

LEVEL I MEMORANDUM

DATE: August 19, 2013

TO: Chief Academic Officers, Montana University System

FROM: Neil Moisey, 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 May 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 **August 28th**. 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

Great Falls College-MSU:

- Request to establish a AAS – Practical Nursing Program [ITEM # 160-2901+R0913](#) | [Level I Request Form](#) | [Attachment #1](#)

The University of Montana - Missoula:

- Request to establish an Option in General Science Teaching to the existing BA in Physics [ITEM # 160-1001+R0913](#) | [Level I Request Form](#) | [Curriculum Proposal Form](#)

Helena College - UM:

- Request for approval of Core Themes [ITEM # 160-1902+R0913](#)

Terminations, Moratoriums, and Consolidations

Flathead Valley Community College:

- Request to terminate the CAS in Natural Resources and Conservation – **STEP 2** [ITEM # 160-301+R0913](#) | [Level I Request Form](#) | [Termination Checklist](#)

Dawson Community College:

- Request to terminate the AAS in Web Development – **STEP 2** [ITEM # 160-201+R013](#) | [Level I Request Form](#) | [Termination Checklist](#)
- Request to terminate the AAS in Business Technology-Administration Assistant – **STEP 2** [ITEM # 160-202+R013](#) | [Level I Request Form](#) | [Termination Checklist](#)
- Request to terminate the AAS - Computer Technical Support Specialist – **STEP 2** [ITEM # 160-203+R013](#) | [Level I Request Form](#) | [Termination Checklist](#)
- Request to terminate the CAS – Agricultural Finance and Marketing Analysis – **STEP 2** [ITEM # 160-204+R013](#) | [Level I Request Form](#) | [Termination Checklist](#)
- Request to terminate the CAS – Farm and Ranch Business Management I and II – **STEP 2** [ITEM # 160-205+R0913](#) | [Level I Request Form](#) | [Termination Checklist](#)

LEVEL I MEMORANDUM

Miles Community College:

- Request to place the Building Construction Certificate and Building Construction Management AAS Degree into Moratorium [ITEM # 160-401+R0913](#) | [Level I Request Form](#)

Montana State University – Billings:

- Notice of Intent to Terminate Minor in Business Geographic Information Systems – **STEP 2** [ITEM #160-2704+R0913](#) | [Level I Request Form](#) | [Termination Checklist](#)

Great Falls College – MSU:

- Request to place AAS – Dietetic Technician into Moratorium [ITEM # 160-2902+R0913](#) | [Level I Request Form](#)
- Notice of intent to terminate AAS-Carpentry – **STEP 2** [ITEM # 160-2903+R0913](#) | [Level I Request Form](#) | [Termination Checklist](#)

Montana State University – Northern:

- Notice of intent to terminate Minor in Automotive Technology (Auto Body) - **STEP 1** [ITEM #160-2801+R0913](#) | [Level I Request Form](#)
- Notice of intent to terminate of AAS in Railroad Maintenance and Operations – **STEP 1** [ITEM #160-2802+R0913](#) | [Level I Request Form](#)
- Notice of intent to terminate Minor in Teacher Education in Computer Info Systems 5-12 – **STEP 1** [ITEM #160-2803+R0913](#) | [Level I Request Form](#)
- Notice of intent to terminate BS-Science Education in Business Education 5-12 –**STEP 1** [ITEM #160-2804+R0913](#) | [Level I Request Form](#)
- Notice of intent to terminate the Minor in Communications – **STEP 1** [ITEM #160-2805+R0913](#) | [Level I Request Form](#)
- Notice of intent to terminate BA-Communications – **STEP 1** [ITEM #160-2806+R0913](#) | [Level I Request Form](#)
- Notice of intent to terminate MS-General Science Education – **STEP 1** [ITEM #160-2807+R0913](#) | [Level I Request Form](#)
- Notice of intent to terminate the Departmental Certificate – Agricultural Mechanics Technology – **STEP 1** [ITEM #160-2808+R0913](#) | [Level I Request Form](#)
- Notice of intent to terminate the Minor – Engineering Technology: Civil Engineering Technology – **STEP 1** [ITEM #160-2809+R0913](#) | [Level I Request Form](#)
- Notice of intent to terminate the Departmental Certificate - Electrical Technology – **STEP 1** [ITEM #160-2810+R0913](#) | [Level I Request Form](#)
- Notice of intent to terminate the Departmental Certificate - Land Survey Technology – **STEP 1** [ITEM #160-2811+R0913](#) | [Level I Request Form](#)
- Request to place BS-Industrial Technology 5-12 into Moratorium [ITEM #160-2812+R0913](#) | [Level I Request Form](#)
- Request to place BS-Science Education in English 5-12 into Moratorium [ITEM #160-2813+R0913](#) | [Level I Request Form](#)
- Notice of intent to terminate the Minor-Education in English 5-12 - **STEP1** [ITEM #160-2814+R0913](#) | [Level I Request Form](#)
- Request to place the BS-Science Education in General Science 5-12 into Moratorium [ITEM #160-2815+R0913](#) | [Level I Request Form](#)
- Notice of intent to terminate the AAS-Graphic Design– **STEP 1** [ITEM #160-2816+R0913](#) | [Level I Request Form](#)
- Request to place the BS-Science Education in Social Science-Broadfield into Moratorium [ITEM #160-2817+R0913](#) | [Level I Request Form](#)

