LEVEL I MEMORANDUM

DATE: April 19, 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

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 March 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 **Wednesday, May 1, 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

Flathead Valley Community College:

- Request to establish an Integrated Agriculture and Food Systems Associate of Applied Science Program ITEM # 159-302+R0513 | Level I Request Form | Curriculum Proposal

The University of Montana-Missoula:

- Request to re-title existing options within the Department of Psychology graduate programs to Experimental Psychology Option ITEM # 159-1006+R0513 | Level I Request Form

Montana State University –Northern:

- Request to make modifications to existing Bachelor of Science Diesel Technology courses ITEM # 159-2801+R0513 | Level I Request Form | Curriculum Proposal Form | Attachment #1
- Request to make modification to existing Bachelor of Science in Diesel Technology- Field Maintenance Option ITEM # 159-2802+R0513 | Level I Request Form | Curriculum Proposal Form | Attachment #1
- Request to make modifications to existing Bachelor of Science in Diesel Technology – Equipment Management Option ITEM # 159-2803+R0513 | Level I Request Form | Curriculum Proposal Form | Attachment #1
- Request to make modifications to existing Associate of Applied Science in Diesel Technology ITEM # 159-2804+R0513 | Level I Request Form | Curriculum Proposal Form | Attachment #1
- Request to make modifications to existing Minor - Diesel Technology ITEM # 159-2805+R0513 | Level I Request Form | Curriculum Proposal Form | Attachment #1
- Request to make modifications to existing Bachelor of Science – Automotive Technology ITEM # 159-2806+R0513 | Level I Request Form | Curriculum Proposal Form | Attachment #1
- Request to make modifications to existing Associate of Applied Science– Automotive Technology ITEM # 159-2807+R0513 | Level I Request Form | Curriculum Proposal Form | Attachment #1
- Request to make modifications to existing Associate of Applied Science– Automotive Technology Fast Track ITEM # 159-2808+R0513 | Level I Request Form | Curriculum Proposal Form | Attachment #1
- Request to make modifications to existing Certificate of Applied Science– Automotive Technology ITEM # 159-2809+R0513 | Level I Request Form | Curriculum Proposal Form | Attachment #1

- Request to make modifications to existing Minor – Automotive Technology
  ITEM # 159-2810+R0513 | Level I Request Form | Curriculum Proposal Form | Attachment #1
- Request to make modifications to existing Associate of Applied Science – Agriculture Mechanics Technology ITEM # 159-2811+R0513 | Level I Request Form | Curriculum Proposal Form | Attachment #1

Helena College-UM:

Request to establish Pre-Pharmacy Study Option ITEM # 159-1902+R0513 | Level I Request Form | Curriculum Proposal Form | Attachment #1 | Attachment #2 | Attachment #3

Terminations, Moratoriums, and Consolidations

Flathead Valley Community College:

- Request for Health Information Technology: Implementation and Maintenance Specialist Certificate into Moratorium ITEM # 159-301+R0513 | Level I Request Form
- Notice of Intent to terminate the Natural Resources and Conservation Management Certificate of Applied Science-**STEP 1** ITEM # 159-303+R0513 | Level I Request Form

Montana State University -Billings:

- Request for termination of the Bachelor of Science Degree, Major in Mathematics, Teaching Licensure Option – Multiple Subject Endorsement Program-**STEP 2**
  ITEM # 159-2701+R0513 | Level I Request Form | Termination Checklist
- Request for termination of the Associate of Applied Science Degree in Heating, Ventilation, Air Conditioning, and Refrigeration Technology **-STEP 2**
  ITEM # 159-2702+R0513 | Level I Request Form | Termination Checklist
- Notice of Intent to terminate the Minor in Business Geographic Information Systems **– STEP 1**
  ITEM # 159-2703+R0513 | Level I Request Form

Helena College-UM:

- Notice of Intent to terminate the Associate of Applied Science – Electronics Technology-**STEP 1**
  ITEM # 159-1903+R0513 | Level I Request Form

Great Falls College-MSU:

- Notice of Intent to terminate the Associate of Applied Science in Carpentry-**STEP 1**
  ITEM # 159-2901+R0513 | Level I Request Form
- Request for the Certificate of Applied Science – Sustainable Energy Program to be placed into Moratorium ITEM # 159-2902+R0513 | Level I Request Form
- Request for the Associate of Applied Science – Sustainable Energy Technician Program to be placed into Moratorium ITEM # 159-2903+R0513 | Level I Request Form

Campus Approval of Certificates

Flathead Valley Community College:

- Electronics Technician Level II Certificate ITEM # 159-304+R0513 | Level I Request Form
- Electronics Technician Level III Certificate ITEM # 159-305+R0513 | Level I Request Form
- Machinist Technician Level II Certificate ITEM # 159-306+R0513 | Level I Request Form
- Pre-Health Certificate Program ITEM # 159-307+R0513 | Level I Request Form
- Emergency Dispatcher Certificate ITEM # 159-308+R0513 | Level I Request Form

May 23-24, 2013

ITEM 159-302+R0513

Request for authorization to establish an Integrated Agriculture and Food Systems Associate of Applied Science

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THAT

Request the Board of Regents of Higher Education to authorize Flathead Valley Community College to establish an Integrated Agriculture and Food Systems AAS program.

EXPLANATION

The Integrated Agriculture and Food Systems program will prepare students to develop and manage their own farm business, or to pursue careers in agricultural and horticultural science, sales, or production. While enrolled in the program, individuals will learn the fundamentals of crop, soil, and livestock management, along with the business skills necessary to operate a farm enterprise. The program focuses on the integration of crop and livestock production principles to create sustainable farming and food systems. Through laboratory courses, field trips, and internships on the FVCC campus farm and in the community, the Integrated Agriculture and Food Systems program provides students with a hands-on, multidisciplinary experience in agriculture and food systems.

ATTACHMENTS

Level I Request Form
Curriculum Proposal

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-302+R0513** Meeting Date: **May 23-24, 2013**

Institution: **Flathead Valley Community College** CIP Code: **1.0308**

Program Title: **Integrated Agriculture and Food Systems**

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

___ **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)*

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

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

All other Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

___ **D. Campus Certificates**

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

Specify Request:

Flathead Valley Community College is requesting Level I authorization to implement a temporary AAS degree program in Integrated Agriculture and Food Systems.

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CURRICULUM PROPOSALS
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1. Overview

In 2012, Flathead Valley Community College (FVCC) conducted a comprehensive needs assessment to: (i) assess local demand for sustainable agriculture education, (ii) identify degree programs and subjects of interest to potential students, (iii) evaluate local, regional and national agricultural employment trends, and (iv) confirm workforce demand for sustainable agriculture graduates from local and regional employers.

As part of the needs assessment, area high school students were surveyed, regional and national employment data were analyzed, and local agriculture community members were interviewed. In addition, the College assembled an Agriculture Advisory Committee to provide direction and industry expertise. Members of the Committee included local farmers, agriculture educators, the Flathead County Extension Agent, and area industry representatives.

Results of the needs assessment indicate a strong interest for sustainable agricultural programming and a workforce demand for agriculture graduates. In response, the College has developed a two-year Associate of Applied Science degree program in Integrated Agriculture and Food Systems (IAFS). The proposed program is designed to prepare students for careers in agricultural entrepreneurship, science, sales, or production, and will focus on the principles of sustainable farming and small business management.

The IAFS program and curriculum have been vetted through the program review process and have been approved by all required FVCC committees, including the Faculty Senate, Curriculum Committee, and the Board of Trustees.

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

The two-year Associate of Applied Science (AAS) degree program in Integrated Agriculture and Food Systems will combine academics and hands-on education to prepare students to develop and manage their own agricultural business, or to pursue careers in agricultural science, sales, or production. While enrolled in the 66-70 credit program, students will learn the fundamentals of crop, soil, and animal science, sustainable production, and farm business management. Two required internships, one on the FVCC campus farm and one at an agricultural business in the community, will further prepare graduates for success in the workforce. Graduates of the program will help fill the ongoing local and national need for skilled agricultural workers, and can expect to find employment in a wide variety of agriculturally-related occupations.

3. Need

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

Flathead Valley Community College is responding to local and national workforce needs in developing the proposed IAFS program. The rapid growth of the 'local food' movement is creating new economic opportunities for small-scale entrepreneurial farmers regionally and nationally, and has been identified by Agriculture Secretary Tom Vilsack as one of the brightest areas within today's US agriculture sector.

While three of Montana's institutions of higher education (i.e., MSU Northern, Dawson CC, Miles CC) offer agriculturally-related AAS degrees (i.e., Agriculture Mechanics Technology, Agricultural Technology, Agribusiness Technology, Agriculture Production), none currently offer degrees related to sustainable agriculture or food systems. With growing student and consumer interest in sustainable food production, Flathead Valley Community College has the opportunity to fill an educational gap in Montana with an AAS degree program in Integrated Agriculture and Food Systems.

Montana Board of Regents
CURRICULUM PROPOSALS
APPENDIX

Employment projections for self-employed farmers are not available, but in the next five years there will be over 225 *new* openings for agricultural workers and hired farmers, ranchers, and agricultural managers in Montana alone. A recent survey of agriculturally-related businesses in the Flathead Valley indicated a need for skilled workers with general working knowledge of agriculture and business, as well as soft skills such as critical thinking, customer service, and communication. National projections for agriculture graduates are also positive, with the US Bureau of Labor estimating 2,290 Agriculture and Food Science Technician, Ag Food Scientist, and Ag Science Teacher job openings per year for the 2010-2020 period.

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

Individuals looking toward self-employment in the agriculture sector often possess a strong interest and entrepreneurial spirit but lack formal technical and business training in the field. Because the two-year IAFS program offers a variety of theoretical and applied coursework, entrepreneurs who graduate from IAFS program will be well-positioned for success in the industry. Graduates who wish to find employment at an agricultural business or institution will possess the degree qualifications for entry-level positions in research, sales, and management. The program's internship requirement, both on and off-campus, will make graduates more attractive to potential employers and local farm-based businesses will have increased access to skilled workers. Graduates that possess a knowledge and experience in agricultural entrepreneurship and science will also promote the expansion of local/regional agriculture sector.

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

Demand for agricultural programming at Flathead Valley Community College is significant. A 2012 survey of 500 Flathead and Lincoln County high school students (e.g., Flathead, Glacier, HE Robinson Vo Ag, Summit Preparatory, Bigfork High Schools) indicates that 40% would consider taking agriculture courses if they were offered. In absolute terms this represents 230 potential FVCC Agriculture students graduating from local high schools in the next 3-4 years. Strong interest was identified among Vocational Agriculture students, who will have the opportunity to pursue post-secondary agricultural education at FVCC, building on interests, skills, and knowledge acquired at the secondary education level. Demand among non-traditional students (i.e., age 21 and older, with some post-secondary education) is more difficult to accurately gage. A small group of non-traditional students was given a similar survey in 2012. Of the 68 respondents, 52% indicate that they would consider taking agriculture-related courses at FVCC.

4. Institutional and System Fit

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

The proposed AAS degree in Integrated Agriculture and Food Systems is unique at FVCC, but will initially be connected with FVCC's Culinary Arts program and food service enterprises. The FVCC campus farm, through a production and sales contract, will produce food for the Culinary Arts program, the FVCC cafeteria, and the College's catering service. There is tremendous potential for the IAFS program to integrate more academically with Culinary Arts, and with a number of other programs at FVCC, including Business, Engineering, Biology, Natural Resources and Conservation.

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

No. The approval of the proposed AAS degree in Integrated Agriculture and Food Systems will not require changes to any existing programs at FVCC.

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

There are currently no agricultural programs at FVCC.

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

This program aligns well with the overall Mission and Institutional Goals of FVCC, principally in the area of workforce development.

The IAFS program offers traditional and non-traditional students a diverse education in technical farming, marketing, and business management, providing graduates with the necessary skills to develop and start their own agricultural business. By energizing a movement towards diversified agri-business in the region, this unique program will allow the FVCC to play a larger role in the economic development of the Flathead Valley community and the State of Montana.

In addition to their formal classroom education, IAFS students will be required to participate in FVCC campus greenhouse and farm activities for an entire growing season. This provides students with a set of practical skills that complement concepts learned in the classroom, and will better prepare them for career evaluation and success in the workforce.

Students in the IAFS program will be required to participate in an off-campus internship at an agricultural business/organization in the Flathead Valley community. Students will be permitted to choose internship opportunities that are in-line with their career interests, providing them with additional experience that will allow them to be competitive in entering their chosen career fields. While students learn real-world workforce skills, they will fill the community need for skilled workers at existing agricultural businesses, providing opportunities for local economic development. To date, there are 28 agriculturally-related businesses in the Flathead Valley that have expressed a desire to host FVCC Agriculture student interns.

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.

Four of the proposed courses (PLSC 110, ANSC 100, SFBS 146, ANSC 222) in the IAFS program transfer directly to Montana State University-Bozeman (MSU-Bozeman), providing graduates of an AAS program with opportunities to further their education at another educational institution. In conjunction with the launch of the AAS in Integrated Agriculture and Food Systems program, FVCC will be offering Associate of Science transfer curricula that will prepare students to transfer to MSU-Bozeman into Agricultural Business, Plant Science, and Sustainable Food and Bioenergy Systems degree programs. Where necessary, articulation agreements with MSU-Bozeman have been created and are currently in place.

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CURRICULUM PROPOSALS
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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 Appendix on Page 7.

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

According to the needs assessment completed in September 2012, community demand for agriculture programming at Flathead Valley Community College is strong. The program will begin in Fall 2013 with an estimated enrollment of 10-12 students. The College's Agriculture Instructor/Program Coordinator, Dr. Heather Estrada, will recruit students, develop curricula, instruct courses, and oversee the operation of the campus farm. The College is expected to hire a Campus Farm Manager by June 2013. Together, Dr. Estrada and the Campus Farm Manager will design and initiate a campus farm, scheduled to be in operation for the 2014 growing season. The College's first agriculture students will participate in an on-campus internship at the site. During the first few years of operation, faculty will evaluate the merits and success of the program and make changes as necessary.

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.

With the addition of thirteen new academic courses and a campus farm, FVCC's Executive Staff Committee elected to hire one additional full-time Faculty member and one full-time Campus Farm Manager. The Faculty member, Dr. Heather Estrada, was hired in April 2013. The Campus Farm Manager, to be hired June 2013, will work to ensure the success of the farm and students enrolled in agriculture internship courses.

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.

Following the formal needs assessment, a business plan was developed for the initiation and operation of a campus farm. Start-up expenses for the initiation of the campus farm and greenhouse total $103,400. During the initiation phase (Summer 2013), Dr. Estrada and the Campus Farm Manager will work with FVCC staff to ensure adequate power and water resources, the construction of fencing, a greenhouse, and preparation of land for agricultural activities. The first year of production on the farm will be Summer 2014.

7. Assessment

How will the success of the program be measured?

The success of the IAFS program will be evaluated according to the metrics listed below. The College's Institutional Researcher and Agriculture Faculty will assist in data collection. College Administrators, Agriculture Faculty and the Agriculture Advisory Committee (comprised of local farmers, agriculture industry professionals, and educators) will review the assessment measures on an annual basis.

Montana Board of Regents
CURRICULUM PROPOSALS
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Academic Program

- Student enrollment in individual classes and the AAS program
- Program completion rates
- Four-year college transfer rate
- Academic success of AAS students

Student Engagement and Satisfaction

- Overall satisfaction with the program and components
- Satisfaction with the content and relevance of course work
- Skill development at campus farm and internship site
- Student perception of labor expectations
- Student perception of employability
- Student perception of the value of agricultural work

Internships

- Skill level and knowledge of student interns
- Student intern commitment and work ethic
- Clarity of job description and job duties
- Degree and quality of skill development at the internship site
- Quality of supervision and instruction at the internship site.
- Value of internship to farm operation
- Employability of student interns

Workforce Alignment

- Placement in the field
- Wages: student debt ratio
- Employer satisfaction

Montana Board of Regents
CURRICULUM PROPOSALS
APPENDIX

Program Sustainability

- Long-term vision and goals for the program
- Program's viability as a provider of skilled agricultural workers
- Job market for agricultural workers; industry surpluses and voids

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.

Over the past several years, the community has expressed an interest in agricultural programming at FVCC, and in 2010, the College pursued USDA funding to initiate the program. In 2011, FVCC was awarded a $134,862 USDA Secondary Education, Two-Year Postsecondary Education, and Agriculture in the K-12 Classroom Challenge Grant entitled *Promoting Education of Agricultural Sustainability in Northwest Montana (PEAS)*. The objectives of the grant included developing a two-year Sustainable Agriculture Associate of Applied Science (AAS) degree program at FVCC.

Beginning in January 2013, a formal needs assessment was carried out in order to develop recommendations for agricultural programming at the College. The results of the needs assessment, including the details of the proposed Integrated Agriculture and Food Systems program and a business plan for a campus farm, were submitted to the FVCC Agriculture Advisory Committee in August 2013. After recommendation from the Advisory Committee, the needs assessment was submitted to FVCC's Executive Staff, who recommended that the Integrated Agriculture and Food Systems program be proposed through program review. Per the program review process, the Integrated Agriculture and Food Systems proposal was submitted to and has received approval from the Program Review Committee, Faculty Senate, Executive Staff, the Math and Science Division, Curriculum Committee, and the Board of Trustees. Upon approval from the Board of Regents, IAFS students will be permitted to enroll in classes for the Fall 2013 semester.

Montana Board of Regents

CURRICULUM PROPOSALS

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Integrated Agriculture and Food Systems

Associate of Applied Science Degree

The Integrated Agriculture and Food Systems program will prepare students to develop and manage their own farm business, or to pursue careers in agricultural and horticultural science, sales, or production. While enrolled in the program, individuals will learn the fundamentals of crop, soil, and livestock management, along with the business skills necessary to operate a farm enterprise. The program focuses on the integration of crop and livestock production principles to create sustainable farming and food systems. Through laboratory courses, field trips, and internships on the FVCC campus farm and in the community, the Integrated Agriculture and Food Systems program provides students with a hands-on, multidisciplinary experience in agriculture and food systems. Upon completion of this program, students will be able to:

- Describe the components and complexities of our modern food system;
- Demonstrate knowledge of crop and livestock production methods;
- Identify, diagnose and manage pests and diseases of crop plants and livestock;
- Consider the whole-farm implications of their management decisions;
- Safely and effectively operate farm machinery and equipment;
- Describe various marketing opportunities in small and large-scale agriculture; and
- Identify the necessary steps to start and operate a new business.

