

Montana University System
PROGRAM REVIEW

Institution: Montana Tech University of Montana

Program Years: 2012-13

List of the programs reviewed:

Business Technology

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

Retain all degrees and options.

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

- The Business Technology Program provides students with education for employment as secretaries, receptionists, transcriptionists, administrative assistants, and billing clerks in business, government, medical offices and non-profit settings. Students may also choose to take classes for career advancement goals or to enhance current skills. Not only do our students get practical skills, they also obtain soft skills training to aid them in their future endeavors. Students are also encouraged to continue their education in order to enhance future employment opportunities. One of these options is to take their two-year degree to the North campus to pursue a BAS degree in business.
- With the input of Advisory Board members and employers, Business Technology Program instructors at Highlands College will continue to enhance and upgrade the program's offerings. We will also continue to investigate the development of other possible programs that would benefit our geographic area.
- Overall employment of secretaries and administrative assistants is expected to grow 12 percent from 2010 to 2020, which is about the national average for all occupations. The medical secretary specialty is expected to have much faster-than-average employment growth, driven by the rapid growth of the healthcare industry.
- As the economy recovers, renewed investor confidence will prompt growth in the industries served by this program resulting in increased need for entry and middle level employees with business education. The dramatic increase in housing and basic infrastructure needs in eastern Montana and western North Dakota, prompted by the expansion of the oil industry, have created a significant need for appropriately educated personnel in virtually all areas of entry and mid-level business.
- The US Department of Labor estimates that median annual wages were \$35,660 in May 2012.

Majors	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012
Business Technology	18	31	31	34	35	35	30

Graduates	2006	2007	2008	2009	2010	2011	2012
Business Technology	9	8	4	3	7	4	11

Montana University System
PROGRAM REVIEW

Institution: Montana Tech University of Montana

Program Years: 2012-13

List of the programs reviewed:

Liberal Studies, B.S.

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

Retain all degrees and options.

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

- The program has a consistently high number of majors.
- The department provides service to other campus programs teaching many of the courses required in the general education core areas of humanities and fine arts and in the social sciences.
- In conjunction with the University of Nevada, Reno, the department supports a minor (18 credits) and a Certificate (21 credits) in *Addiction Treatment Services*.
- In general, faculty members in the program are professionally and scholarly active.
- The program had an 84% average placement rate from 2006-07 to 2012-13.
- This B.S. in Liberal Studies is consistent with the mission and is integral to Montana Tech’s role as a comprehensive college.

Liberal Studies – BS - Number of majors and graduates

Year	Majors in Fall	Graduates
2013-14	72	8
2012-13	98	5
2011-12	96	3
2010-11	115	9
2009-10	119	7
2008-09	83	6
2007-08	80	10
2006-07	79	9

Montana University System
PROGRAM REVIEW

Institution: Montana Tech University of Montana

Program Years: 2012-13

List of the programs reviewed:

B.S. Network Technology

A.A.S. Network Technology

A.A.S. Web Development & Administration

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

Retain all degrees and options.

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

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

Network Technology / Web Development Enrollment Statistics					
	<i>AAS Net Tech</i>	<i>BS Net Tech</i>	<i>Total Net Tech</i>	<i>AAS Web Dev.</i>	<i>Department Totals</i>
<i>Fall 04</i>	28	23	51		51
<i>Fall 05</i>	44	25	69		69
<i>Fall 06</i>	40	33	73		73
<i>Fall 07</i>	36	27	63	2	65
<i>Fall 08</i>	41	14	55	5	60
<i>Fall 09</i>	44	26	70	5	75
<i>Fall 10</i>	61	17	78	7	85
<i>Fall 11</i>	55	20	75	4	79
<i>Fall 12</i>	36	38	74	6	80
<i>Fall 13</i>	31	27	58	5	63

Network Technology / Web Development Enrollment Statistics					
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PROGRAM REVIEW

Institution: Montana Tech

Program Years: 2012-13

List of the programs reviewed:

- B.S., Occupational Safety and Health (BS-OSH)
 - B.S., in Occupational Safety and Health-Applied Health Science Option (BS OSH-AHS)
 - M.S., in Industrial Hygiene (MS IH)
 - M.S., in Industrial Hygiene-Distance Learning Professional Track (MS IH DL)
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The SHIH Department will continue to offer, scrutinize, improve, and develop the four programs itemized above.

ABET Accreditation

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

Continuous Improvement Program (CIP)

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

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

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

Table 1. SHIH 2007-2013 Enrollments by Program & Year

SHIH PROGRAM	YEAR						
	2007	2008	2009	2010	2011	2012	2013
BS OSH	53	58	61	56	75	66	70
BS OSH-AHS	18	24	28	32	37	36	26
MS IH	30	12	11	12	11	21	13
MS IH DL	2	24	29	40	38	58	57
BS+MS Total	103	118	129	140	161	181	166

Table 2. SHIH 2007-2013 Graduates by Program & Year

SHIH PROGRAM	YEAR						
	2007	2008	2009	2010	2011	2012	2013
BS OSH	14	12	5	2	14	13	6
BS OSH-AHS	7	7	5	4	3	4	8
MS IH	9	4	10	3	7	1	6
MS IH DL	2	1	3	0	9	6	11
BS+MS Total	32	24	23	9	33	24	31