within Montana, only Flathead Valley Community College offers a certificate that is acceptable to the Bonneville Power Administration. However, the FVCC Electrical Technology Certificate in Applied Science is only offered in a face-to-face format, thus creating a large commuting barrier for Missoula area residents wishing to earn this certificate. Missoula College already offers the courses required for this certificate, which are a subset of those required for the AAS degree. Therefore, it will not create any new duplication of offerings.

**5. Program Details**

**A. Provide a detailed description of the proposed curriculum. Where possible, present the information in**

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

**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.**

Students in the Energy Technology Program, which offers an Associates in Applied Sciences (68 credits) and a Certificate in Applied Sciences (30 credits), are introduced to the full suite of energy sources and technologies. Graduates are general practitioners equipped with skills in design, installation, and maintenance of diverse energy technologies and systems; sales, operations, and management; regulatory compliance; basic electricity and power systems; energy storage and distribution; site assessment; basic energy economics; efficiency and conservation strategies; and project management. The Certificate of Applied Science in Energy Technology requires completion of the following requirements with at least a "C-" in each course:

NRG 101 Intro to Energy Systems, M 121 College Algebra, WRIT 101 College Writing, EET 105 Direct Current, EET 106 Alternating Current, EET 133 Circuits, NRG 191 Energy Practicum, NRG 298 Internship, CCS 160 Issues in Sustainability, NRG General Elective, NRG 214 Energy Storage and Dist.

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

We hope to offer this certificate to approximately ten students in 2013, as this represents the number who have already met the requirements.

**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.**

Additional faculty resources will not be required. As stated above, the courses offered for the CAS are a subset of those offered within the AAS curriculum.

**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.**

No additional resources will be required.

**7. Assessment**

**How will the success of the program be measured?**

The outcomes of the program will be evaluated using the same criteria developed to assess its pending National Science Foundation grant. Assessment will be accomplished through an annual analysis of 1) the project and institutional strengths and weaknesses and 2) external circumstances that offer opportunities or pose threats to the success of the project. Students will be surveyed regarding course content and delivery. Employers will be surveyed regarding student readiness and job performance.

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

**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 development of this proposal included feedback from faculty, students, and potential employers. The original motivation to offer the certificate stemmed from Program Director Dr. Bradley Layton's conversation with a UM graduate who had a business degree and was seeking a position as a substation operator with the Bonneville Power Administration. The student knew of the FVCC degree that would satisfy the BPA requirements, but was reluctant to move to Kalispell. Professor Layton realized students pursuing employment opportunities that do not require an AAS would benefit from a CAS offering at Missoula College. He then discussed the creation of the CAS with the Chair of the Department of Applied Computing and Electronics and with Bonneville Power Administration Chief Technology Innovation Officer Terry Oliver. A student poll revealed a demand for the CAS, so the program proposed to add the certificate. The UM Faculty Senate has approved the proposal.



## Department of Energy

Bonneville Power Administration  
P.O. Box 3621  
Portland, Oregon 97208-3621

TECHNOLOGY INNOVATION

September 7, 2012

In reply refer to: ST-3

Dear Reviewer:

As Chief Technology Innovation Officer of the Bonneville Power Administration (BPA), it is my pleasure to offer this letter of support for Doctor Bradley Layton's Project and in particular for his Certificate in Applied Science in Energy Technology. Dr. Layton is the Director of the Energy Technology Program at Missoula College UM.

BPA is a federal nonprofit agency based in the Pacific Northwest. Although BPA is part of the U.S. Department of Energy, it is self-funding and covers its costs by selling its products and services. BPA markets wholesale electrical power from 31 federal hydro projects in the Columbia River Basin, one nonfederal nuclear plant and several other small nonfederal power plants. The dams are operated by the U.S. Army Corps of Engineers and the Bureau of Reclamation. About one-third of the electric power used in the Northwest comes from BPA.

BPA also operates and maintains about three-fourths of the high-voltage transmission in its service territory. BPA's service territory includes Idaho, Oregon, Washington, Western Montana and small parts of Eastern Montana, California, Nevada, Utah and Wyoming.

As part of its responsibilities, BPA promotes energy efficiency, renewable resources and new technologies. The agency also funds regional efforts to protect and rebuild fish and wildlife populations affected by hydropower development in the Columbia River Basin.

The state of the industry is one in which great changes in energy supply, grid and distribution operations, and end-uses are underway. These promise higher efficiency and reliability, while creating the systems that support the necessary transition to new energy sources utterly different than the traditional. BPA for example is experiencing large amounts of wind. In addition BPA is implementing smart grid technologies such as synchrophasors, and exploring other smart grid technologies through the PNW Smart Grid Demonstration with 11 utility partners, and various industry partners, led by the Battelle Memorial Institute.

We foresee energy delivery reliability and management supported by continuous real time monitoring and management systems (synchrophasors for example collect data 60 times per

second, contrasted with SCADA systems which collect data every two-four seconds). This is but a small part of the changes we see coming. And we will need graduates with the analytical and technical skills to implement and maintain smart grid technologies.

I therefore support the addition of the one-year certificate in Energy Technology that Professor Layton is planning as well as his proposed NSF Program in energy efficiency. I will support his project by serving on his advisory panel, giving a guest lecture in his survey courses, and working with him to place his graduates in appropriate entry-level positions at BPA.

Sincerely,



Terry V. Oliver  
Chief Technology Innovation Officer  
Technology Innovation

**March 7-8, 2013**

**ITEM 158-1501+R0313**

**Marketing Option: Business and Information Technology**

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**THAT**

In accordance with Montana University System Policy, the Board of Regents of Higher Education authorizes Montana Tech of The University of Montana to establish a Marketing Option in the Business and Information Technology Bachelor of Science Degree Program.

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**EXPLANATION**

The proposed option is a result of student requests, faculty expertise, assessment of employer surveys, and input from the Business Department's Industrial Advisory Board, among others. The courses within this option are currently being offered by existing Montana Tech faculty. In addition, students will have access to distance courses offered by Montana State University – Billings and The University of Montana-Missoula, which will make this a very robust curriculum. If approved, Business students at Montana Tech will have the choice of four options: Accounting, Management, Information Technology, and Marketing. A fifth option, Health Information Technology, is proposed under a separate item number.

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**ATTACHMENTS**

Level I Request Form  
Curriculum Proposal Form

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: **158-1501+R0313**

Meeting Date: **March 7-8, 2013**

Institution: **Montana Tech of UM**

CIP Code: **52.1400**

Program Title: **Marketing Option--Business and Information Technology**

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



**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:** The Department of Business and Information Technology requests approval of a new option in Marketing under its Bachelor of Science degree program. The department currently offers options in Accounting, Management, and Information Technology and believes the proposed option in Marketing is a good fit for the Department and campus. It will benefit both students and potential employers. If approved, the option would be available to students in Fall 2013.

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

**1. Overview**

The Department of Business and Information Technology (BIT) of Montana Tech of The University of Montana (Tech) respectfully submits the following proposal to add a marketing option under its Bachelor of Science program. The purpose of marketing is to understand customer needs and wants and then design and deliver products and services that meet those expectations. Marketing not only focuses on what products and services to offer, but what price to charge, how those products should be promoted and what channels of distribution are most efficient in reaching customers. The goal of marketing decision makers is to properly manipulate each of the “4P’s” (product, price, promotion, place) to maximize profits in a highly-competitive marketplace. Different preferences create the need for different product offerings, market segments and niches. Different sensitivities are the reasons for a variety of targeted communication programs. This proposal for an option in marketing will take a decision-oriented approach to understanding the aforementioned as well as the key role of marketing in today’s business environment. The emphasis of this curriculum will be to describe the fundamental principles and methods underlying the national system of providing goods/services to consumers in profit/not-for-profit sectors. The course materials will expand the student’s perspective of the multiple decisions marketing managers make each day, as well as the implications of those decisions. Students will be introduced to the principles of the marketing system, how these relate to other business functions and to business/society, with the goal of creating better consumers and business persons.

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

We propose a new marketing option under our current Bachelor of Science program in BIT. The marketing option would complement Tech’s existing business program, which currently has options in management, accounting and information technology, by providing our students and potential employers with another very marketable degree opportunity. In addition, the proposed option is designed to service other programs on the Tech campus. Overall, the addition of the marketing option provides a more comprehensive approach directly aligned with the global escalation of marketing as a vital function of any business.

**3. Need**

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

“Modern Marketing calls for more than developing a good product, pricing it attractively, and making it accessible to target customers. Companies must also communicate with their customers. Every company is inevitably cast into the role of communicator and promoter.” Philip Kotler

Recent data indicates that almost one-third of all Americans are employed in marketing and marketing related positions; salaries are some of the highest among college graduates, and more top executives come out of marketing than any other field. The BIT’s proposed marketing option provides students with the knowledge and skills required to successfully market products, services and ideas. The role of marketing in corporations has grown in importance. Today, no business around the world can afford to ignore the importance of marketing. Whether the business is large or small, a nonprofit organization or industrial product manufacturers, all find value in comprehensive marketing activities. A company’s pecuniary success largely depends upon prudent marketing efforts along with financial, operational, accounting and other business functions. One can ask why marketing is important in the

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

financial success of a company. The answer to this question is best explained via an example; suppose you have a great product to offer with excellent features, best quality, and amazing packaging, but if no one knows about your product there will be no demand in the market for your product; your company will make no sale and eventually no profit. The most important function of marketing is to create awareness about products/services and cultivate loyal customers. Through marketing efforts, customers obtain an opportunity to learn what the company offers and the company entertains an opportunity to convince customers to buy its products/services. Sustained and steady top line growth and customer loyalty/retention are the biggest challenges CEO's face and to accomplish that depends largely upon marketing.

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

Marketing is a critical business function in virtually every industry — well-executed marketing can help determine a company's success. Students will learn marketing strategies, how to get consumers' attention, how to respond to global demands and more. Student learning will also include fundamental marketing strategies, creative strategy development and creative concept design all of which better prepare our students for the real business world. The preceding student projects include learning and applying a functional and institutional analysis along with the application of decision making tools. The addition of the Marketing option to the BIT business degree encourages students to be an adept professional in the ever-changing business landscape.