First Year

Fall Semester

	Course	#	Title	Credits
___	ANSC	100	Animal Science	3
___	BIOB and	110N	Plant Science	3
___	BIOB	111L	Plant Science Lab	1
___	COMX	115	Introduction to Interpersonal Communication	3
___	SFBS	146	Introduction to Sustainable Food and Bioenergy Systems	3
___	WRIT	101W*	College Writing	
___	WRIT	122C*	Introduction to Business Writing	3
				16

Spring Semester

	Course	#	Title	Credits
___	ENSC	245NL	Soils	4
___	IAFS	110*	Principles of Crop Science	3
___	IAFS	202	Organic Crop Production: Spring	3
___	IAFS	230	Integrated Pest Management	5
				15

Summer Semester

	Course	#	Title	Credits
___	IAFS	246	Agriculture in Montana Field Course	2
___	IAFS	298	Internship: Campus Farm	3-6
				5-8

Second Year

Fall Semester

	Course	#	Title	Credits
___	AGMT	200	Agricultural Marketing	3
___	ANSC	222*	Livestock in Sustainable Systems	3
___	BMGT	210	Small Business Entrepreneurship	3
___	IAFS	200*	Soil Nutrient Management	3
___	IAFS	202	Organic Crop Production: Fall	3
				15

Spring Semester

	Course	#	Title	Credits
___	ACTG	122	Accounting and Business Decisions	2
___	BGEN	280*	Business Planning	3
___	IAFS	238	Farm Maintenance and Equipment	4
___	IAFS	298*	Internship: Agricultural Enterprise	3-4
___	IAFS	299*	Capstone: Integrated Agriculture and Food Systems	3
				15-16

Total Credits **66-70**

*Indicates prerequisite and/or corequisite needed. Check course description

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Program Information
An internship is required for this program. Students must apply for internship placements for this program the prior semester. See page 39 for more information and application deadlines.

Additional Costs
There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities after Graduation
Graduates can expect to find employment in a variety of agricultural jobs, including as plant/soil/animal science technicians, in agricultural sales/marketing, or as farm managers. Small-scale farming is one of the fastest growing sectors in agriculture, which presents opportunities for graduates to be self-employed farmers.

For general information, contact the Admissions office: (406) 756-3846.

May 23-24, 2013

ITEM 159-1006+R0513

Request to re-title existing options within the Department of Psychology graduate programs to an Experimental Psychology option

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THAT

The Board of Regents of Higher Education authorizes The University of Montana to retitle the Developmental Psychology and Animal Behavior options within the Department of Psychology graduate programs to an option in Experimental Psychology.

EXPLANATION

The Department of Psychology asks to replace the titles of two of the graduate concentration areas with one, more generic, title. Currently, the MA and PhD programs include Developmental Psychology and Animal Behavior options. They would like to consolidate these two options into a more descriptive and flexible Experimental Psychology option. The proposed Experimental Psychology option subsumes the developmental and animal behavior research areas but is more accurate, descriptive, and consistent with national nomenclature. The Experimental Psychology option will also cover other research areas such as Social Psychology, Quantitative Psychology and Cognition, all of which are already represented by tenure-track faculty members in the department. The change would not require any additional resources.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-1006+R0513** Meeting Date: **May 23-24, 2013**

Institution: **The University of Montana-Missoula** CIP Code: **42.27**

Program Title: **Experimental Psychology option in Psychology MA and PhD**

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

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

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

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Montana Board of Regents

LEVEL I REQUEST FORM

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___ **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 Psychology asks to replace the titles of two of the graduate concentration areas with one, more generic, title. Currently, the MA and PhD programs include Developmental Psychology and Animal Behavior options. They would like to consolidate these two options into a more descriptive and flexible Experimental Psychology option. The proposed Experimental Psychology option subsumes the developmental and animal behavior research areas but is more accurate, descriptive, and consistent with national nomenclature. The Experimental Psychology option will also cover other research areas such as Social Psychology, Quantitative Psychology and Cognition, all of which are already represented by tenure-track faculty members in the department. The change would not require any additional resources.

May 23-24, 2013

ITEM 159-2801+R0513

Request for approval to make modification to existing Bachelor of Science - Diesel Technology

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THAT

MSU-Northern requests permission to make course modifications to an existing bachelor's degree program in Diesel Technology.

EXPLANATION

The Automotive and Diesel Technology programs at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for electrical, manual power trains, braking systems, and steering and suspension. In addition it was requested that automotive majors actually perform a remove and repair operation on an automatic transmission. These changes were accomplished by several course credit changes and realignment of courses which resulted in the decrease of 1 credit in the Diesel Technology BS degree. MSUN requests that these modifications to the BS degree be approved.

ATTACHMENTS

Level I Request Form
Curriculum Proposal Form
Attachment #1: Program/Degree Revision Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-2801+R0513** Meeting Date: **May 23 – 24, 2013**

Institution: **MSU-Northern** CIP Code: **47.0605**

Program Title: **Bachelor of Science in Diesel 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**

X 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 Automotive and Diesel Technology programs at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for electrical, manual power trains, braking systems, and steering and suspension. In addition it was requested that automotive majors actually perform a remove and repair operation on an automatic transmission. These changes were accomplished by several course credit changes and realignment of courses which resulted in the decrease of 1 credit in the Diesel Technology BS degree. Northern requests that these modifications to the BS degree be approved.

Montana Board of Regents

CURRICULUM PROPOSALS

1. Overview

After a review by Automotive industry partners, some program modifications were deemed necessary to maintain the certification by industry. These modifications include additional lab time in a few critical technical areas. After review by program faculty these time-on-task changes resulted modifying the number of semester credits for a handful of courses leading to a modest increase in AAS, CAS and Minor programs.

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

Based on feedback from industry partners, the faculty teaching Automotive, Diesel and Ag-Mechanics technology courses determined that additional 'time-on-task' was required for electrical, manual power trains, braking systems, steering and suspension and diesel fuel systems. In addition, an additional hands-on task requiring the removal, repair and reinstallation of an automatic transmission was indicated for automotive degree students. These changes to the courses decreased or increased the number of credits in some courses, requiring some minor adjustments to the degree programs. These changes included dropping and realigning courses to meet the needs of industry and accreditation standards. As a result, the BS degrees either decreased or remained unchanged in credits, but the AAS, CAS, and minors in Diesel, Auto, and Ag Mechanics will have some increases in the total number of credits. However, the AAS degree in Automotive Technology (Fast Track) has remained unchanged. Specifically the following existing degrees, certificates, and minors are requesting to be modified:

1. BS degree in Diesel Technology – decreased from 121 to 120 semester credits
2. BS degree in Diesel Technology-Field Maintenance Option– decreased from 121 to 120 semester credits
3. BS degree in Diesel Technology-Equipment Management Option– decreased from 122 to 120 semester credits
4. AAS degree in Diesel Technology– increased from 64 to 66 semester credits
5. Minor in Diesel Technology– increased from 24 to 25 semester credits
6. BS degree in Automotive Technology – No changes—program at 120 semester credits
7. AAS degree in Automotive Technology – increased from 62 to 68 semester credits
8. AAS degree in Automotive Technology (Fast Track) – No change program at 62 semester credits
9. CAS in Automotive Technology – increased from 33 to 34 semester credits
10. Minor in Automotive Technology– increased from 28 to 29 semester credits
11. AAS degree in Agriculture Mechanics – increased from 66 to 71 semester credits

3. Need

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

The institution has close ties with industry through Ford MLR program, as well as NATEF certification. After an accreditation review by industry representatives, it was determined that additional time-on-task would be required to maintain the level of training recognized by these industries. The institution is responding to these industry standards.

Montana Board of Regents
CURRICULUM PROPOSALS

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

The program and course modifications are in place and while students are required to spend additional time working on hands-on exercises, they are better served by the ability to complete industry recognized training sequences.

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

The Mechanical technology programs at MSU-Northern are strong and the outlook continues to be so. These minor changes to the curriculum serve to strengthen the programs. See below for enrollment by majors of existing programs. The chart below does not include the minors in diesel and automotive areas.

Enrollment By Majors

	200770	200870	200970	201070	201170	201270
BS Automotive Technology (B03)	29	29	26	27	19	21
AAS Automotive Technology (B10) & AAS Automotive Technology-Fast Track (A55)	19	15	19	19	19	13
CAS Automotive Technology (C03)	0	1	2	0	1	2
BS Diesel Technology (B05), Field Maintenance (B06), Equipment Management (B92) (3 degrees)	58	67	88	93	95	115
AAS Diesel Technology (A10)	26	28	28	41	58	58
BS Agriculture Mechanics Tech. (B01)	0	0	0	0	0	1
AAS Agriculture Mechanics Tech. (A06)	1	0	1	7	9	12

Montana Board of Regents

CURRICULUM PROPOSALS

State and National Demand Current as of 2012				
Area of Education	**Major Code**	**Program Description**	**Occupational Outlook**	**Job Growth Rate**
			Number of Jobs 2010	**Number of Jobs 2010-2020**
Agriculture	A06/B01	Agriculture Mechanics Tech	1,202,500	16%
	A07	Agriculture Technology		10%
	B04	Agriculture Operations Tech		-8%
Automotive Technology	A08	Automotive Technology	723,400	17%
	A55	Automotive Tech Fast Track		
	B03	Automotive Technology		
	C03	Automotive Technology		
Diesel Technology	A10	Diesel Technology	242,200	15%
	B05	Diesel Technology		
	B06	Diesel Technology Field Maint.		5%

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?

These programs are a mainstay of technical training at MSU-Northern.

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

Since no new program is being proposed, the changes listed above are the only programs affected by these program modifications.

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

N/A

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

Enrollment in these programs and the strong industry relationships continue to establish MSU-Northern with industry partners and a 100% placement rate from these programs.

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 proposed changes are industry standards – any other programs that are similar will be required by industry to meet these standards if they have not already done so.

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 attached program revision forms.

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

These minor changes have already been implemented using temporary changes to the program scheduling. This request seeks to formalize and make permanent the changes.

Montana Board of Regents

CURRICULUM PROPOSALS

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.

N/A

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.

This proposal changes some courses but does not change the curriculum in any substantive way. We continue planning efforts to support the mechanical technology programs at Northern, but these changes do not change the needs for resources.

7. Assessment

How will the success of the program be measured?

The ongoing campus-wide assessment program and external review by industry and NATEF will identify success.

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 ATDI faculty spent two years developing a strategic plan for sustaining growth in the Automotive, Diesel and Ag-Mechanics programs. These plans (including credit decreases and increases are the topic of this request) were presented to administration numerous times before being allowed to proceed with changes. The program package was developed by program faculty, reviewed by the College of Technical Sciences (COTS) faculty, and approved for submission to the campus curriculum process. After approval by the Dean of the COTS, the proposal was reviewed by the Curriculum and General Education sub-committees of the Academic Senate, and finally approved by the Academic Senate. They were submitted to the Provost and Chancellor of MSUN and were granted final approval. This curriculum proposal is a part of that approval process.

PROGRAM/DEGREE REVISION FORM

NEW_____ DROPPED_____ MAJOR REVISION __XX__ FOR INFORMATION ONLY _____
College COTS Program Area Diesel Technology Date 11/29/2012
Submitter_____ Dean _____ Date_____
Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s).
Increasing credits on courses per industry recommendations

Please provide in the space below a "before and after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.

PROPOSAL TITLE Diesel Technology BS Degree

Current Program listed in 12-13 Catalog

Course Prefix	#	Course Title	Credits
ATDI	134	Auto/Diesel Electrical/Electronic Sys I	4
ATDI	257	**Automatics**	**4**
ATDI	264	Auto/Diesel Electrical/Electronic II	4
ATDI	265	**Heating & Air Conditioning**	**4**
ATDI	384	**Auto/Diesel Electrical/Electronic III**	**4**
ATDI	400	Shop Procedures	3
DIES	104	Intro to Diesel Engines	3
DIES	114	Intro to Diesel Engines Lab	3
DIES	115	Intro to Diesel Fuel Systems	4
DIES	204	Intro to Hydraulics & Pneumatics	2
DIES	214	Intro to Hydraulics & Pneumatics Lab	2
DIES	216	Heavy Duty Power Trains	4
DIES	219	Heavy Duty Chassis	4
DIES	262	Diesel Engine Diagnosis & Repair	2
DIES	272	Diagnosis of Diesel Engines Lab	4
DIES	273	Diesel Shop Practices	4
DIES	314	**Hydraulics & Pneumatics II**	**4**
DIES	420	Diesel Shop Management	2
DIES	440	Advanced Fuel Systems	4
DIES	434	Current Model Year Technology	3
DIES	450	Diagnosis of Power Shifts & HD Auto	4
DIES	498	Cooperative Education	6
METL	155	Machining	3
WLDG	110	Welding Theory I	2
WLDG	111	Welding Theory I Practical	2
WLDG	260	Repair & Maintenance Welding	3
		General Education	33
M	145	4	
TSCI	304	3	
WRIT	101	3	
WRIT	350	3	
		Courses Removed from Program Requirements	
		Total	**121**

Proposed Program for 13-14 Catalog

Course Prefix	#	Course Title	Gen-Ed Credits	Degree Credits
ATDI	134	Auto/Diesel Electrical/Electronic Sys I		6
ATDI	257	Automatics		4
ATDI	264	Auto/Diesel Electrical/Electronic II		6
ATDI	265	Heating & Air Conditioning		4
ATDI	384	Auto/Diesel Electrical/Electronic III		4
ATDI	400	Shop Procedures		3
DIES	104	Intro to Diesel Engines		3
DIES	114	Intro to Diesel Engines Lab		3
DIES	115	Intro to Diesel Fuel Systems		5
DIES	204	Intro to Hydraulics & Pneumatics		2
DIES	214	Intro to Hydraulics & Pneumatics Lab		2
DIES	216	Heavy Duty Power Trains		4
DIES	219	Heavy Duty Chassis		4
DIES	262	Diesel Engine Diagnosis & Repair		3
DIES	272	Diagnosis of Diesel Engines Lab		3
DIES	273	Diesel Shop Practices		4
DIES	314	Hydraulics & Pneumatics II		4
DIES	420	Diesel Shop Management		2
DIES	440	Advanced Fuel Systems		4
DIES	434	Current Model Year Technology		3
DIES	450	Diagnosis of Power Shifts & HD Auto		4
DIES	498	Cooperative Education		3
WLDG	110	Welding Theory I		2
WLDG	111	Welding Theory I Practical		2
WLDG	260	Repair & Maintenance Welding		3
		General Education	33	
		Program		87
		Total		**120**

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.
none

Updated 11/29/2012

May 23-24, 2013

ITEM 159-2802+R0513

Request for approval to make modification to the Bachelor of Science in Diesel Technology – Field Maintenance Option

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THAT

MSU-Northern requests permission to make course modifications to an existing bachelor's degree program in Diesel Technology – Field Maintenance Option.

EXPLANATION

The Automotive and Diesel Technology programs at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for electrical, manual power trains, braking systems, and steering and suspension. In addition it was requested that automotive majors actually perform a remove and repair operation on an automatic transmission. These changes were accomplished by several course credit changes and realignment of courses which resulted in the decrease of 1 credit in the Diesel Technology – Field Maintenance, BS degree. MSUN requests that these modifications to the BS in Diesel Technology – Field Maintenance be approved.

ATTACHMENTS

Level I Request Form
Curriculum Proposal Form
Attachment #1: Program/Degree Revision Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-2802+R0513** Meeting Date: **May 23 – 24, 2013**

Institution: **MSU-Northern** CIP Code: **47.0605**

Program Title: **Bachelor of Science in Diesel Technology – Field Maintenance Option**

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

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

Level I proposals include campus initiatives typically characterized by (a) minimal costs; (b) clear adherence to approved campus mission; and (c) the absence of significant programmatic impact on other institutions within the Montana University System and Community Colleges. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site.

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

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

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

___ **4. Departmental mergers and name changes**

X 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)

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

Montana Board of Regents

LEVEL I REQUEST FORM

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)*

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Specify Request:

The Automotive and Diesel Technology programs at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for electrical, manual power trains, braking systems, and steering and suspension. In addition it was requested that automotive majors actually perform a remove and repair operation on an automatic transmission. These changes were accomplished by several course credit changes and realignment of courses which resulted in the decrease of 1 credit in the Diesel Technology BS – Field Maintenance Option degree. Northern requests that these modifications to the BS – Field Maintenance Option degree be approved.

Montana Board of Regents

CURRICULUM PROPOSALS

1. Overview

After a review by Automotive industry partners, some program modifications were deemed necessary to maintain the certification by industry. These modifications include additional lab time in a few critical technical areas. After review by program faculty these time-on-task changes resulted modifying the number of semester credits for a handful of courses leading to a modest increase in AAS, CAS and Minor programs.

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

Based on feedback from industry partners, the faculty teaching Automotive, Diesel and Ag-Mechanics technology courses determined that additional 'time-on-task' was required for electrical, manual power trains, braking systems, steering and suspension and diesel fuel systems. In addition, an additional hands-on task requiring the removal, repair and reinstallation of an automatic transmission was indicated for automotive degree students. These changes to the courses decreased or increased the number of credits in some courses, requiring some minor adjustments to the degree programs. These changes included dropping and realigning courses to meet the needs of industry and accreditation standards. As a result, the BS degrees either decreased or remained unchanged in credits, but the AAS, CAS, and minors in Diesel, Auto, and Ag Mechanics will have some increases in the total number of credits. However, the AAS degree in Automotive Technology (Fast Track) has remained unchanged. Specifically the following existing degrees, certificates, and minors are requesting to be modified:

1. BS degree in Diesel Technology – decreased from 121 to 120 semester credits
2. BS degree in Diesel Technology-Field Maintenance Option– decreased from 121 to 120 semester credits
3. BS degree in Diesel Technology-Equipment Management Option– decreased from 122 to 120 semester credits
4. AAS degree in Diesel Technology– increased from 64 to 66 semester credits
5. Minor in Diesel Technology– increased from 24 to 25 semester credits
6. BS degree in Automotive Technology – No changes—program at 120 semester credits
7. AAS degree in Automotive Technology – increased from 62 to 68 semester credits
8. AAS degree in Automotive Technology (Fast Track) – No change program at 62 semester credits
9. CAS in Automotive Technology – increased from 33 to 34 semester credits
10. Minor in Automotive Technology– increased from 28 to 29 semester credits
11. AAS degree in Agriculture Mechanics – increased from 66 to 71 semester credits

3. Need

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

The institution has close ties with industry through Ford MLR program, as well as NATEF certification. After an accreditation review by industry representatives, it was determined that additional time-on-task would be required to maintain the level of training recognized by these industries. The institution is responding to these industry standards.

Montana Board of Regents
CURRICULUM PROPOSALS

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

The program and course modifications are in place and while students are required to spend additional time working on hands-on exercises, they are better served by the ability to complete industry recognized training sequences.

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

The Mechanical technology programs at MSU-Northern are strong and the outlook continues to be so. These minor changes to the curriculum serve to strengthen the programs. See below for enrollment by majors of existing programs. The chart below does not include the minors in diesel and automotive areas.