LEVEL I MEMORANDUM

- Notice of intent to terminate the Minor-Health and Physical in Education K-12 – **STEP 1**
[ITEM #160-2818+R0913 | Level I Request Form](#)
- Request to place the BS-Education in Health and Physical Education K-12 into Moratorium
[ITEM #160-2819+R0913 | Level I Request Form](#)
- Request to place the BS-Education in Mathematics 5-12 Degree into Moratorium
[ITEM #160-2820+R0913 | Level I Request Form](#)
- Request to place AAS-Carpentry Technology Degree into Moratorium [ITEM #160-2821+R0913 | Level I Request Form](#)
- Request to place CAS-Carpentry Technology into Moratorium [ITEM #160-2822+R0913 | Level I Request Form](#)
- Request to place BS-Computer Information Systems Degree into Moratorium
[ITEM #160-2823+R0913 | Level I Request Form](#)
- Request to place AAS-Computer Information Systems Degree into Moratorium
[ITEM #160-2824+R0913 | Level I Request Form](#)
- Request to place BS-Design Drafting Technology Degree into Moratorium [ITEM #160-2825+R0913 | Level I Request Form](#)
- Request to place Minor-Design Drafting Technology into Moratorium [ITEM #160-2826+R0913 | Level I Request Form](#)
- Request to place BS-Industrial Technology Degree into Moratorium [ITEM #160-2827+R0913 | Level I Request Form](#)
- Request to place AAS-Sustainable Energy Technology Degree into Moratorium
[ITEM #160-2828-R0913 | Level I Request Form](#)
- Request to place CAS-Sustainable Energy Technology into Moratorium [ITEM #160-2829+R0913 | Level I Request Form](#)
- Request to place Principle of Endorsement K-12 into Moratorium [ITEM #160-2830+R0913 | Level I Request Form](#)
- Request to place BS-Mathematics into Moratorium [ITEM #160-2831+R0913 | Level I Request Form](#)
- Request to place AAS Degree-Water Quality Technology: Environmental Health into Moratorium
[ITEM #160-2832+R0913 | Level I Request Form](#)

Helena College-UM:

- Request to terminate the AAS Electronics Technology – **STEP 2** [ITEM # 160-1901+R913 | Level I Request Form | Termination Checklist](#)

September 18-19, 2013

ITEM 160-2901+R0913

Request to Establish a Associate of Applied Science – Practical Nurse

THAT

Great Falls College Montana State University is notifying the Board that it has successfully recruited a Program Director and faculty member for the program and has students enrolled for the fall semester 2013.

EXPLANATION

We were successful in recruiting qualified nursing educators, [e.g., Nursing Program Director and one dedicated PN faculty position]. Therefore, Great Falls College MSU will deliver the Practical Nurse Associate of Applied Science program fall 2013.

ATTACHMENTS

- Level I Request Form
- Attachment #1: OCHE Notification Letter – May 2013

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2901+R0913 Meeting Date: September 18-19, 2013

Institution: Great Falls College MSU CIP Code: 51.3901

Program Title: Associate of Applied Science – Practical Nurse

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

Montana Board of Regents
LEVEL I REQUEST FORM

completed Program Termination Checklist)

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

Great Falls College Montana State University is notifying the Board that it has successfully recruited a Program Director and faculty member for the program and has students enrolled for the fall semester 2013.



GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

2100 16th Avenue South Great Falls, MT 59405
(406) 771-4300 • (800) 446-2698
Fax: (406) 771-4317 www.msugf.edu
changing *lives* – achieving *dreams*

*A student-centered two-year college providing
high-quality educational opportunities responsive
to community needs.*

May 10, 2013

Dr. John Cech
Deputy Commissioner of Two-Year Education
Office of the Commissioner of Higher Education
P.O. Box 203201
Helena, MT 59620

Dear Dr. Cech:

At the September 2012 meeting, Great Falls College MSU notified the Board of Regents of the postponement of the delivery of the Practical Nurse Associate of Applied Science degree until fall 2013. The postponement was due to challenges recruiting qualified nursing educators, (e.g., Nursing Program Director and two faculty positions).