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

To better predict student demand, the Business and Information Technology department opted to collect primary student market data. Currently, the Business and Information Technology department offers degree options in management, accounting, and information technology. A study was conducted in 2010 to determine demand for the marketing option among current business students. Over half of the students in the business degree were surveyed. Over 69% of this sample group expressed an interest in a Marketing option at Montana Tech. Many of these students expressed interest based on a desire to utilize their creative abilities, as well as a strong desire to learn the art of building value relationships among target markets. Additionally, a small study was conducted in the BIT department's introductory business class this Fall 2012. This brief survey included approximately 52 students of varying degrees including but not limited to business, engineering, and healthcare infomatics. Based on the input from this sample group, 15% indicated Marketing as their primary interest area. This sample group also indicated a 15% interest in an Accounting major and 45% indicated management as their primary academic emphasis.

The current management option in the Department of BIT was designed to give students flexibility in that they are able to select four upper division business-related concentration electives that align with their desired career path. Over the course of the past two years, the department has offered a number of courses as regular and special topics courses that would be required under the marketing option proposal and can be used as concentration electives under the management option. These courses, in general, have been very popular with the students in terms of the number of students enrolled.

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

**4. Institutional and System Fit**

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

The proposed Marketing emphasis is an outgrowth of student interest and demand. The proposed curriculum additions both enhance current business and non-business degree offerings and directly respond to business industry trends. Recent data indicates that almost one-third of all Americans are employed in marketing and marketing related positions; salaries are some of the highest among college graduates; and more top executives come out of marketing than any other field.

The Department of BIT has discussed this proposal in detail with the Department of Professional and Technical Communication (PTC) over the course of the past two years. The PTC Department Head gave us the impression that additional marketing related coursework would be of interest to their students as a significant percentage of their graduates are employed in marketing related positions. Also, pending approval of the marketing options, the Department of BIT would also make the marketing related courses available to all students studying for a minor in business.

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

The Department of BIT believes the approval of the proposed marketing option will not require any material changes to any of the existing programs at Montana Tech. The Department also believes that the existing programs on campus will be able to accommodate the proposed option without any additional resources.

In addition, the Department of BIT believes the approval of the proposed marketing option will serve to enhance student growth in the Department of BIT as well as positively impact the Department of PTC degree numbers. Students will be required to take lower level and upper division computer courses focused on marketing communications and social media. The preceding courses are currently offered by Montana Tech's Department of PTC. Additionally, the Department of BIT is currently one of the larger programs on Montana Tech's campus. Thus, an increase in degree offerings will also prompt student growth in general education courses.

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

The Department of BIT believes that there is no counterpart to the proposed marketing emphasis at Montana Tech of The University of Montana.

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

Montana Tech is passionately committed to the transfer of knowledge to bright minds and Montana communities it serves. (Future success is dependent on continuance of being realized as a challenging institution accentuating hands-on learning for success-oriented students.)

Montana Tech consistently advances its reputation as a prominent mentor of tomorrow's future - student excellence, encouraging advanced student education, engaging in and with our community,

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

and embracing tomorrow's industry challenge with steadfast passion. As an institution, Montana Tech is committed to leading the nation and the world in providing quality education and transforming undergraduate and graduate learning experience.

Montana Tech's international reputation and industry position focuses on academic performance, scholarship in teaching, amplified research and community service. To meet the changing needs of society Montana Tech will transfer knowledge and education through a strong undergraduate curriculum augmented by research, graduate education, and service. More specifically, Montana Tech's strategic goals include: Lead in providing quality education and transforming undergraduate and graduate education opportunities. Increase enrollment to 4000 students with a UG/Grad ratio of 3600/400 by 2016. The BIT department aspires to be a part of Montana Tech's student growth strategy. By offering an additional emphasis within the Business and Information Technology degree, the BIT department can be part of Montana Tech's population growth.

Currently, the student enrollment in the Department of BIT represents fewer than 10 percent of the total campus enrollment, whereas the national average shows business majors comprising closer to 20 percent of total campus enrollment. This proposal is one step in the strategic plan of the Department to grow student enrollment.

- 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 BIT Department believes the proposed program is somewhat similar to marketing degrees offered at other units of the Montana University System, but also believes there is differentiation in the proposed program with the inclusion of Department of PTC courses and the inclusion of additional information technology courses not found at the other schools. In addition, the business students at Montana Tech tend to be from the Southwest Montana and more likely than not they are place-bound to the area and not likely to enroll in the marketing programs at other units of the Montana University System.

Two members of the BIT Department traveled to Missoula to meet with the Chair of The University of Montana's Department of Management and Marketing and a member of their marketing faculty during the Spring 2012 semester. The University of Montana professors did not see the proposed program as a substantial duplication of efforts and they did not express any reservations at the time.

In addition, the BIT Department and the Montana Tech Provost have discussed this proposal with the Provosts at The University of Montana-Missoula, The University of Montana-Western, and Montana State University-Billings, along with the Associate Dean of the College of Business at Montana State University-Bozeman and none of the aforementioned expressed any reservations regarding the proposed program.

Also, it should be mentioned that this proposed program, as well as Montana Tech's existing business options, will accept the transfer of business coursework from other units within the Montana University System. This will allow our students to complete their degrees in a timely manner as they

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

will be able to enroll in summer courses at another institution or complete on-line coursework at Montana State University-Billings and The University of Montana-Missoula.

**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.**

The proposed option was presented to the Curriculum Review Committee at Montana Tech of The University of Montana during the Spring 2012 semester. The following program of study was a part of that presentation:

<b>Bachelor of Science in Business and Information Technology - Marketing Option</b>			
<b>Suggested Schedule of Study</b>		<b>updated 3/2012</b>	

<b>Freshmen</b>							
<b>Fall Semester</b>				<b>Spring Semester</b>			
Bgen	105	Introduction to Business	3	Comm	1216	Principles of Speaking	3
Writ	101	College Writing	3	M	142	Math for Business & Social Science II	3
M	141	Math for Business & Social Science I	3	CSCI	110	Programming with Visual Basic I	3
		Physical Science Elective	3/4	PTC	1146	Visual Communication	3
Capp	156	MS Excel	3			Physical Science Elective	3/4
		<b>Total</b>	<u>15/16</u>			<b>Total</b>	<u>15/16</u>

<b>Sophomore</b>							
<b>Fall Semester</b>				<b>Spring Semester</b>			
Bgen	235	Business Law I	3	Ecns	202	Principles of Macroeconomics	3
Stat	216	Introduction to Statistics	3	Bgen	363	Business Ethics and Decision Making	3
Actg	201	Principles of Financial Accounting	3	Actg	202	Principles of Managerial Accounting	3
Ecns	201	Principles of Microeconomics	3			Free Elective	3
		Humanities Elective	3	PTC	2506	Webpage Design	3
		<b>Total</b>	<u>15</u>			<b>Total</b>	<u>15/16</u>

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

<b>Junior</b>							
<b>Fall Semester</b>				<b>Spring Semester</b>			
Bgen	360	International Business	3			Free Elective	3
Bmkt	325	Principles of Marketing	3	Bmkt	362	Consumer Behavior	3
Bmgt	335	Management and Organization	3	Bmkt	366	Market Research	3
Bmgt	322	Operations Management	3	Writ	322	Advanced Business Writing	3
Bmgt	3xx	Critical Thinking and Decision Making	3	PTC	3476W	Introduction to Desktop Publishing	3
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>15</b>

<b>Senior</b>							
<b>Fall Semester</b>				<b>Spring Semester</b>			
PTC	315	Digital Video Production	3	Bmkt	426	Strategic Management	3
Bmkt	363	Integrated Marketing Communications	3	Bfin	455	Money, Capital Markets, & Institutions	3
Bmis	311	Management Information Systems	3	Bmkt	410	Strategic Marketing	3
Bfin	322	Business Finance	3	Bmkt		Concentration Elective	3
Bmis	375	Business Modeling in Microsoft Excel	3	Bmkt		Concentration Elective	3
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>15</b>

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

Business students will need to declare the Marketing option, as is the case with current options, upon completion of their sophomore academic year. Students will be able to declare the marketing option beginning Fall 2013. Based on student interest surveys, it is estimated that 25 current students will declare the option. Incoming students and current freshman business students are not included in the aforementioned student number. The Department of BIT estimates slight growth in the number of Tech Business Department students once the marketing option is implemented and properly marketed to southwest Montana high school seniors.

**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.**

No new faculty resources are needed to implement the Marketing option. Currently, Montana Tech's

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

BIT faculty has six full-time faculty members, including two educators with over 40 years of combined marketing industry experience. These two members will act as champions of the program and have been instrumental in the formulation of this proposal. The majority of the marketing-related courses included in this proposal are already being offered on a regular basis, or have been offered over the last two years as special topics courses by these two individuals.

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

It is the belief of the Department of BIT that no additional resources are required for the successful implementation of the proposed marketing option. To reiterate, virtually all of the required marketing related course work have been offered by the existing BIT faculty. In addition, the discussion with the Department Head of the Department of PTC led us to believe that they would be able to absorb any additional marketing students into their existing course offerings.

**7. Assessment**

**How will the success of the program be measured?**

The department plans to implement a number of measures to aid in the assessment of the success of the proposed program. Assessment measures will include student enrollment in the option and placement rates of students graduating under this proposed program. In addition, the Department of BIT will attempt to directly assess the option's success through discussion with alumni and employers of graduates under this option.

**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 process leading to this proposal started at least two years ago as the two Department faculty members who are championing this proposal asked what it would take to incorporate a marketing option. These two members started the process by researching other marketing programs in the Montana University System and developed a program of study that fit with the department's emphasis on information technology as well as other departments at Montana Tech. The possibility of a marketing option was the subject of a Tech-funded student research project and presented to the department's Industrial Advisory Board for discussion on multiple occasions. The idea of a marketing option was also presented to a number of potential employers of our graduates. The outlook from all of these sources was positive, and after the development of a specific curriculum, the proposal for an option in marketing was approved by the Department of BIT and discussed with the two faculty members at The University of Montana. Finally, the proposal was presented to the Curriculum Review Committee and Faculty Senate at Montana Tech, during the Spring 2012 semester, where it was approved.



**March 7-8, 2013**

**ITEM 158-1504+R0313**

**Request to establish a Health Information Technology Option: Business and Information Technology**

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**THAT**

In accordance with Montana University System Policy, the Board of Regents of Higher Education authorizes Montana Tech of The University of Montana to establish a Health Information Technology Option in the Business and Information Technology Bachelor of Science Degree Program.

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**EXPLANATION**

The proposed option is a result of student requests, faculty expertise, assessment of employer surveys, analysis of job trends and input from the Business Department's Industrial Advisory Board, among others. The courses in this option are currently being offered by Montana Tech faculty. The proposed option is a collaborative effort between the Business and the Health Care Informatics departments. If approved, Business students at Montana Tech would have the choice of four options: Accounting, Management, Information Technology, and Health Information Technology. A fifth option, Marketing, is proposed under a separate item number.