Enrollment By Majors						
	200770	200870	200970	201070	201170	201270
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AAS Automotive Technology (B10) & AAS Automotive Technology-Fast Track (A55)	19	15	19	19	19	13
CAS Automotive Technology (C03)	0	1	2	0	1	2
BS Diesel Technology (B05), Field Maintenance (B06), Equipment Management (B92) (3 degrees)	58	67	88	93	95	115
AAS Diesel Technology (A10)	26	28	28	41	58	58
BS Agriculture Mechanics Tech. (B01)	0	0	0	0	0	1
AAS Agriculture Mechanics Tech. (A06)	1	0	1	7	9	12

Montana Board of Regents
CURRICULUM PROPOSALS

State and National Demand Current as of 2012				
Area of Education	**Major Code**	**Program Description**	**Occupational Outlook**	**Job Growth Rate**
			Number of Jobs 2010	**Number of Jobs 2010-2020**
Agriculture	A06/B01	Agriculture Mechanics Tech	1,202,500	16%
	A07	Agriculture Technology		10%
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Automotive Technology	A08	Automotive Technology	723,400	17%
	A55	Automotive Tech Fast Track		
	B03	Automotive Technology		
	C03	Automotive Technology		
Diesel Technology	A10	Diesel Technology	242,200	15%
	B05	Diesel Technology		
	B06	Diesel Technology Field Maint.		5%

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?

These programs are a mainstay of technical training at MSU-Northern.

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

Since no new program is being proposed, the changes listed above are the only programs affected by these program modifications.

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

N/A

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

Enrollment in these programs and the strong industry relationships continue to establish MSU-Northern with industry partners and a 100% placement rate from these programs.

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 proposed changes are industry standards – any other programs that are similar will be required by industry to meet these standards if they have not already done so.

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 attached program revision forms.

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

These minor changes have already been implemented using temporary changes to the program scheduling. This request seeks to formalize and make permanent the changes.

Montana Board of Regents

CURRICULUM PROPOSALS

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.

N/A

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.

This proposal changes some courses but does not change the curriculum in any substantive way. We continue planning efforts to support the mechanical technology programs at Northern, but these changes do not change the needs for resources.

7. Assessment

How will the success of the program be measured?

The ongoing campus-wide assessment program and external review by industry and NATEF will identify success.

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 ATDI faculty spent two years developing a strategic plan for sustaining growth in the Automotive, Diesel and Ag-Mechanics programs. These plans (including credit decreases and increases are the topic of this request) were presented to administration numerous times before being allowed to proceed with changes. The program package was developed by program faculty, reviewed by the College of Technical Sciences (COTS) faculty, and approved for submission to the campus curriculum process. After approval by the Dean of the COTS, the proposal was reviewed by the Curriculum and General Education sub-committees of the Academic Senate, and finally approved by the Academic Senate. They were submitted to the Provost and Chancellor of MSUN and were granted final approval. This curriculum proposal is a part of that approval process.

PROGRAM/DEGREE REVISION FORM

NEW_____ DROPPED_____ MAJOR REVISION__XX__ FOR INFORMATION ONLY_____

College__COTS_____ Program Area__Diesel Technology_____ Date 11/29/2012

Submitter_____ Dean _____ Date_____

Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s).
A review by industry revealed that hours on task did not meet industry standards. Credit hour increases reflect industry standards per this recommendation.

Please provide in the space below a "before and after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.

PROPOSAL TITLE_B.S. Diesel Technology – Field Maintenance Option_____

Current Program listed in 12-13 Catalog

Course Prefix	#	Course Title	Credits
ATDI	134	Auto/Diesel Electrical/Electronic Sys I	4
ATDI	264	Auto/Diesel Electrical/Electronic II	4
ATDI	265	Heating & Air Conditioning	4
ATDI	384	Auto/Diesel Electrical/Electronic III	4
ATDI	400	Shop Procedures	2
DIES	104	Intro to Diesel Engines	3
DIES	114	Intro to Diesel Engines Lab	3
DIES	115	Intro to Diesel Fuel Systems	4
DIES	204	Intro to Hydraulics & Pneumatics	2
DIES	214	Intro to Hydraulics & Pneumatics Lab	2
DIES	216	Heavy Duty Power Trains	4
DIES	262	Diesel Engine Diagnosis & Repair	4
DIES	272	Diagnosis of Diesel Engines Lab	4
DIES	314	**Hydraulics & Pneumatics II**	**4**
DIES	440	Advanced Fuel Systems	4
DIES	434	Current Model Year Technology	3
DIES	450	Diagnosis of Power Shifts & HD Auto	4
DIES	498	Cooperative Education	6
IT	111	Industrial Safety & Waste Management	2
METL	155	Machining	3
WLDG	110	Welding Theory I	2
WLDG	111	Welding Theory I Practical	2
WLDG	114	Mig/Tig Welding	3
WLDG	180	Shielded Metal Arc Welding	3
WLDG	260	Repair & Maintenance Welding	3
WLDG	186	Welding Qual. Test Preparation w/Lab	3
WLDG	356	Weld Certification Procedures I	3
WLDG	357	Weld Certification Procedures II	3
		Advisor Approved elective	3
		General Education	33
M	145	4	
TSCI	304	3	
WRIT	101	3	
WRIT	350	3	
		Courses removed from program requirements	
		Total	**121**

Proposed Program for 13-14 Catalog

Course Prefix	#	Course Title	Gen-Ed Credits	Degree Credits
ATDI	134	Auto/Diesel Electrical/Electronic Sys I		6
ATDI	264	Auto/Diesel Electrical/Electronic II		6
ATDI	265	Heating & Air Conditioning		4
ATDI	384	Auto/Diesel Electrical/Electronic III		4
ATDI	400	Shop Procedures		3
DIES	104	Intro to Diesel Engines		3
DIES	114	Intro to Diesel Engines Lab		3
DIES	115	Intro to Diesel Fuel Systems		5
DIES	204	Intro to Hydraulics & Pneumatics		2
DIES	214	Intro to Hydraulics & Pneumatics Lab		2
DIES	216	Heavy Duty Power Trains		4
DIES	262	Diesel Engine Diagnosis & Repair		3
DIES	272	Diagnosis of Diesel Engines Lab		3
DIES	314	Hydraulics & Pneumatics II		4
DIES	440	Advanced Fuel Systems		4
DIES	434	Current Model Year Technology		3
DIES	450	Diagnosis of Power Shifts & HD Auto		4
DIES	498	Cooperative Education		2
METL	155	Machining		3
WLDG	110	Welding Theory I		2
WLDG	111	Welding Theory I Practical		2
WLDG	114	Mig/Tig Welding		3
WLDG	260	Repair & Maintenance Welding		3
WLDG	186	Welding Qual Test Prep. w/Lab		3
WLDG	356	Weld Cert. Procedures I		3
WLDG	357	Weld Cert Procedures II		3
		General Education	33	
		Program		87
		Credit changes highlighted in yellow		
		Total		120

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.
None
Updated 11/29/2012

May 23-24, 2013

ITEM 159-2803+R0513

Request to make modification to the existing Bachelor of Science in Diesel Technology – Equipment Management Option

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THAT

MSU-Northern requests permission to make course modifications to an existing bachelor's degree program in Diesel Technology – Equipment Management Option.

EXPLANATION

The Automotive and Diesel Technology programs at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for electrical, manual power trains, braking systems, and steering and suspension. In addition it was requested that automotive majors actually perform a remove and repair operation on an automatic transmission. These changes were accomplished by several course credit changes and realignment of courses which resulted in the decrease of 2 credits in the Diesel Technology – Equipment Management, BS degree. MSUN requests that these modifications to the BS in Diesel Technology – Equipment Management Option be approved.

ATTACHMENTS

Level I Request Form
Curriculum Proposal Form
Attachment #1: Program/Degree Revision Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-2803+R0513** Meeting Date: **May 23 – 24, 2013**

Institution: **MSU-Northern** CIP Code: **47.0605**

Program Title: **Bachelor of Science in Diesel Technology – Equipment Management option**

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

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**

X 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 Automotive and Diesel Technology programs at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for several courses, and specifically for diesel, the electrical and introductory fuel systems. MSU-Northern also wishes to align the Equipment Management option with the 120 credit limit for a B.S. degree. These changes were accomplished by several course credit changes and realignment of courses. Northern requests that these modifications to the B.S. Diesel Technology – Equipment Management option degree be approved.

Montana Board of Regents

CURRICULUM PROPOSALS

1. Overview

After a review by Automotive industry partners, some program modifications were deemed necessary to maintain the certification by industry. These modifications include additional lab time in a few critical technical areas. After review by program faculty these time-on-task changes resulted modifying the number of semester credits for a handful of courses leading to a modest increase in AAS, CAS and Minor programs.

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

Based on feedback from industry partners, the faculty teaching Automotive, Diesel and Ag-Mechanics technology courses determined that additional 'time-on-task' was required for electrical, manual power trains, braking systems, steering and suspension and diesel fuel systems. In addition, an additional hands-on task requiring the removal, repair and reinstallation of an automatic transmission was indicated for automotive degree students. These changes to the courses decreased or increased the number of credits in some courses, requiring some minor adjustments to the degree programs. These changes included dropping and realigning courses to meet the needs of industry and accreditation standards. As a result, the BS degrees either decreased or remained unchanged in credits, but the AAS, CAS, and minors in Diesel, Auto, and Ag Mechanics will have some increases in the total number of credits. However, the AAS degree in Automotive Technology (Fast Track) has remained unchanged. Specifically the following existing degrees, certificates, and minors are requesting to be modified:

1. BS degree in Diesel Technology – decreased from 121 to 120 semester credits
2. BS degree in Diesel Technology-Field Maintenance Option– decreased from 121 to 120 semester credits
3. BS degree in Diesel Technology-Equipment Management Option– decreased from 122 to 120 semester credits
4. AAS degree in Diesel Technology– increased from 64 to 66 semester credits
5. Minor in Diesel Technology– increased from 24 to 25 semester credits
6. BS degree in Automotive Technology – No changes—program at 120 semester credits
7. AAS degree in Automotive Technology – increased from 62 to 68 semester credits
8. AAS degree in Automotive Technology (Fast Track) – No change program at 62 semester credits
9. CAS in Automotive Technology – increased from 33 to 34 semester credits
10. Minor in Automotive Technology– increased from 28 to 29 semester credits
11. AAS degree in Agriculture Mechanics – increased from 66 to 71 semester credits

3. Need

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

The institution has close ties with industry through Ford MLR program, as well as NATEF certification. After an accreditation review by industry representatives, it was determined that additional time-on-task would be required to maintain the level of training recognized by these industries. The institution is responding to these industry standards.

Montana Board of Regents
CURRICULUM PROPOSALS

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

The program and course modifications are in place and while students are required to spend additional time working on hands-on exercises, they are better served by the ability to complete industry recognized training sequences.

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

The Mechanical technology programs at MSU-Northern are strong and the outlook continues to be so. These minor changes to the curriculum serve to strengthen the programs. See below for enrollment by majors of existing programs. The chart below does not include the minors in diesel and automotive areas.

Enrollment By Majors

	200770	200870	200970	201070	201170	201270
BS Automotive Technology (B03)	29	29	26	27	19	21
AAS Automotive Technology (B10) & AAS Automotive Technology-Fast Track (A55)	19	15	19	19	19	13
CAS Automotive Technology (C03)	0	1	2	0	1	2
BS Diesel Technology (B05), Field Maintenance (B06), Equipment Management (B92) (3 degrees)	58	67	88	93	95	115
AAS Diesel Technology (A10)	26	28	28	41	58	58
BS Agriculture Mechanics Tech. (B01)	0	0	0	0	0	1
AAS Agriculture Mechanics Tech. (A06)	1	0	1	7	9	12

Montana Board of Regents
CURRICULUM PROPOSALS

State and National Demand Current as of 2012				
Area of Education	**Major Code**	**Program Description**	**Occupational Outlook**	**Job Growth Rate**
			Number of Jobs 2010	**Number of Jobs 2010-2020**
Agriculture	A06/B01	Agriculture Mechanics Tech	1,202,500	16%
	A07	Agriculture Technology		10%
	B04	Agriculture Operations Tech		-8%
Automotive Technology	A08	Automotive Technology	723,400	17%
	A55	Automotive Tech Fast Track		
	B03	Automotive Technology		
	C03	Automotive Technology		
Diesel Technology	A10	Diesel Technology	242,200	15%
	B05	Diesel Technology		
	B06	Diesel Technology Field Maint.		5%

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?

These programs are a mainstay of technical training at MSU-Northern.

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

Since no new program is being proposed, the changes listed above are the only programs affected by these program modifications.

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

N/A

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

Enrollment in these programs and the strong industry relationships continue to establish MSU-Northern with industry partners and a 100% placement rate from these programs.

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 proposed changes are industry standards – any other programs that are similar will be required by industry to meet these standards if they have not already done so.

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 attached program revision forms.

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

These minor changes have already been implemented using temporary changes to the program scheduling. This request seeks to formalize and make permanent the changes.

Montana Board of Regents

CURRICULUM PROPOSALS

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.

N/A

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.

This proposal changes some courses but does not change the curriculum in any substantive way. We continue planning efforts to support the mechanical technology programs at Northern, but these changes do not change the needs for resources.

7. Assessment

How will the success of the program be measured?

The ongoing campus-wide assessment program and external review by industry and NATEF will identify success.

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 ATDI faculty spent two years developing a strategic plan for sustaining growth in the Automotive, Diesel and Ag-Mechanics programs. These plans (including credit decreases and increases are the topic of this request) were presented to administration numerous times before being allowed to proceed with changes. The program package was developed by program faculty, reviewed by the College of Technical Sciences (COTS) faculty, and approved for submission to the campus curriculum process. After approval by the Dean of the COTS, the proposal was reviewed by the Curriculum and General Education sub-committees of the Academic Senate, and finally approved by the Academic Senate. They were submitted to the Provost and Chancellor of MSUN and were granted final approval. This curriculum proposal is a part of that approval process.

PROGRAM/DEGREE REVISION FORM

NEW_____ DROPPED_____ MAJOR REVISION __XX__ FOR INFORMATION ONLY_____

College COTS Program Area Diesel Technology Date 11/29/2012

Submitter_____ Dean _____ Date_____

Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s).
Increasing credits on courses per industry recommendations

Please provide in the space below a "before and after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.

PROPOSAL TITLE Diesel Technology: Equipment Management BS Degree

Current Program listed in 12-13 Catalog

Course Prefix	#	Course Title	Credits
ATDI	134	Auto/Diesel Electrical/Electronic Sys I	4
ATDI	264	Auto/Diesel Electrical/Electronic II	4
ATDI	265	Heating & Air Conditioning	4
ATDI	384	Auto/Diesel Electrical/Electronic III	4
DIES	104	Intro to Diesel Engines	3
DIES	114	Intro to Diesel Engines Lab	3
DIES	115	Intro to Diesel Fuel Systems	4
DIES	204	Intro to Hydraulics & Pneumatics	2
DIES	214	Intro to Hydraulics & Pneumatics Lab	2
DIES	216	Heavy Duty Power Trains	4
DIES	262	Diesel Engine Diagnosis & Repair	2
DIES	272	Diagnosis of Diesel Engines Lab	4
DIES	314	Hydraulics & Pneumatics II	4
DIES	440	Advanced Fuel Systems	4
DIES	450	Diagnosis of Power Shifts & HD Auto	4
WLDG	110	Welding Theory I	2
WLDG	111	Welding Theory I Practical	2
IT	111	Industrial Safety & Waste Management	2
ACTG	201	Principles of Financial Accounting	3
BGEN	353	Business Statistics & Research	3
ACTG	202	Principles of Managerial Accounting	3
BFIN	322	Business Finance	3
BMGT	335	Management & Organization	3
BMGT	322	Operations Management	3
BUS	360	Project Management	3
BUS	348	Business Communications	3
BGEN	360	International Business	3
ACTG	410	Cost/Managerial Accounting	3
BMGT	329	Human Resource Management	3
M	145	Math for Liberal Arts	4
TSCI	304	Fuels/Lubricants	3
WRIT	101	College Writing I	3
WRIT	350	Technical Editing	3
		Additional General Education	18
		Dropped credits highlighted 19	
		Total	**122**

Proposed Program for 13-14 Catalog

Course Prefix	#	Course Title	Gen-Ed Credits	Degree Credits
ATDI	134	Auto/Diesel Electrical/Electronic Sys I		6
ATDI	264	Auto/Diesel Electrical/Electronic II		6
ATDI	265	Heating & Air Conditioning		4
ATDI	384	Auto/Diesel Electrical/Electronic III		4
DIES	104	Intro to Diesel Engines		3
DIES	114	Intro to Diesel Engines Lab		3
DIES	115	Intro to Diesel Fuel Systems		5
DIES	204	Intro to Hydraulics & Pneumatics		2
DIES	214	Intro to Hydraulics & Pneumatics Lab		2
DIES	216	Heavy Duty Power Trains		4
DIES	262	Diesel Engine Diagnosis & Repair		3
DIES	272	Diagnosis of Diesel Engines Lab		3
DIES	440	Advanced Fuel Systems		4
DIES	450	Diagnosis of Power Shifts & HD Auto		4
ACTG	201	Principles of Financial Accounting		3
BGEN	353	Business Statistics & Research		3
ACTG	202	Principles of Managerial Accounting		3
BFIN	322	Business Finance		3
BMGT	335	Management & Organization		3
BMGT	322	Operations Management		3
BGEN	360	Project Management		3
BUS	348	Business Communications		3
BGEN	365	International Business	3	
BMGT	329	Human Resource Management		3
ACTG	410	Cost/Managerial Accounting		3
DIES	498	Co-operative Education		4
		General Education (additional)	30	
		Totals	33	87
		Total		**120**

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

None
Updated 11/29/2012

May 23-24, 2013

ITEM 159-2804+R0513
Request to make modification to the Associate of Applied Science - Diesel Technology

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THAT

MSU-Northern requests permission to make course modifications to an existing associate of applied science's degree program in Diesel Technology.

EXPLANATION

The Automotive and Diesel Technology programs at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for electrical, manual power trains, braking systems, and steering and suspension. In addition it was requested that automotive majors actually perform a remove and repair operation on an automatic transmission. These changes were accomplished by several course credit changes and realignment of courses which resulted in the increase of 2 credits in the AAS Diesel Technology degree. MSUN requests that these modifications to the AAS in Diesel Technology be approved.

ATTACHMENTS

Level I Request Form
Curriculum Proposal Form
Attachment #1: Program/Degree Revision Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-2804+R0513** Meeting Date: **May 23 – 24, 2013**

Institution: **MSU-Northern** CIP Code: **47.0605**

Program Title: **Associate of Applied Science in Diesel 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**

X 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 Automotive and Diesel Technology programs at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for electrical, manual power trains, braking systems, and steering and suspension. In addition it was requested that automotive majors actually perform a remove and repair operation on an automatic transmission. These changes were accomplished by several course credit changes and realignment of courses which resulted in the increase of 2 credits in the Diesel Technology AAS degree. Northern requests that these modifications to the AAS degree be approved.