I am pleased to report to you that the College has successfully recruited a Program Director and faculty member for the program and we are on track for implementation this fall. For your information, I've included a copy of an informational letter the College used to update our community and industry partners of our new hires.

Please let me know if you have any questions or need further information.

Best wishes,

A handwritten signature in blue ink that reads "Heidi Pasek".

Heidi Pasek Ed. D, LPC
Associate Dean/Chief Academic Officer

Cc: Dr. Susan Wolff, CEO/Dean



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March 27, 2013

It is with great pride and excitement that Great Falls College MSU announces it is currently accepting applications for the Practical Nurse (PN) program fall semester 2013. The deadline for applications is May 15 with accepted students being notified by July 5, 2013.

Kim Martin, MSN, is the program's new director. Kim holds a Master's in Nurse Education from Walden University and most recently worked at Harrisburg Area Community College in Pennsylvania. "My vision for the Great Falls College Practical Nurse program is to shape, mold, and graduate professional, competent nurses - nurses whose caring is holistic and compassionate," says Kim. Her first impression of the new GFC MSU Simulated Hospital is that it is an educator's dream, an all-inclusive lifetime facility.

New faculty member, Sandy Heyward, MSN, began teaching at the College in January 2013. She holds a Master's in Nurse Education from Chamberlain College of Nursing and most recently worked at Albert Einstein Medical Center in Philadelphia. Sandy is excited to share her work experience with her students. She has worked as a nurse in the areas of gastrointestinal general medicine, surgery, and hemodialysis.

The College is extremely proud that this legacy of nursing education excellence has provided 201 Practical Nurse graduates since 2002, many of whom work in Montana healthcare facilities. The 2011-2012 graduating class was the latest to earn a 100% pass rate on the National Council of Licensing Exams- Practical Nurse (NCLEX-PN) to continue a 10-year tradition. The College's Practical Nurse graduates are consistently in high demand by employers with 100% of graduates seeking employment being hired.

The GFC MSU Simulated Hospital is the largest in Montana. It is designed to provide students with realism to reinforce their knowledge about direct patient care. It has an operating room, an ambulance, a radiology center, an emergency room, an intensive care unit, home health care, and regular hospital room settings. Programmable computer-based mannequins are used to simulate human-like symptoms and respond to student care. The Simulated Hospital allows students to develop their nursing knowledge, skills and confidence in a non-threatening and safe environment.

Graduates from the PN program now have multiple options for continuing their education in Great Falls without needing to move. In collaboration with MSU-Northern, PN graduates can apply for admission into an Associate of Science in Nursing degree (ASN) to prepare to sit for the Registered Nurse exam. Northern also offers a completely online RN to Bachelor of Science in Nursing completion degree. Bachelor's and Master's degrees in nursing are offered in Great Falls by Montana State University Bozeman.

The faculty and staff of Great Falls College MSU look forward to providing an excellent foundation for those seeking nursing careers.

Sincerely,

Handwritten signature of Susan J. Wolff.

Dr. Susan J. Wolff
CEO/Dean

Handwritten signature of Heidi Pasek.

Dr. Heidi Pasek
Associate Dean for Academic Affairs

Handwritten signature of Gregory Paulauskis.

Dr. Gregory Paulauskis, Director
Health Sciences Division

September 18-19, 2013

ITEM 160-1001+R0913

Request to add a General Science Teaching Option to the existing BA in Physics

THAT

The Board of Regents of Higher Education authorizes the University of Montana-Missoula to add an option in General Science Teaching to the B.A. in Physics.

EXPLANATION

The Department of Physics and Astronomy at the University of Montana requests approval to add an option in General Science Teaching to the B.A. in Physics. Certification in the Major Teaching Field of Physics does not qualify as a single-field endorsement, and this sometimes prevents/dissuades students who are interested in teaching physics from pursuing a degree in physics. This new option will provide students interested in both teaching and physics a pathway to a single-field endorsement with an emphasis in physics.

ATTACHMENTS

Level I Request Form
Curriculum Proposal Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-1001+R0913

Meeting Date: September 18-19, 2013

Institution: University of Montana-Missoula

CIP Code: 13.1316

Program Title: General Science Teaching option

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Montana Board of Regents
LEVEL I REQUEST FORM

X B. Level I with Level II documentation:

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

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

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D. Campus Certificates

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

Specify Request:

The Department of Physics and Astronomy requests approval to add an option in General Science Teaching to the B.A. in Physics. Students who pursue this option will satisfy the requirements for broadfield science licensure in Montana by taking courses in life sciences, Earth sciences, chemistry, physics, and curriculum and instruction. This proposal will not add any new courses nor will it add any additional expense to the University. It should attract more students to obtain a teaching degree in physics.