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**ATTACHMENTS**

Level I Request Form  
Curriculum Proposal Form

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-1504+R0313 Meeting Date: March 7-8, 2013  
Institution: Montana Tech of UM CIP Code: 52.99  
Program Title: Health Information Technology option-Department of Business & Information Technology

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

**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:** The Department of Business and Information Technology requests approval for a new option in Health Information Technology under its Bachelor of Science degree program. The department currently offers options in accounting, management, and information technology. The proposed option in Health Information Technology is a good fit for the Department and campus and will benefit both students and potential employers. The option would be available for students starting in the Fall 2013 semester.

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

**1. Overview**

The Department of Business and Information Technology (BIT) of Montana Tech of The University of Montana respectfully requests to add a Health Information Technology (HIT) option in its Bachelor of Science program. This option is a collaborative effort between the Department of BIT and the Department of Health Care Informatics (HCI) and would provide students with an opportunity that does not currently exist in the Montana University System. The proposal would require very few, if any, additional resources. It would provide students with the prospect of a high-demand career or the ability to continue their studies in a business or HCI graduate program.

The Department of HCI has seen a significant increase in their number of students, which may demonstrate an increased interest in this career field. Currently, Department of BIT students enrolled in the Bachelor of Science program may complete a minor in HCI; this proposal would provide more HCI coursework while still providing a very comprehensive business core curriculum. The Department of HCI currently places 100 percent of its graduates in degree-related careers and both the Departments of BIT and HCI believe that graduates of this proposed option will enjoy the same type of placement as the push to implement Electronic Medical Records (EMRs) in all United States medical facilities by 2014 gets closer.

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

We propose a new HIT option under our current Bachelor of Science program in BIT. The HIT option would complement Tech's existing business program, which currently has options in management, accounting and information technology, by providing students and potential employers with another marketable degree opportunity. The proposed option would give interested students additional coursework beyond the requirements for a minor in HCI, which would provide both students and employers with an added value in a rapidly expanding field. In addition, the option is designed to be a collaborative effort with the Department of HCI in order to better use existing resources.

**3. Need**

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

According to the Department of HCI's webpage:

"Health Care Informatics is a rapidly expanding field with excellent career prospects. Health care informatics specialists work in a variety of environments, including hospitals, clinics, healthcare and public health agencies, information technology firms, research institutes, and the insurance industry."

Both the Departments of BIT and HCI believe the above description would apply to the graduates of the HIT option. Currently, any Tech business student may receive a minor in HCI, but the proposed option would provide students with additional core coursework from the HCI program complemented with the core coursework from the BIT program. Rather than a degree in BIT or HCI and a minor in the other, this proposal will provide students and employers with a candidate that possess a better mix of experience in both disciplines.

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

The demand for specialists in health care informatics is on the rise. Job security is one positive aspect of a career in health care informatics. While other types of IT jobs are being outsourced, health care informatics specialists continue to hold positions in the U.S. due to the complex nature of the field and the high level of contact required between the informatics specialist and their employer.

Physicians and health system administrators want to keep their experts in health care information systems close at hand in case problems or questions arise. Additionally, the push to implement Electronic Medical Records (EMRs) in all U.S. medical facilities by 2014 has caused a large number of technology vendors to enter the field of Health Information Management, pushing demand for workers, and consequently salaries, even higher.

Currently, according to the Department Head of HCI, employment opportunities in this field consist of HCI students with additional computer science, business, or medical/nursing coursework. The proposed option will better prepare students desiring a combination of business and HCI studies and will better prepare students seeking a career in the business side of the HCI field.

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

The proposed program will foster an already strong working relationship between the Departments of BIT and HCI. Currently any student in the BIT Bachelor of Science program receives a significant amount of education in information technology under any of our three existing options. These students can enroll in a number of HCI courses as part of their information technology requirements. The proposed option will allow students interested in healthcare information a chance to continue their studies toward a marketable degree. Existing sophomore or junior students, currently enrolled in other BIT options, could change to the proposed option and complete their degree under their current graduation time frame.

Health Care Informatics has become a critical business function and future job-placement opportunities in the healthcare industry should only expand. The proposed option will increase the number of candidates available for prospective employers.

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

We believe the enrollment may start small, most likely no more than 10 students a year at first. Since this option will capitalize on the resources of the Department of HCI, we have looked at the growth in the number of declared HCI majors. Currently, according to the HCI Department Head, there are 69 declared HCI majors representing a threefold increase from just a few years ago. If the anticipated growth in industry jobs materializes then there may be growth in this option.

Additionally, a small study was conducted in the BIT department's introductory business class this Fall. This brief survey was administered to 52 freshmen students. Based on the input from this sample group, just over 10 percent indicated that an option in HIT would be of interest to them.

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

**4. Institutional and System Fit**

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

One of the primary strengths of this proposed option is that it draws on the expertise of the Departments of HCI and BIT by using their existing resources. The option will “add value” to students without additional financial cost to the campus. The proposed curriculum addition enhances current BIT and HCI degree offerings and directly responds to projected health care industry trends. This program is a true collaboration between the Departments of BIT and HCI and the final degree plan includes the input and support of each department.

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

The Department of BIT believes the approval of the proposed HIT option will not require any change to its current course offerings. Students declaring this option will be served in the existing course offerings of the BIT and HCI departments. The Department of BIT, after extensive discussion with the Department of HCI, believes that the HCI component can initially be accommodated without any additional faculty or other financial resources to their Department. The Department of BIT also feels that other programs on campus will be able to accommodate the proposed option without any additional resources.

In addition, the Department of BIT believes the approval of the proposed HIT option will serve to enhance student growth in the Department of BIT as it would be a unique business program option in Montana.

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

N/A. This proposal is for an option within an existing program. Graduates will be business students with a solid background in Health Information Technology.

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

The proposed option does roll up into the strategic plan of the campus. Goal 4.4 of the campus addresses flexibility in the development of programs to meet the needs of a changing workforce. The proposed option is specifically designed to combine the strengths of two existing departments to address a projected demand in the labor market.

Goal number 6 for the campus addresses the concept of increasing enrollment and the Department of BIT aspires to be a part of Montana Tech’s student growth strategy but only within the framework of providing quality undergraduate education. The Department of BIT believes this is a great opportunity and it will benefit students and potential employers alike as it plays on the strengths of two departments. By offering an additional option within the BIT bachelor of science degree, the BIT department can be part of Montana Tech’s population growth and maintain its commitment to

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

academic quality.

Currently, student enrollment in the Department of BIT represents fewer than 10 percent of the total campus enrollment whereas the national average shows business majors comprising closer to 20 percent of total campus enrollment. This proposal is one step in the strategic plan of the Department to grow student enrollment.

- 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 BIT Department believes the proposed program is unique to the programs offered by other units in the Montana University System. Other units have courses or programs in health administration but the proposed program is not designed to parallel the programs emphasizing administration. The proposed option is designed to be a business/information technology program where graduates will be able to manage health care information systems. Graduates of the proposed program will have the option to start their professional career at the completion of the program or they could continue to graduate programs in HCI, business administration, or health administration with no expected deficiencies.

**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.**

The proposed option was presented to the Curriculum Review Committee at Montana Tech of The university of Montana during the Spring 2012 semester. The following program of study was a part of that presentation:

<b>Bachelor of Science in Business and Information Technology - Marketing Option</b>							
<b>Suggested Schedule of Study</b>				<b>updated 3/2012</b>			

<b>Freshmen</b>							
<b>Fall Semester</b>				<b>Spring Semester</b>			
Bgen	105	Introduction to Business	3	Comm	1216	Principles of Speaking	3
Writ	101	College Writing	3	M	142	Math for Business & Social Science II	3
M	141	Math for Business & Social Science I	3	CSCI	110	Programming with Visual Basic I	3
		Physical Science Elective	3/4	HCI	1016	Introduction to HCI	3

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

Capp	156	MS Excel	3		Free Elective	3
		Total	<u>15/16</u>		Total	<u>15</u>

<b>Sophomore</b>							
<b>Fall Semester</b>				<b>Spring Semester</b>			
Bgen	235	Business Law I	3	Ecns	202	Principles of Macroeconomics	3
Stat	216	Introduction to Statistics	3	Bgen	363	Business Ethics and Decision Making	3
Actg	201	Principles of Financial Accounting	3	Actg	202	Principles of Managerial Accounting	3
Ecns	201	Principles of Microeconomics	3			Free Elective	1
		Free Elective	3			Physical Science Elective	3/4
		Total	<u>15</u>			Total	<u>13/14</u>

<b>Junior</b>							
<b>Fall Semester</b>				<b>Spring Semester</b>			
HCI	2306	Overview of HCI Systems	3	Bgen	360	International Business	3
Bmkt	325	Principles of Marketing	3	HCI	2256	Data, Information and Knowledge	3
Bmgt	335	Management and Organization	3			Humanities Elective	3
Bmgt	322	Operations Management	3	Writ	322	Advanced Business Writing	3
Bmgt	3xx	Critical Thinking and Decision Making	3	Actg	321	Acct information Systems	3
		Total	<u>15</u>			Total	<u>15</u>

<b>Senior</b>							
<b>Fall Semester</b>				<b>Spring Semester</b>			
HCI	3106	Health Care Delivery in the US	3	Bmkt	426	Strategic Management	3
HCI	3206	Information Systems Security	3	Bfin	455	Money, Capital Markets, & Institutions	3
CSCS	321	Systems Design	3	HCI	410	Project and Systems Management	4
Bfin	322	Business Finance	3	HIT		Concentration Elective	3
Bmis	375	Business Modeling in Microsoft Excel	3	HIT		Concentration Elective	3
		Total	<u>15</u>			Total	<u>16</u>



**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

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

The HIT option, as is the case with our current options, will need to be declared by business students upon completion of their sophomore academic year. If approved, this option will be applicable to all business majors beginning with the Fall 2013 semester. Based on student interest surveys, it is estimated that initially 10 - 15 current students per class year will declare HIT as their option of study. The Department of BIT estimates growth in the number of BIT students interested in the proposed option but at a level less than the growth recently experienced by the Department of HCI.

**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.**

It is projected that no new faculty, in either the BIT or HCI Departments, will be needed to implement the HIT option. All of the courses required under this proposed option are currently offered on a regular basis on the campus. Montana Tech's BIT faculty has six full time faculty members and any new students in this proposed option will be absorbed in current course offerings. After thorough discussions with the faculty in the Department of HCI, it is believed that their current course offerings also have room for additional students.