Montana Board of Regents

CURRICULUM PROPOSALS

1. Overview

After a review by Automotive industry partners, some program modifications were deemed necessary to maintain the certification by industry. These modifications include additional lab time in a few critical technical areas. After review by program faculty these time-on-task changes resulted modifying the number of semester credits for a handful of courses leading to a modest increase in AAS, CAS and Minor programs.

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

Based on feedback from industry partners, the faculty teaching Automotive, Diesel and Ag-Mechanics technology courses determined that additional 'time-on-task' was required for electrical, manual power trains, braking systems, steering and suspension and diesel fuel systems. In addition, an additional hands-on task requiring the removal, repair and reinstallation of an automatic transmission was indicated for automotive degree students. These changes to the courses decreased or increased the number of credits in some courses, requiring some minor adjustments to the degree programs. These changes included dropping and realigning courses to meet the needs of industry and accreditation standards. As a result, the BS degrees either decreased or remained unchanged in credits, but the AAS, CAS, and minors in Diesel, Auto, and Ag Mechanics will have some increases in the total number of credits. However, the AAS degree in Automotive Technology (Fast Track) has remained unchanged. Specifically the following existing degrees, certificates, and minors are requesting to be modified:

1. BS degree in Diesel Technology – decreased from 121 to 120 semester credits
2. BS degree in Diesel Technology-Field Maintenance Option– decreased from 121 to 120 semester credits
3. BS degree in Diesel Technology-Equipment Management Option– decreased from 122 to 120 semester credits
4. AAS degree in Diesel Technology– increased from 64 to 66 semester credits
5. Minor in Diesel Technology– increased from 24 to 25 semester credits
6. BS degree in Automotive Technology – No changes—program at 120 semester credits
7. AAS degree in Automotive Technology – increased from 62 to 68 semester credits
8. AAS degree in Automotive Technology (Fast Track) – No change program at 62 semester credits
9. CAS in Automotive Technology – increased from 33 to 34 semester credits
10. Minor in Automotive Technology– increased from 28 to 29 semester credits
11. AAS degree in Agriculture Mechanics – increased from 66 to 71 semester credits

3. Need

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

The institution has close ties with industry through Ford MLR program, as well as NATEF certification. After an accreditation review by industry representatives, it was determined that additional time-on-task would be required to maintain the level of training recognized by these industries. The institution is responding to these industry standards.

Montana Board of Regents
CURRICULUM PROPOSALS

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

The program and course modifications are in place and while students are required to spend additional time working on hands-on exercises, they are better served by the ability to complete industry recognized training sequences.

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

The Mechanical technology programs at MSU-Northern are strong and the outlook continues to be so. These minor changes to the curriculum serve to strengthen the programs. See below for enrollment by majors of existing programs. The chart below does not include the minors in diesel and automotive areas.

Enrollment By Majors

	200770	200870	200970	201070	201170	201270
BS Automotive Technology (B03)	29	29	26	27	19	21
AAS Automotive Technology (B10) & AAS Automotive Technology-Fast Track (A55)	19	15	19	19	19	13
CAS Automotive Technology (C03)	0	1	2	0	1	2
BS Diesel Technology (B05), Field Maintenance (B06), Equipment Management (B92) (3 degrees)	58	67	88	93	95	115
AAS Diesel Technology (A10)	26	28	28	41	58	58
BS Agriculture Mechanics Tech. (B01)	0	0	0	0	0	1
AAS Agriculture Mechanics Tech. (A06)	1	0	1	7	9	12

Montana Board of Regents
CURRICULUM PROPOSALS

State and National Demand Current as of 2012				
Area of Education	**Major Code**	**Program Description**	**Occupational Outlook**	**Job Growth Rate**
Agriculture			**Number of Jobs 2010**	**Number of Jobs 2010-2020**
	A06/B01	Agriculture Mechanics Tech	1,202,500	16%
	A07	Agriculture Technology		10%
	B04	Agriculture Operations Tech		-8%
Automotive Technology	A08	Automotive Technology	723,400	17%
	A55	Automotive Tech Fast Track		
	B03	Automotive Technology		
	C03	Automotive Technology		
Diesel Technology	A10	Diesel Technology	242,200	15%
	B05	Diesel Technology		
	B06	Diesel Technology Field Maint.		5%

4. Institutional and System Fit

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

These programs are a mainstay of technical training at MSU-Northern.

Montana Board of Regents
CURRICULUM PROPOSALS

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

Since no new program is being proposed, the changes listed above are the only programs affected by these program modifications.

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

N/A

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

Enrollment in these programs and the strong industry relationships continue to establish MSU-Northern with industry partners and a 100% placement rate from these programs.

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 proposed changes are industry standards – any other programs that are similar will be required by industry to meet these standards if they have not already done so.

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 attached program revision forms.

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

These minor changes have already been implemented using temporary changes to the program scheduling. This request seeks to formalize and make permanent the changes.

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.

N/A

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.

This proposal changes some courses but does not change the curriculum in any substantive way. We continue planning efforts to support the mechanical technology programs at Northern, but these changes do not change the needs for resources.

7. Assessment

How will the success of the program be measured?

The ongoing campus-wide assessment program and external review by industry and NATEF will identify success.

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 ATDI faculty spent two years developing a strategic plan for sustaining growth in the Automotive, Diesel and Ag-Mechanics programs. These plans (including credit decreases and increases are the topic of this request) were presented to administration numerous times before being allowed to proceed with changes. The program package was developed by program faculty, reviewed by the College of Technical Sciences (COTS) faculty, and approved for submission to the campus curriculum process. After approval by the Dean of the COTS, the proposal was reviewed by the Curriculum and General Education sub-committees of the Academic Senate, and finally approved by the Academic Senate. They were submitted to the Provost and Chancellor of MSUN and were granted final approval. This curriculum proposal is a part of that approval process.

PROGRAM/DEGREE REVISION FORM

NEW_____ DROPPED_____ MAJOR REVISION__XX__ FOR INFORMATION ONLY_____

College COTS Program Area Diesel Technology Date 10/1/2012

Submitter_____ Dean _____ Date_____

Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s).
Increase in course credits per industry recommendation

Please provide in the space below a "before and after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.

PROPOSAL TITLE Diesel Technology AAS Degree

Current Program listed in 12-13 Catalog

Course Prefix	#	Course Title	Credits
ATDI	134	Auto/Diesel Electrical/Electronic Sys I	4
ATDI	257	Automatics	4
ATDI	264	Auto/Diesel Electrical/Electronic II	4
ATDI	265	Heating & Air Conditioning	4
DIES	104	Intro to Diesel Engines	3
DIES	114	Intro to Diesel Engines Lab	3
DIES	115	Intro to Diesel Fuel Systems	4
DIES	204	Intro to Hydraulics & Pneumatics	2
DIES	214	Intro to Hydraulics & Pneumatics Lab	2
DIES	216	Heavy Duty Power Trains	4
DIES	219	Heavy Duty Chassis	4
DIES	262	Diesel Engine Diagnosis & Repair	4
DIES	272	Diagnosis of Diesel Engines Lab	4
DIES	273	Diesel Shop Practices	4
CAPP	120	Introduction to Computers	3
WLDG	110	Welding Theory I	2
WLDG	111	Welding Theory I Practical	2
		Related Education	
M	111	or M145 or M121	3
WRIT	108	Elementary Technical Writing	3
SPCH	141	Fund of Speech	3
Or			
SPCH	142	Interpersonal Communications	
		Total	**64**

Proposed Program for 13-14 Catalog

Course Prefix	#	Course Title	Gen-Ed Credits	Degree Credits
ATDI	134	Auto/Diesel Electrical/Electronic Sys I		6
ATDI	257	Automatics		4
ATDI	264	Auto/Diesel Electrical/Electronic II		6
ATDI	265	Heating & Air Conditioning		4
DIES	104	Intro to Diesel Engines		3
DIES	114	Intro to Diesel Engines Lab		3
DIES	115	Intro to Diesel Fuel Systems		5
DIES	204	Intro to Hydraulics & Pneumatics		2
DIES	214	Intro to Hydraulics & Pneumatics Lab		2
DIES	216	Heavy Duty Power Trains		4
DIES	219	Heavy Duty Chassis		4
DIES	262	Diesel Engine Diagnosis & Repair		3
DIES	272	Diagnosis of Diesel Engines Lab		3
DIES	273	Diesel Shop Practices		4
WLDG	110	Welding Theory I		2
WLDG	111	Welding Theory I Practical		2
		Related Education		
M	111	or M145 or M121	3	
WRIT	108	Elementary Technical Writing	3	
SPCH	141	Fund of Speech	3	
Or				
SPCH	142	Interpersonal Communications		
		Total		**66**

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

May 23-24, 2013

ITEM 159-2805+R0513
Request to make modifications to the existing Minor- Diesel Technology

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THAT

MSU-Northern requests permission to make course modifications to an existing minor in Diesel Technology.

EXPLANATION

The Automotive and Diesel Technology programs at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for electrical, manual power trains, braking systems, and steering and suspension. In addition it was requested that automotive majors actually perform a remove and repair operation on an automatic transmission. These changes were accomplished by several course credit changes and realignment of courses which resulted in the increase of 1 credit in the Diesel Technology minor. MSUN requests that these modifications to the minor in Diesel Technology be approved.

ATTACHMENTS

Level I Request Form
Curriculum Proposal Form
Attachment #1: Program/Degree Revision Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-2805+R0513** Meeting Date: **May 23 – 24, 2013**

Institution: **MSU-Northern** CIP Code: **47.0605**

Program Title: **Minor in Diesel 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**

X 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 Automotive and Diesel Technology programs at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for electrical, manual power trains, braking systems, and steering and suspension. In addition it was requested that automotive majors actually perform a remove and repair operation on an automatic transmission. These changes were accomplished by several course credit changes and realignment of courses which resulted in the increase of the Minor in Diesel Technology increasing by 1 credit. Northern requests that these modifications to the minor be approved.

Montana Board of Regents

CURRICULUM PROPOSALS

1. Overview

After a review by Automotive industry partners, some program modifications were deemed necessary to maintain the certification by industry. These modifications include additional lab time in a few critical technical areas. After review by program faculty these time-on-task changes resulted modifying the number of semester credits for a handful of courses leading to a modest increase in AAS, CAS and Minor programs.

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

Based on feedback from industry partners, the faculty teaching Automotive, Diesel and Ag-Mechanics technology courses determined that additional 'time-on-task' was required for electrical, manual power trains, braking systems, steering and suspension and diesel fuel systems. In addition, an additional hands-on task requiring the removal, repair and reinstallation of an automatic transmission was indicated for automotive degree students. These changes to the courses decreased or increased the number of credits in some courses, requiring some minor adjustments to the degree programs. These changes included dropping and realigning courses to meet the needs of industry and accreditation standards. As a result, the BS degrees either decreased or remained unchanged in credits, but the AAS, CAS, and minors in Diesel, Auto, and Ag Mechanics will have some increases in the total number of credits. However, the AAS degree in Automotive Technology (Fast Track) has remained unchanged. Specifically the following existing degrees, certificates, and minors are requesting to be modified:

1. BS degree in Diesel Technology – decreased from 121 to 120 semester credits
2. BS degree in Diesel Technology-Field Maintenance Option– decreased from 121 to 120 semester credits
3. BS degree in Diesel Technology-Equipment Management Option– decreased from 122 to 120 semester credits
4. AAS degree in Diesel Technology– increased from 64 to 66 semester credits
5. Minor in Diesel Technology– increased from 24 to 25 semester credits
6. BS degree in Automotive Technology – No changes—program at 120 semester credits
7. AAS degree in Automotive Technology – increased from 62 to 68 semester credits
8. AAS degree in Automotive Technology (Fast Track) – No change program at 62 semester credits
9. CAS in Automotive Technology – increased from 33 to 34 semester credits
10. Minor in Automotive Technology– increased from 28 to 29 semester credits
11. AAS degree in Agriculture Mechanics – increased from 66 to 71 semester credits

3. Need

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

The institution has close ties with industry through Ford MLR program, as well as NATEF certification. After an accreditation review by industry representatives, it was determined that additional time-on-task would be required to maintain the level of training recognized by these industries. The institution is responding to these industry standards.

Montana Board of Regents
CURRICULUM PROPOSALS

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

The program and course modifications are in place and while students are required to spend additional time working on hands-on exercises, they are better served by the ability to complete industry recognized training sequences.

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

The Mechanical technology programs at MSU-Northern are strong and the outlook continues to be so. These minor changes to the curriculum serve to strengthen the programs. See below for enrollment by majors of existing programs. The chart below does not include the minors in diesel and automotive areas.

Enrollment By Majors

	200770	200870	200970	201070	201170	201270
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AAS Automotive Technology (B10) & AAS Automotive Technology-Fast Track (A55)	19	15	19	19	19	13
CAS Automotive Technology (C03)	0	1	2	0	1	2
BS Diesel Technology (B05), Field Maintenance (B06), Equipment Management (B92) (3 degrees)	58	67	88	93	95	115
AAS Diesel Technology (A10)	26	28	28	41	58	58
BS Agriculture Mechanics Tech. (B01)	0	0	0	0	0	1
AAS Agriculture Mechanics Tech. (A06)	1	0	1	7	9	12

Montana Board of Regents
CURRICULUM PROPOSALS

State and National Demand Current as of 2012				
Area of Education	**Major Code**	**Program Description**	**Occupational Outlook**	**Job Growth Rate**
Agriculture			**Number of Jobs 2010**	**Number of Jobs 2010-2020**
	A06/B01	Agriculture Mechanics Tech	1,202,500	16%
	A07	Agriculture Technology		10%
	B04	Agriculture Operations Tech		-8%
Automotive Technology	A08	Automotive Technology	723,400	17%
	A55	Automotive Tech Fast Track		
	B03	Automotive Technology		
	C03	Automotive Technology		
Diesel Technology	A10	Diesel Technology	242,200	15%
	B05	Diesel Technology		
	B06	Diesel Technology Field Maint.		5%

4. Institutional and System Fit

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

These programs are a mainstay of technical training at MSU-Northern.

Montana Board of Regents
CURRICULUM PROPOSALS

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

Since no new program is being proposed, the changes listed above are the only programs affected by these program modifications.

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

N/A

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

Enrollment in these programs and the strong industry relationships continue to establish MSU-Northern with industry partners and a 100% placement rate from these programs.

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 proposed changes are industry standards – any other programs that are similar will be required by industry to meet these standards if they have not already done so.

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 attached program revision forms.

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

These minor changes have already been implemented using temporary changes to the program scheduling. This request seeks to formalize and make permanent the changes.

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.

N/A

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.

This proposal changes some courses but does not change the curriculum in any substantive way. We continue planning efforts to support the mechanical technology programs at Northern, but these changes do not change the needs for resources.

7. Assessment

How will the success of the program be measured?

The ongoing campus-wide assessment program and external review by industry and NATEF will identify success.

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 ATDI faculty spent two years developing a strategic plan for sustaining growth in the Automotive, Diesel and Ag-Mechanics programs. These plans (including credit decreases and increases are the topic of this request) were presented to administration numerous times before being allowed to proceed with changes. The program package was developed by program faculty, reviewed by the College of Technical Sciences (COTS) faculty, and approved for submission to the campus curriculum process. After approval by the Dean of the COTS, the proposal was reviewed by the Curriculum and General Education sub-committees of the Academic Senate, and finally approved by the Academic Senate. They were submitted to the Provost and Chancellor of MSUN and were granted final approval. This curriculum proposal is a part of that approval process.

PROGRAM/DEGREE REVISION FORM

NEW_____ DROPPED_____ MAJOR REVISION_____ FOR INFORMATION ONLY_____

College COTS Program Area Diesel Technology Date 11/29/2012

Submitter_____ Dean _____ Date_____

Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s).

A review by industry revealed that hours on task were insufficient to maintain NATEF certification. Credit hour increases reflect industry standards per this recommendation.

Please provide in the space below a "before and after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.

PROPOSAL TITLE Minor in Diesel Technology

Current Program listed in 12-13 Catalog

Course Prefix	#	Course Title	Credits
DIES	104	Intro to Diesel Engines	3
DIES	114	Intro to Diesel Engines Lab	3
DIES	115	Intro to Diesel Fuel Systems	4
DIES	204	Intro to Hydraulics & Pneumatics	2
DIES	214	Intro to Hydraulics & pneumatics Lab	2
		Choose ten credits from the following	
DIES	314	Hydraulics & Pneumatics II	4
DIES	420	Diesel Shop Management	2
DIES	434	Current Model Year Technology	3
DIES	440	Advanced Fuel Systems	4
DIES	450	Diagnosis of Power Shifts & HD Autos	4
		Total	**24**

Proposed Program for 13-14 Catalog

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

Course Prefix	#	Course Title	Degree Credits	Gen-Ed Credits
DIES	104	Intro to Diesel Engines	3	
DIES	114	Intro to Diesel Engines Lab	3	
DIES	115	Intro to Diesel Fuel Systems	5	
DIES	204	Intro to Hydraulics & Pneumatics	2	
DIES	214	Intro to Hydraulics & pneumatics Lab	2	
		Choose ten credits from the following		
DIES	314	Hydraulics & Pneumatics II	4	
DIES	420	Diesel Shop Management	2	
DIES	434	Current Model Year Technology	3	
DIES	440	Advanced Fuel Systems	4	
DIES	450	Diagnosis of Power Shifts & HD Autos	4	
		Total	**25**	

- Note Strategic Planning document lists dropping AUTO 220 – however only ATDI 220 appears on the official program sheet.

Updated 11/29/2012

May 23-24, 2013

ITEM 159-2806+R0513
Request for modifications to existing Bachelor of Science - Automotive Technology

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THAT

MSU-Northern requests permission to make course modifications to an existing Bachelor of Science in Automotive Technology.

EXPLANATION

The Automotive and Diesel Technology programs at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for electrical, manual power trains, braking systems, and steering and suspension. In addition it was requested that automotive majors actually perform a remove and repair operation on an automatic transmission. These changes were accomplished by several course credit changes and realignment of courses which resulted in no credit hour changes in the Automotive Technology degree. MSUN requests that these modifications to the BS in Automotive Technology be approved.

ATTACHMENTS

Level I Request Form
Curriculum Proposal Form
Attachment #1: Program/Degree Revision Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-2806+R0513** Meeting Date: **May 23 – 24, 2013**

Institution: **MSU-Northern** CIP Code: **47.0604**

Program Title: **Bachelor of Science in Automotive 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**

X 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 Automotive and Diesel Technology programs at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for electrical, manual power trains, braking systems, and steering and suspension. In addition it was requested that automotive majors actually perform a remove and repair operation on an automatic transmission. These changes were accomplished by several course credit changes and realignment of courses which resulted in no credit changes in the Automotive Technology BS degree. Northern requests that these modifications to the BS degree be approved.