Montana Board of Regents
CURRICULUM PROPOSALS

1. Overview

The Department of Physics and Astronomy is motivated to add an option in General Science Teaching for four primary reasons: 1) there is a need for more STEM (Science, Technology, Engineering, and Mathematics) teachers at the secondary school level 2) in Montana, teachers with broadfield science licensure are in demand 3) certification in the Major Teaching Field of Physics does not qualify as a single-field endorsement and 4) we believe it will attract more students to pursue a teaching degree in physics.

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

An option in General Science Teaching will be added to the B.A. in Physics. It will provide a track for students to obtain a single-field endorsement while emphasizing physics. Students who pursue this option will satisfy the requirements for broadfield science licensure by taking courses in life sciences, Earth sciences, chemistry, physics, and curriculum and instruction. These students will also choose from additional courses in physics to gain a deeper understanding of this exciting and challenging field.

3. Need

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

We are responding to the need for a single-field endorsement for potential teachers with an interest in physics as well as the great need for more STEM teachers at the secondary school level.

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

The new option is likely to increase the number of students who earn a teaching degree in physics because it is a single-field endorsement and they will be qualified to obtain a license to teach in Montana. There are also far more job openings in Montana for broadfield science teachers than for physics teachers.

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

An average of one student every few years completes the Major Teaching Field of Physics degree. There are currently three active physics majors that have expressed interest in a broadfield science teaching option. We believe this new option would increase the number of students who plan to teach physics in Montana.

4. Institutional and System Fit

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

The new option borrows many elements from the current Major Teaching Field of Physics, but broadens the science requirements outside of physics while reducing the required physics courses in order to keep the same total number of required credits. This new option would give students interested in pursuing a broadfield science licensure a different choice than the only one presently offered by UM, which is a B.A. in biology with an option in ecology.

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.

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

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

The two most closely related degrees are the Major Teaching Field of Physics and the Major Teaching Field of General Science through a B.A. in Biology with an option in ecology. This new option will be different from the Major Teaching Field of Physics because it will be a single-field endorsement and satisfy the licensure requirements for broadfield science. It will be different from the Major Teaching Field of General Science through a B.A. in Biology with an option in ecology because it will have its emphasis in physics. Some students are drawn more to the life sciences and others are drawn more to the physical sciences. This new option would meet the needs of students that are interested in teaching and are drawn more to the physical sciences.

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

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

1. Partnering for Student Success: The proposed option offers students the opportunity to integrate physics education throughout the sciences and to be able to teach physics at the secondary school level with a single degree.
2. Education for the Global Century: Strong education in STEM fields at the secondary level is essential for the 21st century. This option will help students become teachers for the 21st century.
3. Discovery and Creativity to Serve Montana and the World: Graduates of the proposed option will have the background to obtain licensure and teach in Montana. Graduates should find good career prospects with a broadfield science licensure and opportunities to help educate the next generation of Montanans.
4. Dynamic Learning Environment: Core teaching in this option is delivered by energetic faculty with federally-funded research programs. These programs are able to accept undergraduate students for mentored research, providing these students with a valuable dynamic learning environment.

E. Describe the relationship between the proposed program and any similar programs within the Montana University System. In cases of substantial duplication, explain the need for the proposed program at an additional institution. Describe any efforts that were made to collaborate with these similar programs; and if no efforts were made, explain why. If articulation or transfer agreements have been developed for the substantially duplicated programs, please include the agreement(s) as part of the documentation.

What distinguishes this new option from other broadfield science degrees in the Montana University System is its emphasis in physics. It will be the only single-field teaching endorsement with an emphasis in physics in the state.

Montana Board of Regents
CURRICULUM PROPOSALS

5. Program Details

- A. Provide a detailed description of the proposed curriculum. Where possible, present the information in the form intended to appear in the catalog or other publications. NOTE: In the case of two-year degree programs and certificates of applied science, the curriculum should include enough detail to determine if the characteristics set out in Regents’ Policy 301.12 have been met.