**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.**

No additional financial resources would be required by either of the sponsoring departments for the successful implementation of the proposed HIT option. In fact, both programs have capacity and a material amount of growth in student numbers could be possible before additional faculty or financial resources would be required.

**7. Assessment**

**How will the success of the program be measured?**

This option will be subject to the same current assessment standards set by the Department of BIT for all of its options. In addition, the Department plans to implement a number of measures to aid in the assessment of the success of the proposed program. Assessment measures will include measures such as student enrollment in the option and the placement rates of students graduating under this proposed program. In addition the Department of BIT will attempt to directly assess the success through discussion with both its alumni and the employers of the graduates under this option. Also, both of the sponsoring departments will engage in ongoing dialog regarding the proposed option.

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

**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 process leading to this proposal started at least two years ago as a discussion between the department heads of the BIT and HCI Departments. These two faculty members led discussion with the faculty members in their respective Departments and their respective Industrial Advisory Boards. The idea of an option in HIT was also presented to a number of potential employers of these graduates. The outlook from all of these sources was positive and after the development of a specific curriculum the proposal for an option in HIT was presented and approved by the Departments of BIT and HCI. Finally, the proposal was presented to the Curriculum Review Committee and faculty senate at Montana Tech, during the Spring 2012 semester, where it was approved.

**March 7-8, 2013**

**ITEM 158-1602+R0313**

Request to re-title K-12 Minor in Health and Human Performance to Physical Education and Health

**THAT**

The University of Montana Western proposes to re-title the above listed program.

---

**EXPLANATION**

The Physical Education and Health Program within the Department of Education of The University of Montana Western seeks to re-title an existing Minor in order to more accurately reflect the content of the minor and match the name of the existing K-12 Major in the same area.

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**ATTACHMENTS**

Level I Request Form

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-1602+R0313 Meeting Date: March 7-8, 2013  
Institution: The University of Montana Western CIP Code: 13.1314  
Program Title: Physical Education and Health K-12 Minor

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)

**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 Western proposes to re-title its existing K-12 Minor in Health and Human Performance to Physical Education and Health. This brings the title in line with the same titled K-12 Major and is thought to be a more appropriately descriptive title for this program by program faculty.

**March 7-8, 2013**

**ITEM 158-1603+R0313**

Request to re-title Business Management Option in AAS Business Major to Management Specialist

---

**THAT**

The University of Montana Western proposes to re-title the above listed program.

---

**EXPLANATION**

The Business and Technology Department of The University of Montana Western seeks to re-title an existing option in order to better reflect the option's purpose.

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**ATTACHMENTS**

Level I Request Form

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-1603+R0313 Meeting Date: March 7-8, 2013  
Institution: The University of Montana Western CIP Code: 52.1301  
Program Title: Management Specialist Option in the AAS Business Major

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)

**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 Western proposes to re-title its existing Business Management Option in its AAS Business Major to Management Specialist. This name change better reflects the intent of the option.



**March 7-8, 2013**

**ITEM 158-1604+R0313**

Request for authorization to create a new Fitness Specialist Option within the AAS Business Major

---

**THAT**

The University of Montana Western seeks approval to offer the above option in its existing Associate of Applied Science Business Major.

---

**EXPLANATION**

The University of Montana Western seeks to offer a Fitness Specialist option. The interdisciplinary degree would offer students who desire to work in the Health and Fitness Club industry an entry-level knowledge of health, fitness and business. It would use entirely existing coursework that is used in other academic programs housed in either the Health and Human Performance Program or the Department of Business and Technology.

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**ATTACHMENTS**

Level I Request Form  
Curriculum Proposal

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: **158-1604+R0313**

Meeting Date: **March 7-8, 2013**

Institution: **The University of Montana Western**

CIP Code: **31.0599**

Program Title: **Fitness Specialist Option in AAS Business Major**

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)

**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:**

This program is intended for those seeking an entry -evel office position in a fitness center or health club. It uses entirely courses that are used in existing programs. The only new expenses would be a small amount of increased administrative overhead that would not require any additional staff.

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

**1. Overview**

As part of the restructuring of its academic programs to better fit block scheduling, the Business and Technology Department designed all of its programs to consist primarily of four-credit courses. During this process some of the options within the AAS Business Major proposed for modification or termination. The addition of a Fitness Specialist Option in the AAS Business Major was introduced concurrently with these other changes.

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

The proposed new Fitness Specialist Option includes a Business Core of 29 credits, 16 credits of Related Instruction, and 24 credits of coursework in health and physical education.

**3. Need**

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

The proposed program responds to the needs of associate degree students who desire to enter the workforce in the Fitness or Health Club Industry.

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

Students will be better prepared for working in the Health and Fitness Club industry while such businesses will have a better pool of qualified applicants for such positions.

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

Approximately five students per year will be attracted by this program. This was determined by an estimate developed by faculty in both the Business and Physical Education and Health Programs who have a good idea of what will attract students.

**4. Institutional and System Fit**

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

A similar program exists in the form of a Health and Fitness Management Option in the BS Major in Business Administration. Thus, a student wishing to earn a bachelor's degree at Montana Western would have the option of completing the BS degree or the more flexible BLS degree.

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

No.

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

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

The major difference in this option and the B.S. option would be the credit difference between the two programs both within the option area as well as in the entire degree program.

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

The strategic goals of the institution include serving the needs of its students as well as the needs of the work force. This program advances those goals.

**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.**

Similar programs to this option occur on other MUS campuses. Students enrolling in this program will be primarily those who have chosen UMW for its block scheduling that is not available on other campuses. It is thus not expected to detriment the enrollment on other campuses with similar programs.

**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.**

**ASSOCIATE OF APPLIED SCIENCE IN BUSINESS WITH FITNESS SPECIALIST OPTION**

**RELATED INSTRUCTION**

<b>WRIT 101 College Writing</b>	<b>4 Credits</b>
<b>Any Natural Science General Education Course</b>	<b>4 Credits</b>
<b>ECNS 101 Economic Ways of Thinking</b>	<b>4 Credits</b>
<b>Any Mathematics General Education Course</b>	<b>4 Credits</b>
<b><i>Total Related Area Instruction</i></b>	<b>16 Credits</b>

**BUSINESS CORE**

<b>CAPP 131 Basic Microsoft Office</b>	<b>4 Credits</b>
<b>BMGT 210 Small Business Management</b>	<b>4 Credits</b>
<b>BUS 217 Business and Electronic Communications</b>	<b>4 Credits</b>
<b>ACTG 201 Principles of Financial Accounting</b>	<b>4 Credits</b>
<b>ACTG 202 Principles of Managerial Accounting</b>	<b>4 Credits</b>

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

BGEN 235 Business Law	4 Credits
BGEN 253 Business Statistics and Research	4 Credits
BUS xxx Job Shadow	1 Credit
<i>Total Core Credits</i>	<b>29 Credits</b>
<b>FITNESS SPECIALIST OPTION</b>	
HHP 143 Foundations of Health and Physical Education	4 Credits
HHP 241 Personal and Community Health	4 Credits
AHAT 210 Preventive Care for Athletic Injuries	4 Credits
NUTR 221 Basic Human Nutrition	4 Credits
KIN 320 Exercise Physiology	4 Credits
HHP 347 Organization & Administration of Health Enhancement	4 Credits
<i>Total Option Credits</i>	<b>24 Credits</b>
<b>Total Degree Credits</b>	<b>69 Credits</b>

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

**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.**

No.

**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.**

No.

**7. Assessment**

**How will the success of the program be measured?**

Yearly annual assessment reports with program review every 7 years.

**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.**

This program began with discussions between the HHP Program and the Business and Technology Department. It went to the Curriculum Committee of Faculty Senate, which includes a student and administrative representation, to Faculty Senate which recommended its approval to the Provost and Chancellor.

March 7-8, 2013

**ITEM: 158-1901+R0313**

**Transfer Initiative with UM-Missoula School of Business Administration**

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**THAT**

The Board of Regents will authorize, in accordance with Montana University System Policy 303.1, the creation of a new program of study option, Business Administration, as part of Helena College's Associate of Science degree.

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**EXPLANATION**

Because Helena College's current Associate of Science degree with the Business Technology program of study option does not provide smooth transferability for students wishing to pursue a bachelor's degree in business within the Montana University System, business faculty members of Helena College developed an agreement with the Associate Dean of UM-Missoula's School of Business Administration (SoBA) to offer a program of study that provides a seamless transition into UM-Missoula's SoBA bachelor degree programs. Helena College graduates will be able to use all credits earned within this new program to satisfy the "Lower-Core" course requirements for eligibility and application to UM-Missoula's bachelor of science programs in business administration.

Furthermore, this proposed plan of study will enable Helena College to advance institutional strategic goals of building relationships with baccalaureate institutions and adding value to the quality of our degrees.

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**ATTACHMENTS**

Level I Request Form

Curriculum Proposals Form

Attachment #1: Associate of Science degree plan with Business Administration program of study option

Attachment #2: Accounting & Business Enrollment Fall 2009-2011

Attachment #3: Articulation Agreement per UM-Missoula School of Business Administration

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: **158-1901+R0313**

Meeting Date: **March 7-8, 2013**

Institution: **Helena College University of Montana**

CIP Code: **52.0201**

Program Title: **Helena College: Transfer Initiative with UM-Missoula School of Business Administration**

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):**

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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)



**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.

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- 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:** Because Helena College's current Associate of Science degree with the Business Technology program of study option does not provide smooth transferability for students wishing to pursue a bachelor's degree in business within the Montana University System, business faculty members of Helena College developed an agreement with the Associate Dean of UM-Missoula's School of Business Administration (SoBA) to offer a program of study that provides a seamless transition into UM-Missoula's SoBA bachelor degree programs. Helena College graduates will be able to use all credits earned within this new program to satisfy the "Lower-Core" course requirements for eligibility and application to UM-Missoula's bachelor of science programs in business administration.

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

**1. Overview**

Helena College University of Montana is requesting approval to offer an Associate of Science degree with the program of study, Business Administration. The approval of this new program of study would provide Helena College graduates with the prerequisites required by UM-Missoula School of Business Administration (SoBA) to seek eligibility for admission into one of UM's business programs.