Montana Board of Regents

CURRICULUM PROPOSALS

1. Overview

After a review by Automotive industry partners, some program modifications were deemed necessary to maintain the certification by industry. These modifications include additional lab time in a few critical technical areas. After review by program faculty these time-on-task changes resulted modifying the number of semester credits for a handful of courses leading to a modest increase in AAS, CAS and Minor programs.

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

Based on feedback from industry partners, the faculty teaching Automotive, Diesel and Ag-Mechanics technology courses determined that additional 'time-on-task' was required for electrical, manual power trains, braking systems, steering and suspension and diesel fuel systems. In addition, an additional hands-on task requiring the removal, repair and reinstallation of an automatic transmission was indicated for automotive degree students. These changes to the courses decreased or increased the number of credits in some courses, requiring some minor adjustments to the degree programs. These changes included dropping and realigning courses to meet the needs of industry and accreditation standards. As a result, the BS degrees either decreased or remained unchanged in credits, but the AAS, CAS, and minors in Diesel, Auto, and Ag Mechanics will have some increases in the total number of credits. However, the AAS degree in Automotive Technology (Fast Track) has remained unchanged. Specifically the following existing degrees, certificates, and minors are requesting to be modified:

1. BS degree in Diesel Technology – decreased from 121 to 120 semester credits
2. BS degree in Diesel Technology-Field Maintenance Option– decreased from 121 to 120 semester credits
3. BS degree in Diesel Technology-Equipment Management Option– decreased from 122 to 120 semester credits
4. AAS degree in Diesel Technology– increased from 64 to 66 semester credits
5. Minor in Diesel Technology– increased from 24 to 25 semester credits
6. BS degree in Automotive Technology – No changes—program at 120 semester credits
7. AAS degree in Automotive Technology – increased from 62 to 68 semester credits
8. AAS degree in Automotive Technology (Fast Track) – No change program at 62 semester credits
9. CAS in Automotive Technology – increased from 33 to 34 semester credits
10. Minor in Automotive Technology– increased from 28 to 29 semester credits
11. AAS degree in Agriculture Mechanics – increased from 66 to 71 semester credits

3. Need

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

The institution has close ties with industry through Ford MLR program, as well as NATEF certification. After an accreditation review by industry representatives, it was determined that additional time-on-task would be required to maintain the level of training recognized by these industries. The institution is responding to these industry standards.

Montana Board of Regents
CURRICULUM PROPOSALS

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

The program and course modifications are in place and while students are required to spend additional time working on hands-on exercises, they are better served by the ability to complete industry recognized training sequences.

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

The Mechanical technology programs at MSU-Northern are strong and the outlook continues to be so. These minor changes to the curriculum serve to strengthen the programs. See below for enrollment by majors of existing programs. The chart below does not include the minors in diesel and automotive areas.

Enrollment By Majors						
	200770	200870	200970	201070	201170	201270
BS Automotive Technology (B03)	29	29	26	27	19	21
AAS Automotive Technology (B10) & AAS Automotive Technology-Fast Track (A55)	19	15	19	19	19	13
CAS Automotive Technology (C03)	0	1	2	0	1	2
BS Diesel Technology (B05), Field Maintenance (B06), Equipment Management (B92) (3 degrees)	58	67	88	93	95	115
AAS Diesel Technology (A10)	26	28	28	41	58	58
BS Agriculture Mechanics Tech. (B01)	0	0	0	0	0	1
AAS Agriculture Mechanics Tech. (A06)	1	0	1	7	9	12

Montana Board of Regents
CURRICULUM PROPOSALS

State and National Demand Current as of 2012				
Area of Education	**Major Code**	**Program Description**	**Occupational Outlook**	**Job Growth Rate**
			Number of Jobs 2010	**Number of Jobs 2010-2020**
Agriculture	A06/B01	Agriculture Mechanics Tech	1,202,500	16%
	A07	Agriculture Technology		10%
	B04	Agriculture Operations Tech		-8%
Automotive Technology	A08	Automotive Technology	723,400	17%
	A55	Automotive Tech Fast Track		
	B03	Automotive Technology		
	C03	Automotive Technology		
Diesel Technology	A10	Diesel Technology	242,200	15%
	B05	Diesel Technology		
	B06	Diesel Technology Field Maint.		5%

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?

These programs are a mainstay of technical training at MSU-Northern.

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

Since no new program is being proposed, the changes listed above are the only programs affected by these program modifications.

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

N/A

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

Enrollment in these programs and the strong industry relationships continue to establish MSU-Northern with industry partners and a 100% placement rate from these programs.

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 proposed changes are industry standards – any other programs that are similar will be required by industry to meet these standards if they have not already done so.

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 attached program revision forms.

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

These minor changes have already been implemented using temporary changes to the program scheduling. This request seeks to formalize and make permanent the changes.

Montana Board of Regents

CURRICULUM PROPOSALS

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.

N/A

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.

This proposal changes some courses but does not change the curriculum in any substantive way. We continue planning efforts to support the mechanical technology programs at Northern, but these changes do not change the needs for resources.

7. Assessment

How will the success of the program be measured?

The ongoing campus-wide assessment program and external review by industry and NATEF will identify success.

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 ATDI faculty spent two years developing a strategic plan for sustaining growth in the Automotive, Diesel and Ag-Mechanics programs. These plans (including credit decreases and increases are the topic of this request) were presented to administration numerous times before being allowed to proceed with changes. The program package was developed by program faculty, reviewed by the College of Technical Sciences (COTS) faculty, and approved for submission to the campus curriculum process. After approval by the Dean of the COTS, the proposal was reviewed by the Curriculum and General Education sub-committees of the Academic Senate, and finally approved by the Academic Senate. They were submitted to the Provost and Chancellor of MSUN and were granted final approval. This curriculum proposal is a part of that approval process.

PROGRAM/DEGREE REVISION FORM

NEW_____ DROPPED_____ MAJOR REVISION __XX__ FOR INFORMATION ONLY_____

College COTS Program Area Automotive Technology Date 11/29/12

Submitter_____ Dean _____ Date_____

Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s).
A review by industry revealed that hours on task were insufficient to maintain NATEF certification. Credit hour increases reflect industry standards per this recommendation.

Please provide in the space below a "before and after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.

PROPOSAL TITLE Bachelor of Science in Automotive Technology

Current Program listed in 12-13 Catalog

Course Prefix	#	Course Title	Credits
ATDI	134	Auto/Diesel Electrical/Electronic Sys I	4
ATDI	220	Auto/Diesel & Hybrid Vehicles	3
ATDI	257	Automatics	**4**
ATDI	264	Auto/Diesel Electrical/Electronic II	4
ATDI	265	Heating & Air Conditioning	**4**
ATDI	383	Alternative Automotive Power Systems	4
ATDI	384	Auto/Diesel Electrical/Electronic III	**4**
ATDI	400	Shop Procedures	3
AUTO	115	Introduction to Automotive Service	1
AUTO	117	Automotive Manual Power Trains	4
AUTO	119	Automotive Braking Systems	4
AUTO	120	Automotive Steering & Suspension	4
AUTO	128	Engines	5
AUTO	151	Diagnosis & Tune-up	4
AUTO	210	ASE Certification I	1
AUTO	211	ASE Certification II	1
AUTO	251	Computerized Engine Control Systems	4
AUTO	408	Current Trends in Mobility Tech.	2
AUTO	450	Dynamometer Testing/Comp. System	3
AUTO	457	Advanced Power Trains	**4**
AUTO	489	Cooperative Education	3
AUTO	488	Automotive Practicum	3
		Electives or Minor	14
		General Education	33
		Total	**120**

Proposed Program for 13-14 Catalog

Course Prefix	#	Course Title	Gen-Ed Credits	Degree Credits
ATDI	134	Auto/Diesel Electrical/Electronic Sys I		6
ATDI	220	Drop *		
ATDI	257	Automatics		**4**
ATDI	2xx	Automatics R&R		1
ATDI	264	Auto/Diesel Electrical/Electronic II		6
ATDI	265	Heating & Air Conditioning		4
ATDI	383	Alternative Automotive Power Systems		4
ATDI	384	Auto/Diesel Electrical/Electronic III		4
ATDI	400	Shop Procedures		3
AUTO	115	Drop		
AUTO	117	Automotive Manual Power Trains		5
AUTO	119	Automotive Braking Systems		5
AUTO	120	Automotive Steering & Suspension		5
AUTO	128	Engines		5
AUTO	151	Introduction to Engine Performance		6
AUTO	210	Drop		
AUTO	211	Drop		
AUTO	251	Engine Performance		6
AUTO	408	Current Trends in Mobility Tech.		2
AUTO	450	Advanced Engine Performance		4
AUTO	457	Advanced Power Trains		4
AUTO	489	Cooperative Education		3
AUTO	488	Automotive Practicum		3
		Electives		7
		General Education	33	
		Total		**120**

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

May 23-24, 2013

ITEM 159-2807+R0513
Request for modification to existing Associate of Applied Science - Automotive Technology

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THAT

MSU-Northern requests permission to make course modifications to an existing Associate of Applied Science in Automotive Technology

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EXPLANATION

The Automotive and Diesel Technology programs at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for electrical, manual power trains, braking systems, and steering and suspension. In addition it was requested that automotive majors actually perform a remove and repair operation on an automatic transmission. These changes were accomplished by several course credit changes and realignment of courses which resulted in an increase in degree credit from 62 to 68. Credits. MSUN requests that these modifications to the AAS in Automotive Technology be approved.

ATTACHMENTS

Level I Request Form
Curriculum Proposal Form
Attachment #1: Program/Degree Revision Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-2807+R0513** Meeting Date: **May 23 – 24, 2013**

Institution: **MSU-Northern** CIP Code: **47.0604**

Program Title: **Associate of Applied Science in Automotive 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**

X 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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___ **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 Automotive Technology program at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for electrical, manual power trains, braking systems, and steering and suspension. In addition it was requested that automotive majors actually perform a remove and repair operation on an automatic transmission. These changes were accomplished by several program changes that resulted in an increase in degree credits from 62 to 68. MSU-Northern requests that these modifications to the degree be approved.

Montana Board of Regents

CURRICULUM PROPOSALS

1. Overview

After a review by Automotive industry partners, some program modifications were deemed necessary to maintain the certification by industry. These modifications include additional lab time in a few critical technical areas. After review by program faculty these time-on-task changes resulted modifying the number of semester credits for a handful of courses leading to a modest increase in AAS, CAS and Minor programs.

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

Based on feedback from industry partners, the faculty teaching Automotive, Diesel and Ag-Mechanics technology courses determined that additional 'time-on-task' was required for electrical, manual power trains, braking systems, steering and suspension and diesel fuel systems. In addition, an additional hands-on task requiring the removal, repair and reinstallation of an automatic transmission was indicated for automotive degree students. These changes to the courses decreased or increased the number of credits in some courses, requiring some minor adjustments to the degree programs. These changes included dropping and realigning courses to meet the needs of industry and accreditation standards. As a result, the BS degrees either decreased or remained unchanged in credits, but the AAS, CAS, and minors in Diesel, Auto, and Ag Mechanics will have some increases in the total number of credits. However, the AAS degree in Automotive Technology (Fast Track) has remained unchanged. Specifically the following existing degrees, certificates, and minors are requesting to be modified:

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9. CAS in Automotive Technology – increased from 33 to 34 semester credits
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11. AAS degree in Agriculture Mechanics – increased from 66 to 71 semester credits

3. Need

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

The institution has close ties with industry through Ford MLR program, as well as NATEF certification. After an accreditation review by industry representatives, it was determined that additional time-on-task would be required to maintain the level of training recognized by these industries. The institution is responding to these industry standards.

Montana Board of Regents
CURRICULUM PROPOSALS

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

The program and course modifications are in place and while students are required to spend additional time working on hands-on exercises, they are better served by the ability to complete industry recognized training sequences.

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

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Montana Board of Regents
CURRICULUM PROPOSALS

State and National Demand Current as of 2012				
Area of Education	**Major Code**	**Program Description**	**Occupational Outlook**	**Job Growth Rate**
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	B03	Automotive Technology		
	C03	Automotive Technology		
Diesel Technology	A10	Diesel Technology	242,200	15%
	B05	Diesel Technology		
	B06	Diesel Technology Field Maint.		5%

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?

These programs are a mainstay of technical training at MSU-Northern.

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

Since no new program is being proposed, the changes listed above are the only programs affected by these program modifications.

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

N/A

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

Enrollment in these programs and the strong industry relationships continue to establish MSU-Northern with industry partners and a 100% placement rate from these programs.

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 proposed changes are industry standards – any other programs that are similar will be required by industry to meet these standards if they have not already done so.

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 attached program revision forms.

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

These minor changes have already been implemented using temporary changes to the program scheduling. This request seeks to formalize and make permanent the changes.

Montana Board of Regents

CURRICULUM PROPOSALS

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.

N/A

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.

This proposal changes some courses but does not change the curriculum in any substantive way. We continue planning efforts to support the mechanical technology programs at Northern, but these changes do not change the needs for resources.

7. Assessment

How will the success of the program be measured?

The ongoing campus-wide assessment program and external review by industry and NATEF will identify success.

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 ATDI faculty spent two years developing a strategic plan for sustaining growth in the Automotive, Diesel and Ag-Mechanics programs. These plans (including credit decreases and increases are the topic of this request) were presented to administration numerous times before being allowed to proceed with changes. The program package was developed by program faculty, reviewed by the College of Technical Sciences (COTS) faculty, and approved for submission to the campus curriculum process. After approval by the Dean of the COTS, the proposal was reviewed by the Curriculum and General Education sub-committees of the Academic Senate, and finally approved by the Academic Senate. They were submitted to the Provost and Chancellor of MSUN and were granted final approval. This curriculum proposal is a part of that approval process.

PROGRAM/DEGREE REVISION FORM

NEW_____ DROPPED_____ MAJOR REVISION__XX__ FOR INFORMATION ONLY_____

College COTS Program Area Automotive Technology Date 11/29/12

Submitter_____ Dean _____ Date_____

Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s).

A review by industry revealed that hours on task were insufficient to maintain NATEF certification. Credit hour increases reflect industry standards per this recommendation.

Please provide in the space below a "before and after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.

PROPOSAL TITLE Associate of Applied Science in Automotive Technology

Current Program listed in 11-12 Catalog

Course Prefix	#	Course Title	Credits
ATDI	134	Auto/Diesel Electrical/Electronic Sys I	4
ATDI	220	Auto/Diesel & Hybrid Vehicles	3
ATDI	257	**Automatics**	**4**
ATDI	264	Auto/Diesel Electrical/Electronic II	4
ATDI	265	**Heating & Air Conditioning**	**4**
AUTO	115	Introduction to Automotive Service	1
AUTO	117	Automotive Manual Power Trains	4
AUTO	119	Automotive Braking Systems	4
AUTO	120	Automotive Steering & Suspension	4
AUTO	128	Engines	5
AUTO	151	Diagnosis & Tune-up	4
AUTO	210	ASE Certification I	1
AUTO	211	ASE Certification II	1
AUTO	251	Computerized Engine Control Systems	4
AUTO	298	Cooperative Education	3
		Electives	3
		Related Education (9 credits)	
WRIT	108	Elementary Tech Writing	3
M	111	Technical Math	3
SPCH	141	Fund of Speech or SPCH 142	3
		Total	**62**

Proposed Program for 12-13 Catalog

Course Prefix	#	Course Title	Gen-Ed Credits	Degree Credits
ATDI	134	Auto/Diesel Electrical/Electronic Sys I		6
ATDI	220	Drop *		
ATDI	257	Automatics		4
ATDI	2XX	Automatics R&R		1
ATDI	264	Auto/Diesel Electrical/Electronic II		6
ATDI	265	Heating & Air Conditioning		4
AUTO	115	Drop		
AUTO	117	Automotive Manual Power Trains		5
AUTO	119	Automotive Braking Systems		5
AUTO	120	Automotive Steering & Suspension		5
AUTO	128	Engines		5
AUTO	151	Introduction to Engine Performance		6
AUTO	210	Drop		
AUTO	211	Drop		
AUTO	251	Engine Performance		6
AUTO	298	Cooperative Education		3
		Electives		3
		Related Education (9 credits)		
WRIT	108	Elementary Tech Writing	3	
M	111	Technical Math	3	
SPCH	141	Fund of Speech or SPCH 142	3	
		Total		**68**

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

None

Updated 11/29/2012

May 23-24, 2013

ITEM 159-2808+0513

Request for modifications to existing Associate of Applied Science - Automotive Technology Fast Track

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THAT

MSU-Northern requests permission to make course modifications to an existing Associate of Applied Science in Automotive Technology Fast Track

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EXPLANATION

The Automotive and Diesel Technology programs at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for electrical, manual power trains, braking systems, and steering and suspension. In addition it was requested that automotive majors actually perform a remove and repair operation on an automatic transmission. These changes were accomplished by several program changes, which resulted in no credit hour change in the Associate of Applied Science in Automotive Technology Fast Track. MSUN requests that these modifications to the Associate of Applied Science in Automotive Technology Fast Track be approved.

ATTACHMENTS

Level I Request Form
Curriculum Proposal Form
Attachment #1: Program/Degree Revision Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-2808+R0513** Meeting Date: **May 23 – 24, 2013**

Institution: **MSU-Northern** CIP Code: **47.0604**

Program Title: **Associate of Applied Science in Automotive Technology Fast Track**

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**

X 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 Automotive Technology program at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for electrical, manual power trains, braking systems, and steering and suspension. In addition it was requested that automotive majors actually perform a remove and repair operation on an automatic transmission. These changes were accomplished by several program changes, which resulted in no credit hour changes in the degree. MSU-Northern requests that these modifications to the program be approved.

Montana Board of Regents

CURRICULUM PROPOSALS

1. Overview

After a review by Automotive industry partners, some program modifications were deemed necessary to maintain the certification by industry. These modifications include additional lab time in a few critical technical areas. After review by program faculty these time-on-task changes resulted modifying the number of semester credits for a handful of courses leading to a modest increase in AAS, CAS and Minor programs.