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

The proposed Associate of Science degree with a program of study in Business Administration would prepare students who desire a bachelor's degree in areas of Accounting, Finance, Information Systems, Management, Marketing, or International Business from UM-Missoula's SoBA. As stated in UM-Missoula's college catalog, a student must meet the following two conditions to apply for admissions into the School of Business Administration: 1) have completed 60 total credits and 2) have completed the "Lower-Core" courses. In working with the requirements set by UM-Missoula SoBA, Helena College has developed an Associate of Science degree and program of study that is specifically tailored to UM-Missoula's SoBA program prerequisites. This proposed degree plan consists of 60-61 total credits which would fulfill the first admissions requirement. Meanwhile, in order to meet the second condition of admissions, the program of study, Business Administration embeds the twelve "Lower-Core" courses. (See attached A.S. degree plan)

**3. Need**

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

The Accounting and Business Technology departments at Helena College have been awarded Perkins Grant funding in order to: 1) analyze, interpret and create action items based on student survey information (CCSSE and SENSE); and 2) improve the 2P1 (Completion) Perkins Indicator within the Accounting and Business Technology departments.

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

Students who choose this degree option will have targeted plans of study at Helena College that overlay with the University of Montana-Missoula SoBA requirements. The approval of this proposed program of study option will prevent students from taking duplicate course work that is not transferrable to UM-Missoula's SoBA. Having been derived from the MUS Common Course Equivalency matrix, this Associate of Science degree plan was purposefully designed to afford students the benefit that each class taken at Helena College applies towards their completion of the Associate of Science degree and contributes to the requirements of receiving a Bachelor of Science degree in Business Administration from UM-Missoula.

Meanwhile, students that graduate with an Associate of Science degree with the program of study, Business Administration yet do not wish to pursue a bachelor's degree still have a viable degree that will be attractive to employers because of its breadth and depth.

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

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

The U.S. Bureau of Labor Statistics' job outlook for business administrative services states that from 2010-2020 it will see a growth rate of 15% which is slightly higher than the national average for the growth rate of all occupations combined. ([www.bls.gov/ooh/management/administrative-services-managers.htm](http://www.bls.gov/ooh/management/administrative-services-managers.htm)) (visited January 16, 2013.)

**4. Institutional and System Fit**

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

The proposed program takes existing courses within the current Associate of Science degree options within the Accounting Technology program, the Business Technology program, and the Applied Associate of Science degree in Small Business Management, and simply reconfigured them to meet the prerequisite requirements needed for eligibility and application into UM-Missoula's SoBA.

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

No. This proposed program will not require changes to any existing programs of the institution. However, it will enhance the elective offerings within the Computer Science and Office Technology program areas with the addition of CSCI172, Introduction to Computer Modeling, a "Lower-Core" course requirement recently added to Helena College's course bank.

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

This proposed program of study is very prescriptive in nature to prepare Helena College students for the bachelor's program at UM-Missoula SoBA. A student must take the designated courses if wanting to seek admissions into UM-Missoula's SoBA.

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

The proposed program of study serves to advance two of the six strategic goals as outlined in Helena College's Strategic Plan 2012-2022:

1. Partner for Student Success:

- Improve student persistence towards attainment of educational goals and completion rates for student seeking certificates and degrees by strengthening academic planning by providing students with clear, discrete pathways and encouraging early identification of intended program of study through initial and ongoing advising.
- Prepare students for success in the workplace and in further degree attainment by developing formal articulation agreements and increase partnerships with baccalaureate institutions to improve students' transfer opportunities and subsequent educational attainment.

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

2. Advance the Institution:

- Develop and enhance academic programs through partnerships that lead to high-quality comprehensive offerings, including programs in high-demand fields.

**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.**

This proposed program of study is currently being articulated between Flathead Valley Community College and the University of Montana. Due to the geographical distance between Flathead Valley Community College and Helena College, the adoption of this proposed program does pose as a threat of competition to either institution. Therefore, no efforts were made to collaborate with Flathead Valley Community College.

**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 #1; Associate of Science degree with the program of study, Business Administration.

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

Helena College would like to implement this program of study beginning Fall 2013. Although it is difficult to forecast the number of students who will declare this program of study; in looking at past data figures, it is expected that 5-10 students will enter this program at its inception. (See attachment #2) With proper marketing and quality student advising provided by faculty members and student services staff, this program's growth rate should increase annually over the next 8 years which is also supported by the U.S. Bureau of Labor Statistics' job outlook for business administrative services. (Refer back to Section 3, C)

**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.**

No additional faculty resources will be required to implement this program.

**Montana Board of Regents**  
**CURRICULUM PROPOSALS**

**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.**

No additional resources will be required to ensure the success of this proposed program of study option.

**7. Assessment**

**How will the success of the program be measured?**

The success of this program will be measured by 1) the collection of course enrollments and course completion rates, 2) the number of course offerings needed per semester, 3) the number of advisees in the program, 4) the program of study's attrition and graduation rates, and 5) requiring faculty to conduct follow-up studies of graduates who pursue the Bachelor of Science degree in Business Administration at UM-Missoula to determine:

- A) the percentage of students that are eligible to apply to the UM-Missoula's SoBA, AND
- B) the percentage of students who are accepted into the program and graduate with a bachelor degree in business administration

**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.**

In May 2012, the Accounting and Business Technology program areas conducted an internal program review. Helena College compared its business program course offerings to 1) Flathead Valley Community College, 2) Western Governors, 3) Rocky Mountain College, 4) Northern Wyoming Community College, 5) Portland Community College, 6) Tacoma Community College, 7) Salt Lake Community College, and 8) Carroll College.

Based on this review, as well as formal and informal interviews with students and stakeholders, it was agreed that a more viable Associate of Science program of study degree offering would benefit students by streamlining their academic careers both during and after their times with Helena College.

Beginning in June 2012, faculty members in the Accounting and Business Technology departments of Helena College began conversations with Mike Harrington, the Associate Dean of UM-Missoula's SoBA. After several drafts and review of each institution's requirements for degree completions, a partnership was formed with the understanding that Helena College graduates who complete the Associate of Science degree with the program of study in Business Administration will be identified as having met the specified "Lower-Core" course requirements as set by UM-Missoula's SoBA thus allowing eligibility for admissions. (See attached email)

## Kelley, Tia

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**From:** Harrington, Michael  
**Sent:** Thursday, January 17, 2013 11:31 AM  
**To:** Kelley, Tia  
**Cc:** Nelson, Sandi; Tarkalson, Kathleen  
**Subject:** RE: Articulation Agreement with Helena College

Hi Tia: Happy New Year! Sue Malek retired this past fall, and our new Advising Coordinator is Sandi Nelson (243.6947). I confirmed with Sandi and her supervisor, Kathleen Tarkalson (both of whom are copied on this message), the accuracy of your summary below – in addition to the accuracy of the information in your subsequent email of yesterday afternoon that contained the specific program of study. Please feel free to consider this email message confirmation of our understanding, as reflected in the above-referenced documents. If you need something more formal from us, please let me know. Thanks, Tia – I hope that everything is going well for you over in Helena!

Mike Harrington, Associate Dean  
(406) 243.4663

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**From:** Kelley, Tia  
**Sent:** Wednesday, January 16, 2013 3:46 PM  
**To:** Harrington, Michael  
**Cc:** Gianchetta, Larry (Dr)  
**Subject:** Articulation Agreement with Helena College

Hi Mike!

It's been a few months since we have touched base regarding the articulation agreement Helena College would like to have with UM's School of Business Administration. We are at that point in which we are ready to move forward with the proposed plan of study to OCHE and the BOR.

In preparing the Level I Request for the BOR's March meeting, it asks that I obtain a *Memo of Understanding* from the partnering institution. Would you kindly supply a statement on behalf of UM's SoBA stating to the effect;

UM-Missoula School of Business Administration will recognize that a Helena College graduate has successfully met UM-Missoula's School of Business Administration program prerequisites and is eligible to apply for admission into the School of Business Administration when the following criteria have been met:

- Completion of an Associate of Science degree with the Business Administration program of study option AND
- Has a cumulative GPA of 2.0 or higher AND
- Has received a grade of "C" or better in all courses designated as a lower-core requirement AND
- Has completed the Writing Proficiency Assessment exam with UM-Missoula

**Please note:** Completion of the above criteria does not guarantee acceptance into UM-Missoula School of Business Administration programs.

I apologize for the short notice on this: my deadline is this Friday, January 18<sup>th</sup>. I didn't realize how far in advance agenda items are due to OCHE and onward to BOR!

Thank you

Tia

Tia Kelley, Interim Division Chair



1115 North Roberts  
Helena, MT 59601  
(p)406-447-6930  
[www.umhelena.edu](http://www.umhelena.edu)

This message may contain confidential and/or privileged information. If you are not the addressee or authorized to receive this for the addressee, you must not use, copy, disclose, or take any action based on this message or any information herein. If you have received this message in error, please advise the sender immediately by reply e-mail and delete this message. Thank you for your cooperation.

# Associate of Science

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Program of Study: Business Administration  
University of Montana - School of Business Administration  
Transfer Initiative

*This degree program is specifically designed for students seeking admissions into the School of Business Administration at the University of Montana-Missoula. Upon completion of this degree, students desiring a bachelor's degree in areas of Accounting, Finance, Information Systems, Management, Marketing, and International Business are eligible to apply for admissions into UM-Missoula's School of Business Administration. Note: This degree offers eligibility for application to the School of Business Administration at UM-Missoula and does not guarantee admission. Students must earn a grade of "C" or better in all courses designated as a lower-core course.*

## I. General Education Core (31+ credits)

### A: Natural Sciences/Mathematics (10+ credits)

M121	College Algebra .....	3
STAT216	Introduction to Statistics .....	3 (Lower- Core)

Choose one science combination listed below: (4 credits)

CHMY141	College Chemistry I .....	3
CHMY142	College Chemistry I Lab.....	1
BIOB160	Principles of Living Systems .....	3
BIOB161	Principles of Living Systems Lab.....	1

### B: Written Communication (6 credits)

WRIT101	College Writing I.....	3 (Lower-Core)
WRIT201	College Writing II.....	3

### C: Oral Communication (3 credits)

COMX111	Introduction to Public Speaking.....	3 (Lower-Core)
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### D: Social and Psychological Sciences (6+ credits)

NASX105	Native American Studies.....	3 (D)
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Choose one of the following:

PSYX100	Introduction to Psychology.....	3
SOCI101	Introduction to Sociology.....	3



**E: Humanities/Fine Arts (6+ credits)**

SPNS101 Spanish I ..... 4

Choose one of the following:

ARTZ106 Visual Language – 2-D Foundations ..... 3  
HSTA101 American History I ..... 3  
HSTA102 American History II ..... 3  
LIT110 Introduction to Literature ..... 3  
MUSI101 Enjoyment of Music ..... 3  
THTR101 Introduction to Theater ..... 3  
THTR120 Introduction to Acting I ..... 3  
SPNS102 Spanish II ..... 4

**F: Diversity Requirement:** See Section D

**II. Additional General Education Requirements for Degree-Seeking Students (4+ credits)**

Choose one science combination listed below: (4 credits)

CHMY143 College Chemistry II ..... 3  
CHMY144 College Chemistry Lab II ..... 1  
  
BIOB170 Principles of Biological Diversity ..... 3  
BIOB171 Principles of Biological Diversity Lab ..... 1

**Total General Education Requirements (Minimum) .....36-37 Credits**

**III. Program of Study (24 hours)**

**Required Courses:**

ECNS 201 Principles of Microeconomics ..... 3 (Lower-Core)  
ECNS202 Principles of Macroeconomics ..... 3 (Lower-Core)  
ACTG201 Principles of Financial Accounting ..... 3 (Lower-Core)  
ACTG202 Principles of Managerial Accounting ..... 3 (Lower-Core)  
BGEN235 Business Law ..... 3 (Lower-Core)  
BMIS270 Management Information Systems Foundations for Business ..... 3 (Lower-Core)  
CSCI 172 Introduction to Computer Modeling ..... 3 (Lower-Core)  
M115 Probability & Linear Mathematics\* ..... 3 (Lower-Core)

**Total Program Requirements .....24**

**Total Degree Requirements (Minimum) .....60-61 Credits**

**Notes:**

*\*Finance Majors are required to take Applied Calculus (M162) in place of Probability & Linear Mathematics (M115). This course should be taken the student’s first semester at UM-Missoula.*

*In the semester when students will have completed 60+ cumulative credits: 1) students must take a Writing Proficiency Assessment (WPA) exam with UM-Missoula and 2) apply for admissions into the School of Business Administration.*

## Accounting & Business Graduation Rates (150% Completion Time for Fall 2008 Cohort)

Program	Entering Cohort*	Degrees Earned	Graduation Rate
Accounting Technology	22	11	50%
Small Business Management	19	2	11%
Associate of Arts-Accounting	1		
Associate of Arts-Business	10		
Associate of Science-Accounting	1		
Associate of Science-Business	1		
Bookkeeping	1	1	100%
<b>Total</b>	<b>55</b>	<b>14</b>	<b>25%</b>
<b>UMH Overall</b>	<b>447</b>	<b>118</b>	<b>26%</b>

\*Entering cohort includes new, transfer and readmit students that entered in the fall 2008 semester

## Accounting & Business Degree Completions (2008-2011)

Program	AY 2008-2009	AY 2009-2010	AY 2010-2011
Accounting Technology	9	11	10
Small Business Management	5	15	5
Associate of Arts-Accounting**			
Associate of Arts-Business**			
Associate of Science-Accounting**			
Associate of Science-Business**			
Small Business Entrepreneurship	4	1	4
Bookkeeping	5	4	2
<b>Total</b>	<b>23</b>	<b>31</b>	<b>21</b>
<b>Completions/100 FTE</b>	<b>31</b>	<b>36</b>	<b>22</b>
<b>UMH Completions/100 FTE</b>	<b>21</b>	<b>19</b>	<b>18</b>

\*\* The readily available data utilized for completions doesn't specify concentrations for AA/AS degrees

**March 7-8, 2013**

**ITEM 158-201+R0313**

Associate of Applied Science in Web Development

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**THAT**

Dawson Community College seeks to notify the Board of Regents of our intent to terminate the AAS in Web Development Program.

---

**EXPLANATION**

The program has been recommended for termination following an internal review. The program does not have enrollees and is not accepting new students. Dawson Community College is requesting that the AAS in Web Design be removed from moratorium and placed in termination status. The program has no enrollees and has not accepted enrollees since fall semester 2010.

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**ATTACHMENTS**

Level I Request Form

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-201+R0313 Meeting Date: March 7-8, 2013  
Institution: Dawson Community College CIP Code: 110801  
Program Title: AAS Web Development

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)

**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:**

Dawson Community College is requesting that the AAS in Web Design be removed from moratorium and placed in termination status. The program has no enrollees and has not accepted enrollees since fall semester 2010.

**March 7-8, 2013**

**ITEM 158-202+R0313**

Notice of Intent to Terminate the Associate of Applied Science in Business Technology, Administrative Assistant

---

**THAT**

Dawson Community College is notifying the Board of Regents of our intent to terminate the AAS in Business Technology, Administrative Assistant program.

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**EXPLANATION**

The request follows an internal review and recommendation that the program be terminated. There are no students enrolled in the program and no new students will be accepted. The program has been in moratorium and has no enrollees and has not accepted enrollees since fall semester 2010.

---

**ATTACHMENTS**

Level I Request Form

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-202+R0313 Meeting Date: March 7-8, 2013  
Institution: Dawson Community College CIP Code: 520401  
Program Title: AAS Business Technology Administrative Assistant

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)

**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:**

Dawson Community College seeks to notify the Board of Regents of our intent to terminate the AAS Business Technology Administrative Assistant following internal review. The program has been in moratorium and has no enrollees and has not accepted enrollees since fall semester 2010.



**March 7-8, 2013**

**ITEM 158-203+R0313**

Notice of Intent to terminate the Associate of Applied Science in Computer Support Specialist

---

**THAT**

Dawson Community College seeks to notify the Board of Regents of its intent to Terminate the AAS in Computer Support Specialist degree.

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**EXPLANATION**

The decision to terminate this program is the result of an internal review and recommendation. The program does not have enrolled students and is not currently accepting new students. After internal review, Dawson Community College is notifying the Board of Regents of our intent to terminate the AAS in Computer Support Specialist degree, currently in moratorium. There are no students enrolled and no students are being accepted into the program.

---

**ATTACHMENTS**

Level I Request Form

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-203+R0313

Meeting Date: March 7-8, 2013

Institution: Dawson Community College

CIP Code: 110101

Program Title: AAS Computer Support Specialist

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)

**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:**

After internal review, Dawson Community College is notifying the Board of Regents of our intent to terminate the AAS in Computer Support Specialist degree, currently in moratorium. There are no students enrolled and no students are being accepted into the program.

**March 7-8, 2013**

**ITEM 158-204+R0313**

Request to place the Certificate of Applied Science in Agricultural Finance and Marketing Analysis into moratorium

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**THAT**

Dawson Community College seeks to inform the Board of Regents of our intent to place in moratorium the CAS in Agricultural Finance and Marketing Analysis.

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**EXPLANATION**

The CAS in AFMA has been recommended for moratorium after an internal review. The program does not have any students and is currently not accepting new students.

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**ATTACHMENTS**

Level I Request Form

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-204+R0313 Meeting Date: March 7-8,2013  
Institution: Dawson Community College CIP Code: 010104  
Program Title: CAS Agricultural Finance and Marketing Analysis

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)

**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:**

Dawson Community College is notifying the Board of Regents of our intent to place the CAS in Agricultural Finance and Marketing Analysis in moratorium status. The program has no enrollees and has not accepted enrollees since fall semester 2010.

**March 7-8, 2013**

**ITEM 158-205+R0313**

Notice of Intent to terminate the Certificate of Applied Science in Farm and Ranch Business Management

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**THAT**

DCC wishes to notify the BOR of its intent to terminate the Farm and Ranch Business Management Certificate of Applied Science program.

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**EXPLANATION**

The program has been in moratorium since 2010. Upon internal review and recommendations, the program is now recommended for termination. There are no students currently enrolled in this program.

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**ATTACHMENTS**

Level I Request Form

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-205+R0313

Meeting Date: March 7-8,2013

Institution: Dawson Community College

CIP Code: 010104

Program Title: CAS Farm and Ranch Business Management I and II

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)
- X 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)



**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:**

Dawson Community College is requesting that the CAS in Farm and Ranch Business Management be placed in termination status. The program has no enrollees and has not accepted enrollees since fall semester 2010. This request is the result of an internal review and recommendation.

**March 7-8, 2013**

**ITEM 158-206+R0313**

Request to place the Associate of Applied Science in Diesel Mechanics into moratorium

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**THAT**

Dawson Community College seeks to notify the Board of Regents of its intent to place the AAS in Diesel Mechanics in Moratorium.

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**EXPLANATION**

The decision to place this program in moratorium is due to the inability of the College to find qualified instructor(s) upon a resignation. When rectified, the College will seek to remove the program from moratorium, and resume offering this degree. There are no students currently enrolled and no students have been admitted.

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**ATTACHMENTS**

Level I Request Form

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-206+R0313

Meeting Date: March 7-8, 2013

Institution: Dawson Community College

CIP Code: 010204

Program Title: AAS Diesel Mechanics

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)

**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:**

Dawson Community College is requesting that the AAS in Diesel Mechanics be placed in moratorium status. The program has no enrollees and has not accepted enrollees since fall semester 2011. An Internal review will determine whether termination or reinstatement will be filed at a later date.

**March 7-8, 2013**

**ITEM 158-2701+R0313**

Notification of intent to terminate the following program: Bachelor of Science Degree, Major in Mathematics, Teaching Licensure Option - Multiple Subject Endorsement

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**THAT**

The Board of Regents is being notified by Montana State University Billings of their intent to terminate the program, Bachelor of Science Degree, Major in Mathematics, Teaching Licensure Option - Multiple Subject Endorsement.

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**EXPLANATION**

The Math Department at Montana State University Billings is deleting the Bachelor of Science Degree, Major in Mathematics Teaching Licensure Option - Multiple Subject Endorsement Program. Currently, the Math Department is the only Department in the College of Arts and Sciences that has a Multiple Subject Endorsement Program. Students in the Mathematics Teaching Licensure Option elect to take the Single Subject Endorsement Program because it is the strongest mathematical program.

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**ATTACHMENTS**

Level I Request Form

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-2701+R0313 Meeting Date: March 7-8, 2013  
Institution: Montana State University Billings CIP Code: 13.1311  
Program Title: Bachelor of Science Degree, Major in Mathematics, Teaching Licensure Option - Multiple Subject Endorsement

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)

**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 Math Department is deleting the Bachelor of Science Degree, Major in Mathematics Teaching Licensure Option - Multiple Subject Endorsement Program. Currently, the Math Department is the only Department in the College of Arts and Sciences that has a Multiple Subject Endorsement Program. Students in the Mathematics Teaching Licensure Option elect to take the Single Subject Endorsement Program because it is the strongest mathematical program.