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

Based on feedback from industry partners, the faculty teaching Automotive, Diesel and Ag-Mechanics technology courses determined that additional 'time-on-task' was required for electrical, manual power trains, braking systems, steering and suspension and diesel fuel systems. In addition, an additional hands-on task requiring the removal, repair and reinstallation of an automatic transmission was indicated for automotive degree students. These changes to the courses decreased or increased the number of credits in some courses, requiring some minor adjustments to the degree programs. These changes included dropping and realigning courses to meet the needs of industry and accreditation standards. As a result, the BS degrees either decreased or remained unchanged in credits, but the AAS, CAS, and minors in Diesel, Auto, and Ag Mechanics will have some increases in the total number of credits. However, the AAS degree in Automotive Technology (Fast Track) has remained unchanged. Specifically the following existing degrees, certificates, and minors are requesting to be modified:

1. BS degree in Diesel Technology – decreased from 121 to 120 semester credits
2. BS degree in Diesel Technology-Field Maintenance Option– decreased from 121 to 120 semester credits
3. BS degree in Diesel Technology-Equipment Management Option– decreased from 122 to 120 semester credits
4. AAS degree in Diesel Technology– increased from 64 to 66 semester credits
5. Minor in Diesel Technology– increased from 24 to 25 semester credits
6. BS degree in Automotive Technology – No changes—program at 120 semester credits
7. AAS degree in Automotive Technology – increased from 62 to 68 semester credits
8. AAS degree in Automotive Technology (Fast Track) – No change program at 62 semester credits
9. CAS in Automotive Technology – increased from 33 to 34 semester credits
10. Minor in Automotive Technology– increased from 28 to 29 semester credits
11. AAS degree in Agriculture Mechanics – increased from 66 to 71 semester credits

3. Need

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

The institution has close ties with industry through Ford MLR program, as well as NATEF certification. After an accreditation review by industry representatives, it was determined that additional time-on-task would be required to maintain the level of training recognized by these industries. The institution is responding to these industry standards.

Montana Board of Regents
CURRICULUM PROPOSALS

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

The program and course modifications are in place and while students are required to spend additional time working on hands-on exercises, they are better served by the ability to complete industry recognized training sequences.

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

The Mechanical technology programs at MSU-Northern are strong and the outlook continues to be so. These minor changes to the curriculum serve to strengthen the programs. See below for enrollment by majors of existing programs. The chart below does not include the minors in diesel and automotive areas.

Enrollment By Majors						
	200770	200870	200970	201070	201170	201270
BS Automotive Technology (B03)	29	29	26	27	19	21
AAS Automotive Technology (B10) & AAS Automotive Technology-Fast Track (A55)	19	15	19	19	19	13
CAS Automotive Technology (C03)	0	1	2	0	1	2
BS Diesel Technology (B05), Field Maintenance (B06), Equipment Management (B92) (3 degrees)	58	67	88	93	95	115
AAS Diesel Technology (A10)	26	28	28	41	58	58
BS Agriculture Mechanics Tech. (B01)	0	0	0	0	0	1
AAS Agriculture Mechanics Tech. (A06)	1	0	1	7	9	12

Montana Board of Regents
CURRICULUM PROPOSALS

State and National Demand Current as of 2012				
Area of Education	**Major Code**	**Program Description**	**Occupational Outlook**	**Job Growth Rate**
			Number of Jobs 2010	**Number of Jobs 2010-2020**
Agriculture	A06/B01	Agriculture Mechanics Tech	1,202,500	16%
	A07	Agriculture Technology		10%
	B04	Agriculture Operations Tech		-8%
Automotive Technology	A08	Automotive Technology	723,400	17%
	A55	Automotive Tech Fast Track		
	B03	Automotive Technology		
	C03	Automotive Technology		
Diesel Technology	A10	Diesel Technology	242,200	15%
	B05	Diesel Technology		
	B06	Diesel Technology Field Maint.		5%

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?

These programs are a mainstay of technical training at MSU-Northern.

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

Since no new program is being proposed, the changes listed above are the only programs affected by these program modifications.

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

N/A

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

Enrollment in these programs and the strong industry relationships continue to establish MSU-Northern with industry partners and a 100% placement rate from these programs.

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 proposed changes are industry standards – any other programs that are similar will be required by industry to meet these standards if they have not already done so.

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 attached program revision forms.

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

These minor changes have already been implemented using temporary changes to the program scheduling. This request seeks to formalize and make permanent the changes.

Montana Board of Regents

CURRICULUM PROPOSALS

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.

N/A

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.

This proposal changes some courses but does not change the curriculum in any substantive way. We continue planning efforts to support the mechanical technology programs at Northern, but these changes do not change the needs for resources.

7. Assessment

How will the success of the program be measured?

The ongoing campus-wide assessment program and external review by industry and NATEF will identify success.

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 ATDI faculty spent two years developing a strategic plan for sustaining growth in the Automotive, Diesel and Ag-Mechanics programs. These plans (including credit decreases and increases are the topic of this request) were presented to administration numerous times before being allowed to proceed with changes. The program package was developed by program faculty, reviewed by the College of Technical Sciences (COTS) faculty, and approved for submission to the campus curriculum process. After approval by the Dean of the COTS, the proposal was reviewed by the Curriculum and General Education sub-committees of the Academic Senate, and finally approved by the Academic Senate. They were submitted to the Provost and Chancellor of MSUN and were granted final approval. This curriculum proposal is a part of that approval process.

PROGRAM/DEGREE REVISION FORM

NEW_____ DROPPED_____ MAJOR REVISION__XX__ FOR INFORMATION ONLY_____

College COTS Program Area Automotive Technology Date 11/29/2012

Submitter_____ Dean _____ Date_____

Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s).

A review by industry revealed that hours on task were insufficient to maintain NATEF certification. Credit hour increases reflect industry standards per this recommendation.

Please provide in the space below a "before and after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.

PROPOSAL TITLE Associate of Applied Science in Automotive Technology (Fast Track)

Current Program listed in 12-13 Catalog

Course Prefix	#	Course Title	Credits
ATDI	134	Auto/Diesel Electrical/Electronic Sys I (2)	4
ATDI	220	Auto/Diesel & Hybrid Vehicles	3
ATDI	257	Automatics	4
ATDI	264	Auto/Diesel Electrical/Electronic II (1)	4
ATDI	265	Heating & Air Conditioning	4
AUTO	115	Introduction to Automotive Service (3)	1
AUTO	117	Automotive Manual Power Trains	4
AUTO	119	Automotive Braking Systems	4
AUTO	120	Automotive Steering & Suspension	4
AUTO	128	Engines	5
AUTO	151	Diagnosis & Tune-up	4
AUTO	210	ASE Certification I	1
AUTO	211	ASE Certification II	1
AUTO	251	Computerized Engine Control Systems	4
AUTO	298	Cooperative Education	9
		Advisor Approved Electives	6
		Related Education	
		(1) Meets Communications Req.	
		(2) Meets Computation Req.	
		(3) Meets HR Req.	
		Total	**62**

Proposed Program for 13-14 Catalog

Course Prefix	#	Course Title	Gen-Ed Credits	Degree Credits
ATDI	134	Auto/Diesel Electrical/Electronic Sys I (2)		6
ATDI	220	Drop *		
ATDI	257	Automatics		4
ATDI	2XX	Automatics R&R		1
ATDI	264	Auto/Diesel Electrical/Electronic II (1)(3)		6
ATDI	265	Heating & Air Conditioning		4
AUTO	115	Drop		
AUTO	117	Automotive Manual Power Trains		5
AUTO	119	Automotive Braking Systems		5
AUTO	120	Automotive Steering & Suspension		5
AUTO	128	Engines		5
AUTO	151	Introduction to Engine Performance		6
AUTO	210	Drop		
AUTO	211	Drop		
AUTO	251	Engine Performance		6
AUTO	298	Cooperative Education		9
		Related Education		
		(1) Meets Communications Req.		
		(2) Meets Computation Req.		
		(3) Meets HR Req.		
		Total		62

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

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May 23-24, 2013

ITEM 159-2809+R0513
Request for modifications to Certificate of Applied Science - Automotive Technology

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THAT

MSU-Northern requests permission to make course modifications to an existing Certificate of Applied Science in Automotive Technology

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EXPLANATION

The Automotive and Diesel Technology programs at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for electrical, manual power trains, braking systems, and steering and suspension. In addition it was requested that automotive majors actually perform a remove and repair operation on an automatic transmission. These changes were accomplished by several course credit changes and realignment of courses which resulted in a one credit hour increase in the Certificate of Applied Science in Automotive Technology. MSUN requests that these modifications to the CAS in Automotive Technology be approved.

ATTACHMENTS

Level I Request Form
Curriculum Proposal Form
Attachment #1: Program/Degree Revision Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-2809+R0513** Meeting Date: **May 23 – 24, 2013**

Institution: **MSU-Northern** CIP Code: **47.0604**

Program Title: **Certificate of Applied Science in Automotive Technology**

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

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___ **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)

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___ **4. Departmental mergers and name changes**

X 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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Montana Board of Regents

CURRICULUM PROPOSALS

1. Overview

After a review by Automotive industry partners, some program modifications were deemed necessary to maintain the certification by industry. These modifications include additional lab time in a few critical technical areas. After review by program faculty these time-on-task changes resulted modifying the number of semester credits for a handful of courses leading to a modest increase in AAS, CAS and Minor programs.

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Montana Board of Regents
CURRICULUM PROPOSALS

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

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Montana Board of Regents
CURRICULUM PROPOSALS

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Montana Board of Regents

CURRICULUM PROPOSALS

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Montana Board of Regents

CURRICULUM PROPOSALS

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.

N/A

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.

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7. Assessment

How will the success of the program be measured?

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8. Process Leading to Submission

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PROGRAM/DEGREE REVISION FORM

NEW_____ DROPPED_____ MAJOR REVISION__XX__ FOR INFORMATION ONLY_____

College COTS Program Area Automotive Technology Date 11/29/2012

Submitter_____ Dean _____ Date_____

Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s).

A review by industry revealed that hours on task were insufficient to maintain NATEF certification. Credit hour increases reflect industry standards per this recommendation.

Please provide in the space below a "before and after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.

PROPOSAL TITLE Certificate of Applied Science in Automotive Technology

Current Program listed in 12-13 Catalog

Course Prefix	#	Course Title	Credits
ATDI	134	Auto/Diesel Electrical/Electronic Sys I	4
ATDI	265	Heating & Air Conditioning	**4**
AUTO	115	Introduction to Automotive Service	1
AUTO	117	Automotive Manual Power Trains	4
AUTO	119	Automotive Braking Systems	4
AUTO	120	Automotive Steering & Suspension	4
AUTO	128	Engines	5
AUTO	151	Diagnosis & Tune-up	4
		Related Education	
WRIT	108	Elementary Tech Writing	3
Or			
SPCH	141		
Or			
SPCH	142		
		Total	**33**

Proposed Program for 13-14 Catalog

Course Prefix	#	Course Title	Degree Credits	Gen-Ed Credits
ATDI	134	Auto/Diesel Electrical/Electronic Sys I	6	
ATDI	265	Heating & Air Conditioning	**4**	
AUTO	115	Drop		
AUTO	117	Drop		
AUTO	119	Automotive Braking Systems	5	
AUTO	120	Automotive Steering & Suspension	5	
AUTO	128	Engines	5	
AUTO	151	Introduction to Engine Performance	6	
		Related Education		
WRIT	108	Elementary Tech Writing	3	
Or				
SPCH	141			
Or				
SPCH	142			
		Total	**34**	

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

May 23-24, 2013

ITEM 159-2810+R0513
Request for modifications to existing Minor - Automotive Technology

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THAT

MSU-Northern requests permission to make course modifications to an existing Minor in Automotive Technology

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EXPLANATION

The Automotive and Diesel Technology programs at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for electrical, manual power trains, braking systems, and steering and suspension. In addition it was requested that automotive majors actually perform a remove and repair operation on an automatic transmission. These changes were accomplished by several course credit changes and realignment of courses which resulted in a one credit hour increase in the Minor in Automotive Technology. MSUN requests that these modifications to the Minor in Automotive Technology be approved.

ATTACHMENTS

Level I Request Form
Curriculum Proposal Form
Attachment #1: Program/Degree Revision Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-2810+R0513** Meeting Date: **May 23 – 24, 2013**

Institution: **MSU-Northern** CIP Code: **47.0604**

Program Title: **Minor in Automotive 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**

X 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 Automotive and Diesel Technology programs at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for electrical, manual power trains, braking systems, and steering and suspension. These changes were accomplished by several course credit changes and realignment of courses which resulted in the increase of the Minor in Automotive Technology increasing by 1 credit. Northern requests that these modifications to the minor be approved.

Montana Board of Regents

CURRICULUM PROPOSALS

1. Overview

After a review by Automotive industry partners, some program modifications were deemed necessary to maintain the certification by industry. These modifications include additional lab time in a few critical technical areas. After review by program faculty these time-on-task changes resulted modifying the number of semester credits for a handful of courses leading to a modest increase in AAS, CAS and Minor programs.

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

Based on feedback from industry partners, the faculty teaching Automotive, Diesel and Ag-Mechanics technology courses determined that additional 'time-on-task' was required for electrical, manual power trains, braking systems, steering and suspension and diesel fuel systems. In addition, an additional hands-on task requiring the removal, repair and reinstallation of an automatic transmission was indicated for automotive degree students. These changes to the courses decreased or increased the number of credits in some courses, requiring some minor adjustments to the degree programs. These changes included dropping and realigning courses to meet the needs of industry and accreditation standards. As a result, the BS degrees either decreased or remained unchanged in credits, but the AAS, CAS, and minors in Diesel, Auto, and Ag Mechanics will have some increases in the total number of credits. However, the AAS degree in Automotive Technology (Fast Track) has remained unchanged. Specifically the following existing degrees, certificates, and minors are requesting to be modified:

1. BS degree in Diesel Technology – decreased from 121 to 120 semester credits
2. BS degree in Diesel Technology-Field Maintenance Option– decreased from 121 to 120 semester credits
3. BS degree in Diesel Technology-Equipment Management Option– decreased from 122 to 120 semester credits
4. AAS degree in Diesel Technology– increased from 64 to 66 semester credits
5. Minor in Diesel Technology– increased from 24 to 25 semester credits
6. BS degree in Automotive Technology – No changes—program at 120 semester credits
7. AAS degree in Automotive Technology – increased from 62 to 68 semester credits
8. AAS degree in Automotive Technology (Fast Track) – No change program at 62 semester credits
9. CAS in Automotive Technology – increased from 33 to 34 semester credits
10. Minor in Automotive Technology– increased from 28 to 29 semester credits
11. AAS degree in Agriculture Mechanics – increased from 66 to 71 semester credits

3. Need

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

The institution has close ties with industry through Ford MLR program, as well as NATEF certification. After an accreditation review by industry representatives, it was determined that additional time-on-task would be required to maintain the level of training recognized by these industries. The institution is responding to these industry standards.

Montana Board of Regents
CURRICULUM PROPOSALS

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

The program and course modifications are in place and while students are required to spend additional time working on hands-on exercises, they are better served by the ability to complete industry recognized training sequences.

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

The Mechanical technology programs at MSU-Northern are strong and the outlook continues to be so. These minor changes to the curriculum serve to strengthen the programs. See below for enrollment by majors of existing programs. The chart below does not include the minors in diesel and automotive areas.

Enrollment By Majors						
	200770	200870	200970	201070	201170	201270
BS Automotive Technology (B03)	29	29	26	27	19	21
AAS Automotive Technology (B10) & AAS Automotive Technology-Fast Track (A55)	19	15	19	19	19	13
CAS Automotive Technology (C03)	0	1	2	0	1	2
BS Diesel Technology (B05), Field Maintenance (B06), Equipment Management (B92) (3 degrees)	58	67	88	93	95	115
AAS Diesel Technology (A10)	26	28	28	41	58	58
BS Agriculture Mechanics Tech. (B01)	0	0	0	0	0	1
AAS Agriculture Mechanics Tech. (A06)	1	0	1	7	9	12

Montana Board of Regents
CURRICULUM PROPOSALS

State and National Demand Current as of 2012				
Area of Education	**Major Code**	**Program Description**	**Occupational Outlook**	**Job Growth Rate**
Agriculture			**Number of Jobs 2010**	**Number of Jobs 2010-2020**
	A06/B01	Agriculture Mechanics Tech	1,202,500	16%
	A07	Agriculture Technology		10%
	B04	Agriculture Operations Tech		-8%
Automotive Technology	A08	Automotive Technology	723,400	17%
	A55	Automotive Tech Fast Track		
	B03	Automotive Technology		
	C03	Automotive Technology		
Diesel Technology	A10	Diesel Technology	242,200	15%
	B05	Diesel Technology		
	B06	Diesel Technology Field Maint.		5%

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?

These programs are a mainstay of technical training at MSU-Northern.

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

Since no new program is being proposed, the changes listed above are the only programs affected by these program modifications.

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

N/A

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

Enrollment in these programs and the strong industry relationships continue to establish MSU-Northern with industry partners and a 100% placement rate from these programs.

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 proposed changes are industry standards – any other programs that are similar will be required by industry to meet these standards if they have not already done so.

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 attached program revision forms.

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

These minor changes have already been implemented using temporary changes to the program scheduling. This request seeks to formalize and make permanent the changes.

Montana Board of Regents

CURRICULUM PROPOSALS

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.

N/A

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.

This proposal changes some courses but does not change the curriculum in any substantive way. We continue planning efforts to support the mechanical technology programs at Northern, but these changes do not change the needs for resources.

7. Assessment

How will the success of the program be measured?

The ongoing campus-wide assessment program and external review by industry and NATEF will identify success.

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 ATDI faculty spent two years developing a strategic plan for sustaining growth in the Automotive, Diesel and Ag-Mechanics programs. These plans (including credit decreases and increases are the topic of this request) were presented to administration numerous times before being allowed to proceed with changes. The program package was developed by program faculty, reviewed by the College of Technical Sciences (COTS) faculty, and approved for submission to the campus curriculum process. After approval by the Dean of the COTS, the proposal was reviewed by the Curriculum and General Education sub-committees of the Academic Senate, and finally approved by the Academic Senate. They were submitted to the Provost and Chancellor of MSUN and were granted final approval. This curriculum proposal is a part of that approval process.

PROGRAM/DEGREE REVISION FORM

NEW_____ DROPPED_____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College COTS **Program Area** Automotive Technology **Date**________

Submitter Kevin Johnson **Dean** ______________________________ **Date** 11/29/2012

Signature   Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s).

A review by industry revealed that hours on task were insufficient to maintain NATEF certification. Credit hour increases reflect industry standards per this recommendation.

Please provide in the space below a "before and after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.

PROPOSAL TITLE Minor in Automotive Technology

Current Program listed in 12-13 Catalog

Course Prefix	#	Course Title	Credits
ATDI	134	Auto/Diesel Electrical/Electronic Sys I	4
ATDI	264	Auto/Diesel Electrical/Electronic Sys II	**4**
ATDI	383	Alternative Automotive Power Systems	4
ATDI	384	Auto/Diesel Electronics Applications	4
ATDI	400	Shop Procedures	3
AUTO	115	Intro to Automotive Service	1
AUTO	117	Automotive Manual Power Trains	4
AUTO	151	Diagnosis & Tune-up	4
		Total	**28**

Proposed Program for 13-14 Catalog

Course Prefix	#	Course Title	Degree Credits	Gen-Ed Credits
ATDI	134	Auto/Diesel Electrical/Electronic Sys I	6	
ATDI	264	Auto/Diesel Electrical/Electronic Sys II	**6**	
ATDI	383	Alternative Automotive Power Systems	4	
ATDI	384	Auto/Diesel Electronics Applications	4	
ATDI	400	Shop Procedures	3	
AUTO	117	**Drop**		
AUTO	151	Introduction to Engine Performance	6	
		Total	**29**	

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

- none

May 23-24, 2013

ITEM 159-2811+R0513

Request for modifications to existing Associate of Applied Science - Agriculture Mechanics Technology

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THAT

MSU-Northern requests permission to make course modifications to an existing Associate of Applied Science in Agriculture Mechanics Technology.