**March 7 – 8, 2013**

**ITEM 158-2702+R0313**

Notification of intent to terminate the following program: Associate of Applied Science Degree in Heating, Ventilation, Air Conditioning, and Refrigeration Technology

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**THAT**

The Board of Regents is being notified by Montana State University Billings of their intent to terminate the program, Associate of Applied Science Degree in Heating, Ventilation, Air Conditioning, and Refrigeration Technology

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**EXPLANATION**

City College of Montana State University Billings requested in 2009 that the HVACR program be placed on moratorium, effective fall semester 2010 due to budget concerns and low enrollment. In the three years since the program was placed on moratorium, these conditions have not improved sufficiently to pull the program off moratorium. Therefore, City College of MSUB hereby submits the termination checklist for this program.

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**ATTACHMENTS**

Level I Request Form



**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-2702+R0313 Meeting Date: March 7-8, 2013  
Institution: Montana State University Billings CIP Code: 47.0201  
Program Title: Associate of Applied Science Degree in Heating, Ventilation, Air Conditioning, and Refrigeration Technology

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

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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

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

\_\_\_  
\_\_\_ Program Termination Checklist)

**\_\_\_ 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:**

City College of Montana State University Billings requested in 2009 that the HVACR program be placed on moratorium, effective fall semester 2010 due to budget concerns and low enrollment. In the three years since the program was placed on moratorium, these conditions have not improved sufficiently to pull the program off moratorium. Therefore, City College of MSUB hereby submits the termination checklist for this program.

March 7-8, 2013

**ITEM 158-2901+R0313**

**Termination of Emergency Medical Technician (EMT) Intermediate/99 (I/99) Certificate of Applied Science (CAS)-Step 2**

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**THAT**

Great Falls College Montana State University (GFCMSU) notifies the Montana Board of Regents of the termination of the EMT Intermediate/99 CAS. Because the termination is a result of changes in the national certification examination, a termination checklist is submitted at this time as an attachment.

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**EXPLANATION**

The EMT I/99 level of Emergency Medical Services (EMS) Provider is being phased out as a national certification. In turn, the state of Montana is in the process of making changes to the licensure requirements to reflect national certification requirements. GFCMSU will terminate the current EMT I/99 CAS and update the curriculum to reflect the new NREMT provider levels as required for the college to maintain programmatic accreditation.

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**ATTACHMENTS**

Level I Request Form  
Program Termination Checklist

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-2901+R0313 Meeting Date: March 7-8, 2013  
Institution: Great Falls College MSU (GFCMSU) CIP Code: 51.0904  
Program Title: Emergency Medical Technician (EMT) Intermediate/99 (I/99) Certificate of Applied Science (CAS)

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

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**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.

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**C. Temporary Certificate or A.A.S. degree programs**

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

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**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:**

Great Falls College Montana State University (GFCMSU) notifies the Montana Board of Regents of the elimination of the Emergency Medical Technician Intermediate/99 Certificate of Applied Science (EMT I/99 CAS).

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

The EMT I/99 national certification level of Emergency Medical Services (EMS) Provider began a “phase-out” process in March of 2011. In turn, the state of Montana will eliminate the EMT I/99 as a licensure option.

Great Falls College MSU will terminate the current EMT I/99 CAS and update the curriculum to reflect the new National Registry of Emergency Medical Technician’s (NREMT) provider levels as required to maintain programmatic accreditation. Because the termination is a result of mandates by the NREMT, a termination checklist is submitted to the Board as an attachment to this Level I Request.

More specifically, the agency that certifies EMTs, the National Registry of Emergency Medical Technicians (NREMT), has set forth a transition plan for all levels of EMT. All EMT courses and paramedic programs will need to reflect these changes. The changes are outlined as follows:

<b>Current Level</b>	<b>New Level</b>
NREMT First Responder	Emergency Medical Responder (NREMR)
NREMT-Basic (NREMT-B)	Emergency medical Technician (NREMT)
NREMT-Intermediate/85 (NREMT-9/85)	Advanced Emergency Medical Technician (NRAEMT)
NREMT-Intermediate/99 (NREMT-I/99)	Paramedic (NRP)
NREMT-Paramedic (NREMT-P)	

GFCMSU has no students currently enrolled in the program as the college was anticipating the change in provider certification at the national level as well as the licensure changes in Montana. This change does not involve any staffing changes at the college.

**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:**

No students are currently in the EMT Intermediate Certificate of Applied Science program. The college stopped offering intermediate classes fall semester 2011 in anticipation of the impending licensure changes.

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

**Comments:**

This does not apply. No layoffs will occur as a result of this termination.

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

**Comments:**

EMT Intermediate 99 is no longer a national certification and the state of Montana is in the process to adapt to the national certification changes. All the program students are aware of the changes in state licensure. A transition policy was outlined by the NREMT. And, that transition policy has been implemented by the GFCMSU program director.

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

**Comments:**

The GFCMSU Curriculum Committee, a standing committee of the Faculty Senate, approved the discontinuation of the EMT Intermediate 99 CAS and approved the moratorium of all the associated courses (EMS 140, EMS 155, EMS 217, EMS 222, EMS 223, and EMS 227).

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

**Comments:**

This does not apply as there were no faculty assignment changes or layoff due to the termination of the EMT Intermediate 99 CAS.

**Montana University System**  
**PROGRAM TERMINATION CHECKLIST**

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

**Comments:**

The Advisory Board is aware of the EMT Intermediate 99 no longer standing as a national certification and that the state of Montana will be making changes to licensure options.

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

**Comments:**

A Level I Request Form was submitted to the Board of Regents for consideration on the January 2013 meeting agenda.

**Phase II:**

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

**Comments:**

All constituents have been notified as appropriate.

**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:**

The College Catalog is amended as items are approved by the CGF Curriculum Committee.

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

**Comments:**

The Level I Request was submitted for consideration for the March 2013 meeting agenda.

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

**Comments:**

Upon approval, it is expected the Board will publish this item as part of its Level I Memo for consideration for the March 2013 meeting.



**March 7-8, 2013**

**ITEM 158-2902+R0313**

**Request to place the Registered Nurse Associate of Science into Moratorium**

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**THAT**

Great Falls College MSU notifies the Board of its intent to place the Registered Nurse Associate of Science (ADN) program in moratorium.

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**EXPLANATION**

At its September meeting, the Board was notified that due to challenges recruiting qualified nursing educators, Great Falls College MSU would delay implementation of the Registered Nurse Associate of the ADN program until fall 2013. Since then, GFC MSU has entered into collaboration with Montana State Northern to offer the program entirely in the Great Falls community and notifies the Board of its intent to place the program in moratorium. The GFC MSU/MSU-Northern partnership fills the need for registered nurses in the Great Falls community and makes better use of resources for both institutions.

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**ATTACHMENTS**

Level I Request Form

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-2902+R0313 Meeting Date: March 7-8, 2013  
Institution: Great Falls College MSU (GFC MSU) CIP Code: 51.1601  
Program Title: Registered Nurse Associate of Science

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

**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:**

At its September meeting, the Board was notified that due to challenges recruiting qualified nursing educators, Great Falls College MSU would delay implementation of the Registered Nurse Associate of Science program until fall 2013. Since then, GFC MSU has entered into collaboration with Montana State Northern to offer the program entirely in the Great Falls community and notifies the Board of its intent to place the program in moratorium. The GFC MSU/MSU-Northern partnership fills the need for registered nurses in the Great Falls community and makes better use of resources for both institutions.

**March 7-8, 2013**

**ITEM 158-2903+R0313**

**Request to place the Veterinary Technician Associate of Applied Science (AAS) into Moratorium**

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**THAT**

At the September 2012 meeting, Great Falls College Montana State University (GFC MSU) notified the Board of the delay of the implementation of the Veterinary Technician Associate of Applied Science program (Item #156-290+R0912). Due to the lack of program start-up funding, GFC MSU notifies the Board of its intent to place the program in moratorium.

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**EXPLANATION**

Due to program start-up funding challenges, the Veterinary Technician Associate of Applied Science Program will not be offered at MSU GFC. The college worked with the Veterinary Technician program advisory board to identify funding sources. Presently, the college has not been able to obtain the necessary funding and it is unlikely to do so in the future.

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**ATTACHMENTS**

Level I Request Form

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-2903+R0313 Meeting Date: March 7-8, 2013  
Institution: Great Falls College MSU (GFC MSU) CIP Code: 51.0808  
Program Title: Veterinary Technician Associate of Applied Science (AAS)

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)

**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:**

At the September 2012 meeting, Great Falls College Montana State University (GFC MSU) notified the Board of the delay of the implementation of the Veterinary Technician Associate of Applied Science program (Item #156-290+R0912). Due to the lack of program start-up funding, GFC MSU notifies the Board of its intent to place the program in moratorium.

**March 7-8, 2013**

**ITEM 158-1006+R0313**

**Notice of termination of the Interdisciplinary Geosciences option, B.S. in Geosciences-Step 2**

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**THAT**

The Board of Regents of Higher Education authorizes The University of Montana-Missoula to discontinue the Interdisciplinary Geosciences option in the Geosciences B.S.

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**EXPLANATION**

The University of Montana-Missoula requests authorization to terminate/withdraw the Interdisciplinary Geosciences option in the Geosciences B.S. The demand from students has not been high enough to continue to offer the option. The major and other options will be retained.

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**ATTACHMENTS**

Level I Request Form  
Program Termination Checklist

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-1006+R0313 Meeting Date: March 7-8, 2013  
Institution: The University of Montana-Missoula CIP Code: 40.0601  
Program Title: Interdisciplinary Geosciences option, B.S. in Geosciences

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)



**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 seeks approval to remove the Interdisciplinary Geosciences option within the B.S. in Geosciences degree. The demand from students has not been high enough to continue to offer the option. The major and other options will be retained.

## **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:**

At this time fewer than ten students are enrolled in the Interdisciplinary Geosciences option. During the normal advising program each semester these students are tracked to determine their progress. We expect all of these students to finish in approximately three to four years. The advising program keeps track of the date of entry for each student and the catalog that is used for requirements for that program. All course offerings required for the discontinued option are available for students because they are required for the normal B.S. in Geosciences degree. There will be no limitation due to course offerings.

- 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 Interdisciplinary Geosciences option.

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

**Comments:**

There are no changes in course offerings and students will continue to be advised normally until they finish the degree.