EXPLANATION

The Automotive and Diesel Technology programs at MSU-Northern recently went through a comprehensive industry review of courses, student learning outcomes and industry expectations and standards. Based on this review, a strong recommendation from industry was to increase the amount of time spent in lab for electrical, manual power trains, braking systems, and steering and suspension. In addition it was requested that automotive majors actually perform a remove and repair operation on an automatic transmission. These changes were accomplished by several course credit changes and realignment of courses which resulted in a five credit hours increase in the Associate of Applied Science in Agriculture Mechanics Technology. MSUN requests that these modifications to the AAS degree be approved.

ATTACHMENTS

Level I Request Form
Curriculum Proposal Form
Attachment #1: Program/Degree Revision Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-2811+R0513** Meeting Date: **May 23 – 24, 2013**

Institution: **MSU-Northern** CIP Code: **01.0205**

Program Title: **Associate of Applied Science in Agriculture Mechanics 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**

X 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)*

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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**

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Specify Request:

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Montana Board of Regents

CURRICULUM PROPOSALS

1. Overview

After a review by Automotive industry partners, some program modifications were deemed necessary to maintain the certification by industry. These modifications include additional lab time in a few critical technical areas. After review by program faculty these time-on-task changes resulted modifying the number of semester credits for a handful of courses leading to a modest increase in AAS, CAS and Minor programs.

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

Based on feedback from industry partners, the faculty teaching Automotive, Diesel and Ag-Mechanics technology courses determined that additional 'time-on-task' was required for electrical, manual power trains, braking systems, steering and suspension and diesel fuel systems. In addition, an additional hands-on task requiring the removal, repair and reinstallation of an automatic transmission was indicated for automotive degree students. These changes to the courses decreased or increased the number of credits in some courses, requiring some minor adjustments to the degree programs. These changes included dropping and realigning courses to meet the needs of industry and accreditation standards. As a result, the BS degrees either decreased or remained unchanged in credits, but the AAS, CAS, and minors in Diesel, Auto, and Ag Mechanics will have some increases in the total number of credits. However, the AAS degree in Automotive Technology (Fast Track) has remained unchanged. Specifically the following existing degrees, certificates, and minors are requesting to be modified:

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9. CAS in Automotive Technology – increased from 33 to 34 semester credits
10. Minor in Automotive Technology– increased from 28 to 29 semester credits
11. AAS degree in Agriculture Mechanics – increased from 66 to 71 semester credits

3. Need

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

The institution has close ties with industry through Ford MLR program, as well as NATEF certification. After an accreditation review by industry representatives, it was determined that additional time-on-task would be required to maintain the level of training recognized by these industries. The institution is responding to these industry standards.

Montana Board of Regents
CURRICULUM PROPOSALS

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

The program and course modifications are in place and while students are required to spend additional time working on hands-on exercises, they are better served by the ability to complete industry recognized training sequences.

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

The Mechanical technology programs at MSU-Northern are strong and the outlook continues to be so. These minor changes to the curriculum serve to strengthen the programs. See below for enrollment by majors of existing programs. The chart below does not include the minors in diesel and automotive areas.

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AAS Automotive Technology (B10) & AAS Automotive Technology-Fast Track (A55)	19	15	19	19	19	13
CAS Automotive Technology (C03)	0	1	2	0	1	2
BS Diesel Technology (B05), Field Maintenance (B06), Equipment Management (B92) (3 degrees)	58	67	88	93	95	115
AAS Diesel Technology (A10)	26	28	28	41	58	58
BS Agriculture Mechanics Tech. (B01)	0	0	0	0	0	1
AAS Agriculture Mechanics Tech. (A06)	1	0	1	7	9	12

Montana Board of Regents
CURRICULUM PROPOSALS

State and National Demand Current as of 2012				
Area of Education	**Major Code**	**Program Description**	**Occupational Outlook**	**Job Growth Rate**
			Number of Jobs 2010	**Number of Jobs 2010-2020**
Agriculture	A06/B01	Agriculture Mechanics Tech	1,202,500	16%
	A07	Agriculture Technology		10%
	B04	Agriculture Operations Tech		-8%
Automotive Technology	A08	Automotive Technology	723,400	17%
	A55	Automotive Tech Fast Track		
	B03	Automotive Technology		
	C03	Automotive Technology		
Diesel Technology	A10	Diesel Technology	242,200	15%
	B05	Diesel Technology		
	B06	Diesel Technology Field Maint.		5%

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?

These programs are a mainstay of technical training at MSU-Northern.

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

Since no new program is being proposed, the changes listed above are the only programs affected by these program modifications.

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

N/A

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

Enrollment in these programs and the strong industry relationships continue to establish MSU-Northern with industry partners and a 100% placement rate from these programs.

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 proposed changes are industry standards – any other programs that are similar will be required by industry to meet these standards if they have not already done so.

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 attached program revision forms.

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

These minor changes have already been implemented using temporary changes to the program scheduling. This request seeks to formalize and make permanent the changes.

Montana Board of Regents

CURRICULUM PROPOSALS

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.

N/A

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.

This proposal changes some courses but does not change the curriculum in any substantive way. We continue planning efforts to support the mechanical technology programs at Northern, but these changes do not change the needs for resources.

7. Assessment

How will the success of the program be measured?

The ongoing campus-wide assessment program and external review by industry and NATEF will identify success.

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 ATDI faculty spent two years developing a strategic plan for sustaining growth in the Automotive, Diesel and Ag-Mechanics programs. These plans (including credit decreases and increases are the topic of this request) were presented to administration numerous times before being allowed to proceed with changes. The program package was developed by program faculty, reviewed by the College of Technical Sciences (COTS) faculty, and approved for submission to the campus curriculum process. After approval by the Dean of the COTS, the proposal was reviewed by the Curriculum and General Education sub-committees of the Academic Senate, and finally approved by the Academic Senate. They were submitted to the Provost and Chancellor of MSUN and were granted final approval. This curriculum proposal is a part of that approval process.

PROGRAM/DEGREE REVISION

NEW_____ DROPPED_____ MAJOR REVISION__XX__ FOR INFORMATION ONLY_____

College COTS Program Area Ag Mechanics Technology Date 11/29/2012

Submitter_____ Dean _____ Date_____

Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s).
Course credits have been increased in accordance with industry recommendations.

Please provide in the space below a "before and after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.

PROPOSAL TITLE Agricultural Mechanics Technology AAS Degree

Current Program listed in 12-13 Catalog

Course Prefix	#	Course Title	Credits
AGTE	230	Introduction to Ag Machines/Equipment	2
AGTE	120	Forage Implements	3
AGTE	130	Introduction to Agricultural Tractors	3
AGTE	225	Grain Harvesting Equipment	3
AGTE	210	Tillage, Planting, and Spraying Implements	3
ATDI	134	Auto/Diesel Electrical/Electronic Systems I	4
ATDI	264	Auto/Diesel Electrical/Electronic Systems II	4
ATDI	265	Heating and Air Conditioning	4
DIES	104	Introduction to Diesel Engines	3
DIES	114	Introduction to Diesel Engines Lab	3
DIES	115	Introduction to Diesel Fuel Systems	4
DIES	204	Intro to Hydraulics and Pneumatics	2
DIES	214	Intro to Hydraulics and Pneumatics Lab	2
DIES	216	Heavy Duty Power Trains	4
DIES	262	Diesel Engine Diagnosis and Repair	2
DIES	272	Diesel Engine Diagnosis and Repair Lab	4
WLDG	110	Welding Theory I	2
WLDG	111	Welding Theory I Practical	2
WLDG	260	Repair and Maintenance Welding	3
		Related Education	
M	111	or M145 or M121	3
WRIT	108	Elementary Technical Writing	3
SPCH	141	Fund of Speech	3
Or			
SPCH	142	Interpersonal Communications	
		Total	**66**

Proposed Program for 13-14 Catalog

Course Prefix	#	Course Title	Gen-Ed Credits	Degree Credits
AGTE	230	Introduction to Ag Machines/Equipment		2
AGTE	120	Forage Implements		3
AGTE	130	Introduction to Agricultural Tractors		3
AGTE	225	Grain Harvesting Equipment		3
AGTE	210	Tillage, Planting, and Spraying Implements		3
ATDI	134	Auto/Diesel Electrical/Electronic Systems I		6
ATDI	264	Auto/Diesel Electrical/Electronic Systems II		6
ATDI	265	Heating and Air Conditioning		4
DIES	104	Introduction to Diesel Engines		3
DIES	114	Introduction to Diesel Engines Lab		3
DIES	115	Introduction to Diesel Fuel Systems		5
DIES	204	Intro to Hydraulics and Pneumatics		2
DIES	214	Intro to Hydraulics and Pneumatics Lab		2
DIES	216	Heavy Duty Power Trains		4
DIES	262	Diesel Engine Diagnosis and Repair		3
DIES	272	Diesel Engine Diagnosis and Repair Lab		3
WLDG	110	Welding Theory I		2
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WLDG	260	Repair and Maintenance Welding		3
		Related Education		
M	111	or M145 or M121	3	
WRIT	108	Elementary Technical Writing	3	
SPCH	141	Fund of Speech	3	
Or				
SPCH	142	Interpersonal Communications		
		Total		**71**

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources. - NONE

May 23-24, 2013

ITEM 159-1902+R0513

Request to create new program: Pre-Pharmacy Program of Study Option (UM-Missoula Skaggs School of Pharmacy); Helena College University of Montana

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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, Pre-Pharmacy, as part of Helena College's Associate of Science degree.

EXPLANATION

Helena College has expanded its course offerings significantly in the past four years in general education and especially in the physical and life sciences. The College has responded positively and extensively to the mandate by the Board of Regents and the College!**NOW** Initiative to become a more comprehensive two-year college. To that end, the faculty developed a complete two-year program of study in pre-pharmacy that provides a seamless transfer to UM-Missoula's Skaggs School of Pharmacy program. Helena College graduates will be able to use all credits earned within this new program to satisfy the entire pre-pharmacy course requirements for eligibility and application to UM-Missoula's doctor of pharmacy program.

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

ATTACHMENTS

Level I Request Form
Curriculum Proposal
Attachments:

1. Associate of Science degree plan with Pre-Pharmacy program of study option
2. Checklist for Course Equivalency from UM-Missoula Skaggs School of Pharmacy
3. Articulation Agreement per UM-Missoula Skaggs School of Pharmacy

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-1902+R0513** Meeting Date: **May 23-24, 2013**

Institution: **Helena College UM** CIP Code: **51.1103**

Program Title: **Pre-Pharmacy Program of Study Option (UM-Missoula Skaggs School of Pharmacy)**

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 <u>all</u> 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** (<u>Submit with completed Curriculum Proposals Form</u>)

___ **3. Adding new minors or certificates where there is an option in a major** (<u>Submit with completed Curriculum Proposals Form</u>)

___ **4. Departmental mergers and name changes**

___ **5. Program revisions** (<u>Submit with completed Curriculum Proposals Form</u>)

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

___ **7. Placement of program into moratorium** (<u>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</u>)

___ **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** (<u>Submit with completed Program Termination Checklist</u>)

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:

Helena College has expanded its course offerings significantly in the past four years in general education, especially in the physical and life sciences. The College has responded positively and extensively to the mandate by the Board of Regents and the College!**NOW** Initiative to become a more comprehensive two-year college. To that end, faculty developed a complete two-year program of study in pre-pharmacy that provides a seamless transfer to UM-Missoula's Skaggs School of Pharmacy program. Helena College graduates will be able to use all credits earned within this new program to satisfy the entire pre-pharmacy course requirements for eligibility and application to UM-Missoula's doctor of pharmacy program.

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, Pre-Pharmacy. The approval of this new program of study would provide Helena College graduates with the prerequisites required by UM-Missoula Skaggs School of Pharmacy.

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 Pre-Pharmacy would prepare students who desire to pursue the Doctorate of Pharmacy from UM-Missoula's Skaggs School of Pharmacy. As stated in UM-Missoula's college catalog, "The curriculum offered by the Skaggs School of Pharmacy consists of a six year program leading to the entry-level Pharm.D. degree. The first two years, or pre-professional portion of the curriculum, are spent in studies of the basic biological and physical sciences, and in course work necessary to satisfy the University general education requirements" and that the "pre-pharmacy curriculum, which requires a minimum of two years of full-time study, may be taken at any accredited college or university. Students at The University of Montana-Missoula may enter the pre-pharmacy program during any semester. It is recommended that students considering pharmacy as a major declare a pre-pharmacy major as early as possible in order to receive appropriate advising."
This proposed degree plan consists of 65 total credits which completely satisfies the two-year pre-pharmacy curriculum required by UM-Missoula's Skaggs School of Pharmacy. Although Associate Degree plans are traditionally 60 total credits, this specific program of study includes several 4-credit and 5-credit science courses with lab sections. There are no extraneous credits that can be deducted from the prescribed program that would not simultaneously compromise its integrity and the quality of preparation and experience it affords the students. (See attached A.S. degree plan)

3. Need

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

Helena College has experienced dramatic growth in the past four years in enrollment and in demand for science courses, especially those related to healthcare. The college does offer a pharmacy technician certification through Continuing Education, but such certification does not provide those students with the required background for potentially moving on to pharmacy school. The proposed program responds to the need of those students who plan to pursue a professional degree in pharmacy by completing all of their pre-pharmacy required coursework in one institution.

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 completely overlay with the two-year pre-pharmacy requirements of the University of Montana-Missoula Skaggs School of Pharmacy. 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, satisfies all requirements of the pre-pharmacy curriculum for the UM-Missoula Skaggs School of Pharmacy, and if not pursuing a pharmacy degree contributes to the requirements of receiving a Bachelor of Science degree in chemistry, biology, or pre-medicine.

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 pharmacists states that from 2010-2020 it will see a growth rate of 25% which is nearly twice the national average for the growth rate of all occupations combined. (http://www.bls.gov/ooh/Healthcare/Pharmacists.htm) (visited March 25, 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 program and simply reconfigured them to meet the prerequisite requirements needed for eligibility and application into UM-Missoula Skaggs School of Pharmacy.

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.

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 professional pharmacy program at UM-Missoula Skaggs School of Pharmacy. A student must take the designated courses if wanting to seek admission into UM-Missoula Skaggs School of Pharmacy.

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

Montana Board of Regents

CURRICULUM PROPOSALS

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.

Other colleges within the Montana University System in our region that have similar but partial programs of study include MSU-Great Falls and Missoula College. Similar programs of study are currently being articulated with UM-Missoula and MSU-Northern, UM-Western, MSU-Billings, Montana Tech, and Flathead Valley Community College. Due to the geographical distance between these institutions and Helena College, the adoption of this proposed program does not pose a threat of competition to any of the institutions. All of the courses required for the pre-pharmacy portion of the professional degree are already offered at Helena College. Therefore, no efforts were made to collaborate with the other institutions.

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, Pre-Pharmacy.

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. 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. (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.

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.

Montana Board of Regents
CURRICULUM PROPOSALS

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 professional pharmacy (Pharm.D.) degree at UM-Missoula Skaggs School of Pharmacy to determine:

A) the percentage of students that are eligible to apply to the UM-Missoula's School of Pharmacy, AND
B) the percentage of students who are accepted into the program and graduate with a pharmacy degree

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.

By June 2012, Helena College had added a two-semester sequence (full-year) course of organic chemistry with lab in response to student interest in completing a full-year of college chemistry and full-year organic chemistry at the same institution, AND to the mandate that the two-year (former COT) institutions of the MUS become more comprehensive colleges. Upon reviewing the current course offerings, the biology and chemistry faculty concluded that Helena College had all the courses and resources to formally offer an associate of science degree focusing on pre-pharmacy. The proposed pre-pharmacy was presented to the General Education Division of Helena College as well as to the Skaggs School of Pharmacy, and was approved by both bodies. The UM-Missoula Skaggs School of Pharmacy subsequently added the Helena College program (http://pharmacy.health.umt.edu/content/prerequisite-course-equivalents) to its website listing of approved pre-pharmacy programs and established a formal Memorandum of Understanding with Helena College (see attached MOU document).

Helena College University of Montana

Proposal for Associate of Science (A.S.) Degree plan with Pre-Pharmacy option

First Year				
Fall Semester	**Credits**		**Spring Semester**	**Credits**
M 171 – Calculus I	4		STAT 216 – Intro to Statistics	3
CHMY 141/142 – College Chemistry I w/Lab	4		CHMY 142/143 – College Chemistry II w/Lab	4
WRIT 101 – College Writing I	3		WRIT 201 – College Writing II	3
BIOH 201/202 – Human Anatomy & Physiology I w/ Lab	4		PSYX 100 or SOCI 101 – Intro to Psychology or Sociology	3
			BIOH 211/212 – Human Anatomy & Physiology II w/Lab	4
Semester Total:	**15**		**Semester Total:**	**17**

Second Year				
Fall Semester	**Credits**		**Spring Semester**	**Credits**
ECNS 201 – Principles of Microeconomics	3		HSTA 101 – American History I	3
CHMY 221/222 – Organic Chemistry I w/Lab	5		CHMY 223/224 – Organic Chemistry II w/Lab	5
LIT 110 – Intro to Literature	3		ANTY 101 or NASX 105 – Anthropology or Native Amer. Studies	3
COMM 131 – Intro to Public Speaking	3		BIOB 260 – Cellular & Molecular Biology w/Lab	4
PHSX 205/206 – College Physics I w/Lab	4			
Semester Total:	**18**		**Semester Total:**	**15**

Total Credits: 65 credits

SECTION H - REQUIRED PRE-PHARMACY COURSES
The University of Montana, Missoula, MT 59812-1512

Name: Helena College

U of M Course No. (semester credits)	Sem Credits	Letter Grade	Numerical Value	Grade Points	Term completed or planned	Transfer Courses Dept. and No.	Transfer Courses Course Title	School (use initials)
[1]BIOH 112 Human Form & Function I (3)						BIOH 201/202	Anatomy & Physiology I	
[2]BIOH 113 Human Form & Function II (3)						BIOH 211/212	Anatomy & Physiology II	
BIOB 260 Cell & Molecular Biology (4)						BIOB 260	Cell & Molecular Biology	
CHMY 141 College Chemistry I (5) + Lab						CHMY 141/142	College Chemistry I/lab	
CHMY 143 College Chemistry II (5) + Lab						CHMY 143/144	College Chemistry II/lab	
CHMY 221 Organic Chemistry I (3)						CHMY 221	Organic Chemistry I	
CHMY 222 Organic Chemistry Lab (2)						CHMY 222/224	Organic Chemistry labs	
CHMY 223 Organic Chm II (3)						CHMY 223	Organic Chemsitry II	
[3]Communications Elective (3)						Comm 131	Intro to Public Speaking	
WRIT 101 College Writing I (3)						WRIT 101	College Writing I	
ECNS 201S Princ. of Microeconomics (3)						ECNS 201	Principles of Micreconomics	
[4]Social Science Elective (3)						PSYX 100 or SOCI 101	Intro to Psychology or Sociology	
M 162 Applied Calculus (4)						M 171	Calculus I	
STAT 216 Intro to Statistics (4)						STAT 216	Intro to Statistics	
PHSX 205 & 206 College Physics + lab (5)						PHSX 205/206	Physics/lab	

[1 & 2]Required for applications Fall 2012 and later.