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

**Comments:**

This proposal has been approved by the Geosciences faculty and the Faculty Senate. Undergraduate advisors will not allow new students into this major option.

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

**Comments:**

The Faculty Union has been notified.

**Montana University System**  
**PROGRAM TERMINATION CHECKLIST**

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

**Comments:**

There is no public advisory committee for the program.

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

**Comments:**

A Level I Form indicating Notice of Intent to Terminate/Withdraw was filed at the January 2013 meeting.

**Phase II:**

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

**Comments:**

Current promotional literature on our website does not include the Interdisciplinary Geosciences option.

**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:**

New catalog copy has been written and submitted removing this option from the catalog.

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

**Comments:**

A Level I request for program termination and this Program Termination checklist is being submitted for consideration at the March 2013 meeting.

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

**Comments:**

A Level I request for program termination and this Program Termination checklist is being submitted for consideration at the March 2013 meeting.

**March 7-8, 2013**

**ITEM 158-1605+R0313**

Notice of intent to terminate Computer Manufacturing Option in AAS Business Major; Information Technology and Networking Certificate; & Industrial Technology Option in BS Business Administration Major-**STEP 1**

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**THAT**

The University of Montana Western seeks to terminate the above listed programs.

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**EXPLANATION**

Due to low enrollment and the shortage of funds to operate and maintain its Industrial Technology Programs, much of the equipment used to offer these programs was moved to Helena College where it is used to offer the Montana Western Industrial Technology Education program in collaboration with Helena College. Montana Western also moved its Industrial Technology faculty member to Helena College. Since Montana Western no longer has the facilities, equipment, or faculty to offer these programs it wishes to terminate them.

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**ATTACHMENTS**

Level I Request Form

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-1605+R0313 Meeting Date: March 7-8, 2013  
Institution: The University of Montana Western CIP Code: 15.0612  
Program Title: Computer Manufacturing Option in AAS Business Major; Information Technology and Networking Certificate; & Industrial Technology Option in BS Business Administration Major

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)
- X 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

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

\_\_\_  
\_\_\_ Program Termination Checklist)

**\_\_\_ 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:**

Montana Western seeks to terminate these programs for several compelling reasons. Most equipment for these low enrollment programs was moved to Helena College where it is being used in the collaborative Industrial Technology Education program offered on the Helena College campus by UMW. New students have not been accepted into these programs for three years and all previously declared students have either finished up the program or left campus.

**March 7-8, 2013**

**ITEM 158-301+R0313**

**Request for approval of Industrial Machine Technology: Technician Track Level I Certificate**

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**THAT**

Flathead Valley Community College Board of Trustees has approved a 19-credit certificate in Industrial Machine Technology: Machinist Technician Certificate

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**EXPLANATION**

The Industrial Machine Technology: Level I Certificate program provides instruction in core capabilities, problem solving, team dynamics, and communication as it relates to the manufacturing workplace. This program teaches the skills necessary to apply appropriate machine safety precautions and maintain personal health and safety in the manufacturing workplace.

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**ATTACHMENTS**

Level I Request Form

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-301+R0313

Meeting Date: March 7-8, 2013

Institution: FVCC

CIP Code: 46.0503

Program Title: Industrial Machine Technology – Technician Track Level 1 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.

**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)



**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.

   **X 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:**

March 7-8, 2013

**ITEM 158-302+R0313**

**Request for approval of Industrial Machine Technology: Machinist Technician Certificate**

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**THAT**

Flathead Valley Community College Board of Trustees has approved a 19-credit certificate in Industrial Machine Technology: Machinist Technician Certificate

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**EXPLANATION**

The Machinist Technician Certificate program provides instruction in the theory, operation and programming of both manual and CNC mills and lathes. This program teaches the skills necessary to pursue an entry level career as an Industrial Machine operator.

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**ATTACHMENTS**

Level I Request Form

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-302+R0313 Meeting Date: March 7-8, 2013  
Institution: FVCC CIP Code: 46.0503  
Program Title: Industrial Machine Technology – Machinist Technician 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.

**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)

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

     **B. Level I with Level II documentation:**

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   **X D. Campus Certificates**

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**Specify Request:**

March 7-8, 2013

**ITEM 158-1004+R0313**

**Request for authorization to establish a Health Information Technology Certificate**

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**THAT**

The Board of Regents of Higher Education authorizes Missoula College of The University of Montana to offer a Certificate in Health Information Technology.

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**EXPLANATION**

Missoula College-UM plans to offer a Certificate in Health Information Technology which will require fewer than 29 credits. Due in large part to the 2009 HITECH Act, which requires all medical facilities to transition to the electronic medical record by 2015, there is a growing need for individuals with skills in both clinical healthcare and information technology. This cross-disciplinary professional certificate is designed to respond to such workforce needs and will support new graduates and practicing professionals in the areas of information technology, healthcare, and healthcare informatics. The certificate offers two distinct tracks: one for professionals with a computing background, and one for professionals with a health professions background. Local stakeholders support the certificate and were involved in the development of this proposal.

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**ATTACHMENTS**

- Level I Request Form
- Attachment #1: Letter of Support
- Attachment #2: Letter of Support
- Attachment #3: Letter of Support
- Attachment #4: Letter of Support

**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

Item Number: 158-1004+R0313

Meeting Date: March 7-8, 2013

Institution: Missoula College-UM

CIP Code: 51.2706

Program Title: Certificate for Health Information Technology

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     **A. Level I (place an X for all that apply):**

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**Montana Board of Regents**  
**LEVEL I REQUEST FORM**

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**Specify Request:**

Missoula College-UM plans to offer a Certificate in Health Information Technology which will require fewer than 29 credits. Due in large part to the 2009 HITECH Act, which requires all medical facilities to transition to the electronic medical record by 2015, there is a growing need for individuals with skills in both clinical healthcare and information technology. This cross-disciplinary professional certificate is designed to respond to such workforce needs and will support new graduates and practicing professionals in the areas of information technology, healthcare, and healthcare informatics. The certificate offers two distinct tracks: one for professionals with a computing background, and one for professionals with a health professions background. Local stakeholders support the certificate and were involved in the development of this proposal.



September 13, 2012

To Whom It May Concern,

Recent industry job projections for Montana reflect the general profile of employment in the US: the healthcare services sector is and will be the largest employer (MDLI data and estimates 2011). In Montana alone, it is predicted that "health care and social assistance" will grow to more than 78,000 jobs in Montana by 2020, accounting for over 16% of all jobs" (Swanson, 2012, p. 19). Key to the ongoing provision of effective healthcare services are individuals who possess the knowledge and skills to work at the interface of healthcare and information technology. In Montana, health care practitioner and technician jobs are "projected to grow from 26,835 jobs in 2010 to 32,622 in 2020, an increase of 5,787 jobs or 22%" (Swanson, 2012, p. 22).

The proposed Certificate in Health Information Technology at Missoula College UM is precisely the kind of educational experience needed for individuals to perform effectively in this sector. The program demonstrates a valuable cross-curricular approach that combines IT skills and clinical healthcare knowledge, ensuring broad-based and nuanced understanding of complex health care service issues. The distinct curricular tracks for individuals from both the health professions and information technology fields also provides alternative pathways for clinical practitioners and IT professionals to bridge understandings of organizational needs and provide more effective solutions.

We believe that graduates from the program will be entering a growth market and will be well-qualified for a variety of professional positions in the healthcare and IT service fields. We strongly endorse this proposal as a means to meet the increasing demand of a growing market and provide employment opportunities for our college graduates.

Sincerely,

Roger Maclean  
Dean,  
School of Extended and Lifelong Learning  
The University of Montana

Robert Squires  
Director, Instructional Design and Technical  
Support  
School of Extended and Lifelong Learning  
The University of Montana

Reference:

Swanson, L. (2012). Future Job Growth in Montana: Aligning Education and Workforce Development with Expected Future Job Growth. O'Connor Center for the Rocky Mountain West, The University of Montana.



500 West Broadway  
Missoula, MT 59802  
p: 406.543.7271  
f: 406.329.5693  
www.saintpatrick.org



September 12, 2012

Missoula College University of Montana  
909 South Ave. W.  
Missoula, MT 59801

To Whom It May Concern,

Our organization and the entire healthcare industry are undergoing extensive changes in the implementation of standardized electronic medical records. As our nation continues its efforts to improve healthcare quality and access, individuals with knowledge and training in clinical healthcare information technology and administrative healthcare information technology will remain in high demand.

Following review of the curriculum for the Certificate in Health Information Technology, I'd like to extend my support for this proposed program of study at Missoula College UM. The program's cross-curricular approach provides the right combination of IT skills and clinical healthcare knowledge. The unique characteristic of distinct curricular tracks for individuals from both the health professions and information technology fields will be advantageous for professionals practicing in the field. It will also provide another avenue for new graduates from IT/CS and health professions programs to develop skills valued by the healthcare industry.

We feel that graduates from the program will be well-prepared for professional positions involving the information technology used to support the electronic medical record in the clinical environment within our organization. Additionally, a program of study in Health IT at Missoula College UM, will likely lead to other partnerships for healthcare IT training and education within our local community. We encourage your support for the proposed Certificate in Health Information Technology.

Sincerely,

Andy Gardner, IT Director  
St. Patrick Hospital  
Missoula, MT 59802



From day one.

2827 Fort Missoula Road  
Missoula, MT 59804  
TEL (406) 728-4100  
www.communitymed.org

September 1, 2012

To Whom It May Concern:

Our organization and the entire healthcare industry are undergoing extensive changes in the implementation of standardized electronic medical records. As our nation continues its efforts to improve healthcare quality and access, individuals with knowledge and training in clinical healthcare information technology and administrative healthcare information technology will remain in high demand.

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We think that graduates from the program will be well-qualified for professional positions involving the information technology used to support the electronic medical record in the clinical environment within our organization. Additionally, a program of study in Health IT at Missoula College UM, will likely lead to other partnerships for healthcare IT training and education within our local community. We encourage your support for the proposed Certificate in Health Information Technology.

Sincerely,

A handwritten signature in blue ink that reads "Devin Huntley".

Devin Huntley  
Vice President of Operations



From day one.

2827 Fort Missoula Road  
Missoula, MT 59804

TEL (406) 728-4100  
www.communitymed.org

September 1, 2012

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Sincerely,

A handwritten signature in black ink, appearing to read "Kari Lynn McLean", with a long horizontal flourish extending to the right.

Kari Lynn McLean, BSN, RN-BC  
Clinical Informatics Analyst  
Community Medical Center, Information Services