[3]Selection from COMM 111A (Intro. to Public Speaking) or THTR 120A (Acting for Non-Majors).

[4]Selection from PSYX 100S (Intro to Psychology) or SOCI 101S (Introduction to Sociology).

Convert all credits to semester credits
1 semester credit= 1.5 quarter credits

Totals:
Credits: _____ Grade Pts: _____
Prerequisite GPA: _____
(divide total grade pts by total credits)

PCAT Completion _____
60 hours experience _____

Cumulative GPA:

School	Credits	Credits	GPA
Total			

Revised 3/27/13

The University of Montana

Office of Student Services & Diversity Programs
College of Health Professions and Biomedical Sciences
Skaggs Building 341
Missoula, Montana 59812-1532
Phone: (406) 243-4026
Fax: (406) 243-5235
Website: www.health.umt.edu/nacoe

March 27, 2013

John W. Hartman, Ph.D., Chemistry Professor
Helena College-University of Montana
1115 North Roberts
Helena, MT 59601

Dear Dr. Hartman:

This memorandum of understanding establishes a linkage between The University of Montana-Missoula Skaggs School of Pharmacy and the Helena College-University of Montana. The University of Montana-Missoula Skaggs School of Pharmacy will recognize that a Helena College graduate has successfully met the pre-pharmacy curriculum requirements and is eligible to apply for admission into the Skaggs School of Pharmacy when the following criteria have been met:

- Completion of the Associate of Science degree with the Pre-Pharmacy program of study option AND
- Has a cumulative GPA of 2.5 or higher AND
- Has received a grade of "C" or better in all courses designated as a pre-pharmacy program requirement AND
- Has taken the Pharmacy College Admissions Test (PCAT) AND
- Has completed at least 60 hours of volunteer or paid service in a pharmacy, other health care, or social field and an evaluation form filled out by someone involved with the applicant in such an experience.

Please note: Completion of the above criteria does not guarantee acceptance into the UM-Missoula Skaggs School of Pharmacy program.

The transfer checklists on our website are to be interpreted as a contract between our School and the colleges and universities in Montana. The Helena College checklist has been updated to include BIOB 260 and reflects that all pre-pharmacy courses are available at the Helena College.

Please feel free to contact my office if you need further information.

Sincerely,

Lori Morin, Pharm.D., MBA
Assistant Dean for Student Affairs

LM:elc

May 23-24, 2013

ITEM 159-301+R0513

Request to place the Health Information Technology: Implementation and Maintenance Specialist Certificate into moratorium

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THAT

The Flathead Valley Community College Board of Trustees seeks to inform the Board of Regents of their intent to put the 19-credit online Health Information Technology: Implementation and Maintenance Specialist Certificate into moratorium.

EXPLANATION

Enrollment in this program has been low. While in moratorium, the program director plans to work with her advisory committee to determine if curriculum changes need to be made and develop a recruitment plan.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-301+R0513** Meeting Date: **May 23-24, 2013**

Institution: **Flathead Valley Community College** CIP Code: **46.0503**

Program Title: **Health Information Technology: Implementation and Maintenance 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**

X **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)*;

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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.

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:

May 23-24, 2013

ITEM 159-303+R0513

Notification of Intent to Terminate the Natural Resources and Conservation Management Certificate of Applied Science-STEP 1

THAT

The Flathead Valley Community College Board of Trustees seeks to notify the Board of Regents of their intent to terminate the 34-credit Natural Resources and Conservation Management CAS program.

EXPLANATION

The program has never had a graduate and earning the certificate is not useful in securing employment.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-303+R0513** Meeting Date: **May 24-25, 2013**

Institution: **Flathead Valley Community College** CIP Code: **03.0506**

Program Title: **Natural Resources and Conservation Management 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.

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

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

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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**

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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:

Flathead Valley Community College notifies the Montana Board of Regents of the elimination of the Natural Resources and Conservation Management Certificate of Applied Science. There are currently no students enrolled in the program, which has never had a graduate. This change will have minimal effect on the college overall, as FVCC will continue to offer the Natural Resources and Conservation Management AAS program.

May 23-24, 2013

ITEM 159-2701+R0513

Request for Termination of the Bachelor of Science Degree, Major in Mathematics, Teaching Licensure Option - Multiple Subject Endorsement-STEP 2

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.

ATTACHMENTS

Level I Request Form
Termination Checklist

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-2701+R0513** Meeting Date: **May 23-24, 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)

X **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.

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 changes to course offerings are needed as all the courses required for the Bachelor of Science Degree, Major in Mathematics, Teaching Licensure Option - Multiple Subject Endorsement program are and will continue to be offered. All students now working toward this program plan to complete their degrees by Spring 2015.

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

   Comments:

   Faculty will not be affected by the deletion of the Bachelor of Science Degree, Major in Mathematics, Teaching Licensure Option - Multiple Subject Endorsement program. All the courses in this program are taught in the Bachelor of Science Degree, Major in Mathematics, Teaching Licensure Option - Single Subject Endorsement program.

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

   Comments:

   No changes to course offerings are needed as all the courses required for the Bachelor of Science Degree, Major in Mathematics, Teaching Licensure Option - Multiple Subject Endorsement program are and will continue to be offered. We met with all those students now working toward this program. We discussed with them the completion deadlines for this degree and we have made accommodations to those students where necessary.

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

   Comments:

   The College of Arts and Sciences Curriculum Committee approved the termination of the Bachelor of Science Degree, Major in Mathematics, Teaching Licensure Option - Multiple Subject Endorsement program at their October 22, 2012 meeting. The College of Education Curriculum Committee approved the termination of the program at their October 29, 2012 meeting. The Undergraduate Curriculum

Montana University System
PROGRAM TERMINATION CHECKLIST

Committee approved the termination of the program at their November 14, 2012 meeting. The Academic Senate approved the termination of the program at their November 29, 2012 meeting.

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

Comments:
The faculty union at Montana State University Billings was apprised of the intent to end the Bachelor of Science Degree, Major in Mathematics, Teaching Licensure Option - Multiple Subject Endorsement program on January 9, 2013.

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

Comments:
At the time of the termination of the Bachelor of Science Degree, Major in Mathematics, Teaching Licensure Option - Multiple Subject Endorsement program, no active advisory committee existed for this 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:
The Level I, Step 1 request filing the intent to terminate the Bachelor of Science Degree, Major in Mathematics, Teaching Licensure Option - Multiple Subject Endorsement program was on the Board of Regents agenda at the March 7-8, 2013 meeting.

Phase II:

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

Comments:
The admissions representatives and recruiters will inform the local high school counselors of the current programs at Montana State University Billings.

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:
Neither the 2013/2014 online or printed catalog at Montana State University will list the Bachelor of Science Degree, Major in Mathematics, Teaching Licensure Option - Multiple Subject Endorsement program.

Montana University System

PROGRAM TERMINATION CHECKLIST

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

Comments:

The Level I, Step 1 request filing the intent to terminate the Bachelor of Science Degree, Major in Mathematics, Teaching Licensure Option - Multiple Subject Endorsement program was on the Board of Regents agenda at the March 7-8, 2013 meeting.

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

Comments:

Montana State University Billings requests the termination of the Bachelor of Science Degree, Major in Mathematics, Teaching Licensure Option - Multiple Subject Endorsement program from their degree inventory at the May 23-24, 2013 meeting.

May 23-24, 2013

ITEM 159-2702+R0513

Request for Termination of the Associate of Applied Science Degree in Heating, Ventilation, Air Conditioning, and Refrigeration Technology – STEP 2

THAT

The Board of Regents is being notified by Montana State University Billings of the final termination for 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.

ATTACHMENTS

Level I Request Form
Termination Checklist

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-2702+R0513** Meeting Date: **May 23-24, 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.

___ **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)

X **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:

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.

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 HVAC Associate of Applied Science program. The college stopped offering the courses in the Fall of 2010.

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 terminating this program.

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

   Comments:

   Students in the program completed their coursework and graduated in Spring 2010. First year classes were not offered well in advance of putting the program on moratorium.

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

   Comments:

   City College MSUB Curriculum Committee, approved the discontinuation of the AAS in HVAC and approved the moratorium of all the associated courses in 2009. The MSUB Academic Senate approved the moratorium on October 8, 2009.

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

   Comments:

   The Union was notified.

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

   Comments:

   The Advisory Board was made aware of the decision to put the program on moratorium.

Montana University System
PROGRAM TERMINATION CHECKLIST

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 to place this program on moratorium was originally submitted to the Board of Regents for consideration at the September 23-24, 2009 meeting (ITEM # ITEM144-2703+R0909). The Board of Regents approved this Level I request unanimously. Due to continued budget concerns and low enrollment, City College of MSUB submitted a Notice of Intent to Termination the Associate of Applied Science Degree in Heating, Ventilation, Air Conditioning, and Refrigeration Technology at the March 7-8, 2013 Board of Regents meeting. For approval at the May 23-24, 2013 BOR meeting, we now submit the final documents for termination of this program.

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 MSUB Curriculum Committee and Academic Senate. Upon approval by OCHE, campus paperwork will be submitted to the Academic Senate for notation in the catalog.

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

Comments:

Since the Level I memorandum was approved at the September 23-25, 2009 meeting, and the Level I Request form was received at the March 7-8, 2013 meeting, the program Termination Checklist is hereby submitted to the Board of Regents for the May, 2013 meeting.

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 May 2013 meeting.

May 23-24, 2013

ITEM 159-2703+R0513

Notification of Intent to Terminate the Minor in Business Geographic Information Systems- STEP 1

THAT

The Board of Regents is being notified by Montana State University Billings of their intent to terminate the program, Minor in Business Geographic Information Systems

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EXPLANATION

The Business Geographic Information Systems program was approved at the campus level for deletion in 2010, but the paperwork was pulled from the Board of Regents agenda. No students have enrolled in the program since the 2006-2007 academic year. The lack of student interest in taking the program, as well as the lack of faculty interest in offering the program provides strong rationale for deleting this program.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-2703+R0513** Meeting Date: **May 23-24, 2013**

Institution: **MSU Billings** CIP Code: **52.9999**

Program Title: **Minor in Business Geographic Information Systems**

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:

The Business Geographic Information Systems program was approved at the campus level for deletion in 2010, but the paperwork was pulled from the Board of Regents agenda. No students have enrolled in the program since the 2006-2007 academic year. The lack of student interest in taking the program, as well as the lack of faculty interest in offering the program provides strong rationale for deleting this program.

May 23-24, 2013

ITEM 159-1903+R0513

Notification of Intent to Terminate the Associate of Applied Science - Electronics Technology Program; Helena College University of Montana– Step 1

THAT

Helena College University of Montana notifies the Montana Board of Regents of Higher Education of Intent to Terminate the AAS in Electronics Technology (options in Bio-Medical, Computer Systems, and General).

EXPLANATION

This program was placed into moratorium in July of 2009. Since that time, Helena College has received no feedback from constituents expressing their concern about the loss of this program.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-1903+R0513** Meeting Date: **May 23-24, 2013**

Institution: **Helena College UM** CIP Code: **47.0105**

Program Title: **AAS in Electronics 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)

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:

Helena College University of Montana notifies the Montana Board of Regents of Higher Education of Intent to Terminate the AAS in Electronics Technology (options in Bio-Medical, Computer Systems, and General). This program was placed into moratorium in July of 2009. Since that time, Helena College has received no feedback from constituents expressing their concern about the loss of this program.

May 23-24, 2013

ITEM 159-2901+R5013
Notification of Intent to Terminate the Associate of Applied Science in Carpentry-STEP 1

THAT

GFC-MSU wishes to notify the BOR of its intent to terminate the Associate of Applied Science in Carpentry program.

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.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-2901+R0513** Meeting Date: **May 23-24, 2013**

Institution: **Great Falls College MSU** CIP Code: **46.0201**

Program Title: **AAS Carpentry**

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:

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.

May 23-24, 2013

ITEM 159-2902+R5013

Request to place the Certificate of Applied Science (CAS) - Sustainable Energy Technician Program into moratorium

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THAT

Great Falls College MSU wishes to notify the Board of Regents of its intent to place the Sustainable Energy Technician CAS Program in Moratorium.

EXPLANATION

The Sustainable Energy Technician CAS program is currently under significant review. Great Falls College MSU will not do an intake of new students for fall semester 2013. Students currently enrolled in the program will complete spring 2014.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-2902+R0513** Meeting Date: **May 23-24, 2013**

Institution: **Great Falls College MSU** CIP Code: **15.0503**

Program Title: **Sustainable Energy Technician 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.

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**

X **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 Sustainable Energy Technician CAS program is currently under significant review. Great Falls College MSU will not do an intake of new students for fall semester 2013.

May 23-24, 2013

ITEM 159-2903+R5013

Request for the Associate of Applied Science (AAS) - Sustainable Energy Technician Program to be placed into moratorium

---

THAT

Great Falls College MSU wishes to notify the Board of Regents of its intent to place the Sustainable Energy Technician AAS Program in Moratorium.

EXPLANATION

The Sustainable Energy Technician AAS program is currently under significant review. Great Falls College MSU will not do an intake of new students for fall semester 2013. Students currently enrolled in the program will complete spring 2014.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-2903+R0513** Meeting Date: **May 23-24, 2013**

Institution: **Great Falls College MSU** CIP Code: **15.0503**

Program Title: **Sustainable Energy 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**

X **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 Sustainable Energy Technician AAS program is currently under significant review. Great Falls College MSU will not do an intake of new students for fall semester 2013. Students currently enrolled in the program will complete spring 2014.

May 23-24, 2013

ITEM 159-304+R0513

Request for approval to implement an Electronics Technician Level II Certificate

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THAT

Flathead Valley Community College's Board of Trustees requests approval to implement a 17-18 credit Electronics Technician Level II Certificate.

EXPLANATION

This program is designed to give students the skills necessary for job attainment, as well as interpersonal skills, to prepare them for placement into an entry-level electronics technician position.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-304+R0513** Meeting Date: **May 24-25, 2013**

Institution: **Flathead Valley Community College** CIP Code: **47.0105**

Program Title: **Electronics Technician Level II 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:

The Flathead Valley Community College Board of Trustees has approved a new certificate program in Electronics Technician Level II.

May 23-24, 2013

ITEM 159-305+R0513

Request for approval to implement an Electronics Technician Level III Certificate

---

THAT

Flathead Valley Community College's Board of Trustees requests approval to implement a 16-credit Electronics Technician Level III Certificate.

EXPLANATION

This program is designed to give students the skills necessary for job attainment, as well as interpersonal skills, to prepare them for placement into an advanced-level electronics technician position.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-305+R0513** Meeting Date: **May 23-24, 2013**

Institution: **Flathead Valley Community College** CIP Code: **47.0105**

Program Title: **Electronics Technician Level III 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:

The Flathead Valley Community College Board of Trustees has approved a new certificate program in Electronics Technician Level III.

May 23-24, 2013

ITEM 159-306+R0513
Request for approval to implement a Machinist Technician Level II Certificate

---

THAT

Flathead Valley Community College's Board of Trustees requests approval to implement a 19-credit Machinist Technician Level II Certificate.

EXPLANATION

The Machinist Technician Certificate program provides instruction in the theory, operation and programming of both manual and CNC mills and lathes.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-306+R0513** Meeting Date: **May 23-24, 2013**

Institution: **Flathead Valley Community College** CIP Code: **47.0303**

Program Title: **Industrial Maintenance Technician Level II Certificate**

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

___ **A. Level I *(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)*;

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___ **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:
The Flathead Valley Community College Board of Trustees has approved a new certificate program in Industrial Maintenance Technician Level II. This 18-credit certificate prepares students for a career path of providing repair and construction support to manufacturing and other industries that include mechanical processes as part of daily operations.

May 23-24, 2013

ITEM 159-307+R0513
Request for approval to implement a Pre-Health Certificate

THAT

Flathead Valley Community College notifies the Board of Regents that the FVCC Board of Trustees requests approval to implement a 21-22 credit Pre-Health certificate program.

EXPLANATION

FVCC's Pre-Health Certificate program is designed to provide students with a broad set of knowledge and skills, allowing them to explore different health career opportunities and prepare them for immediate entry into Emergency Medical Technician or Certified Nurse's Aide fields. The program is further designed to provide students with the background of courses required for entry into various health-oriented academic program career tracks. The program is flexible, allowing students to select between several course options in a way that allows each student to advance their career and/or academic goals.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-307+R0513** Meeting Date: **May 23-24, 2013**

Institution: **Flathead Valley Community College** CIP Code: **51.3999**

Program Title: **Pre-Health Certificate**

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

___ **A. Level I *(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:
The Flathead Valley Community College Board of Trustees has approved a new certificate in Pre-Health. The 21 or 22 credit Pre-Health Certificate program is designed to provide students with a broad set of knowledge and skills, allowing them to explore different health career opportunities and prepare them for immediate entry into Emergency Medical Technician or Certified Nurse's Aide fields.

May 23-24, 2013

ITEM 159-308+R0513

Request for approval to implement an Emergency Dispatcher Certificate

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THAT

Flathead Valley Community College notifies the Board of Regents that the FVCC Board of Trustees requests approval to implement a 16-credit Emergency Dispatcher certificate program.

EXPLANATION

The Emergency Dispatcher certificate program provides students with entry level knowledge of the demands of a career as an emergency dispatcher. The 911 dispatcher is the first link in the 911 system.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: **159-308+R0513** Meeting Date: **May 23-24, 2013**

Institution: **Flathead Valley Community College** CIP Code: **43.0199**

Program Title: **Emergency Dispatcher Certificate**

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

___ **A. Level I *(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**

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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:
The Flathead Valley Community College Board of Trustees has approved a new, 16-credit Emergency Dispatcher certificate program. This program was developed in response to community need and will provide students with entry- level knowledge of the demands of a career as an emergency dispatcher.