The proposed Catalog language:

[To be added after the section “Major Teaching Field of Physics” under Physics and Astronomy:]

Major Teaching Field of General Science with an Emphasis in Physics:

A student is awarded a B.A. with a major in physics with a general science teaching option by completing the following 75 credits in physics, astronomy, biology, chemistry, geology, and mathematics: Physics 215N-216N-217N-218N or 205N-206N-207N-208N (PHYS 211N-214N or 111N-114N) and PHSX 301, 311, 330, 343, (PHYS 301, 311, 325, 330, 341) and one 3-credit upper-division physics elective. Also required are M 171, 172, 273, 311, STAT 216 or 341 (MATH 152, 153, 251, 311, 241 or 341); Astronomy 131N and 134N; GEO 101N-102N (GEOS 100N-101N); GEO 105N (GEOS 105N) or GEO 108N (GEOS 108N) or GEO 211 (GEOS 200) or ASTR 351; BIOB 160N (BIOL 110N); BIOB 260 (BIOL 221); BIOB 272 (BIOL 223); CHMY 141N-143N (CHEM 161N-162N); CHMY 485 (CHEM 485); and EDU 497 (C&I 426). Students also must gain admission to the Teacher Education Program and meet the requirements for teaching licensure (see the College of Education section of this catalog).

[To be added after the section “General Science Broadfield Major” under Curriculum and Instruction:]

General Science Broadfield Major with an Emphasis in Physics

Grades 5-12. Qualifies as a single-field endorsement.

For an endorsement in the extended major field of General Science with an Emphasis in Physics, a student must complete the requirements for the B.A. with a major in Physics, General Science Teaching option (see the Physics and Astronomy section of this catalog and below). Individuals holding a baccalaureate degree must meet these requirements by completing the courses listed below or demonstrate course equivalency.

PHSX 215N-216N-217N-218N (PHYS 211N-213-212N-214N) Fundamentals of Physics with Calculus I & II & Labs or PHSX 205N-206N-207N-208N (PHYS 111N-113N-112N-114N) College Physics I & II & Labs	10
PHSX 301 (PHYS 300) Introduction to Theoretical Physics	3
PHSX 311 (PHYS 311) Waves and Oscillations	2
PHSX 330 (PHYS 330) Communicating Physics	3
PHSX 343 (PHYS 341) Modern Physics	3
Upper-division physics elective course	3

Montana Board of Regents
CURRICULUM PROPOSALS

M 171-172 (MATH 152-153) Calculus I & II	8
M 273 (MATH 251) Multivariable Calculus	4
M 311 (MATH 311) Ordinary Differential Equations and Systems	3
STAT 216 (MATH 241) Introduction to Statistics or STAT 341 (MATH 341) Introduction to Probability and Statistics	3-4
ASTR 131N, 134N Elementary Astronomy I and Laboratory	4
GEO 101N-102N (GEOS 100N-101N) Intro to Physical Geology and Laboratory	4
GEO 105N (GEOS 105N) Oceanography or GEO 108N (GEOS 108N) (Climate Change or GEO 211 (GEOS 200) Earth History and Evolution or ASTR 351 Planetary Science	2-3
BIOB 160N (BIOL 110N) Principles of Living Systems	4
BIOB 260 (BIOL 221) Cellular and Molecular Biology	4
BIOB 272 (BIOL 223) Genetics and Evolution	4
CHMY 141N-143N (CHEM 161N-162N) College Chemistry I & II and Laboratory	10
CHMY 485 (CHEM 485) Laboratory Safety	1
EDU 497 (C&I 426) Methods: 5-12 Science (coreq. EDU 395 (C&I 301 or 302))	3
Total Credits	78-80

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

All coursework required to implement the new option is already offered at UM and appears in the catalog. The effort to establish the option has been discussed with current physics majors interested in teaching and was enthusiastically received. Provided that the new option is approved, the first cohort of physics majors with an option in general science teaching could graduate in May 2015.

6. Resources

A. Will additional faculty resources be required to implement this program? If yes, please describe the need and indicate the plan for meeting this need.

No additional faculty resources are needed. The University of Montana has long had expertise in the discipline of physics and all of the required broadfield science disciplines.

Montana Board of Regents
CURRICULUM PROPOSALS

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

No additional resources will be required to successfully implement the new option; all required courses and electives are already in existence.

7. Assessment

How will the success of the program be measured?

The success of the program will be measured by the increase in students obtaining teaching degrees in physics at UM and their subsequent success teaching at the secondary school level in Montana.

8. Process Leading to Submission

Describe the process of developing and approving the proposed program. Indicate, where appropriate, involvement by faculty, students, community members, potential employers, accrediting agencies, etc.

The proposed General Science Teaching option can be traced to discussions that began over a decade ago, as members of the Department of Physics and Astronomy discussed ways to increase the number of students graduating with a teaching degree in physics. An obstacle to this challenge was the fact that the Major Teaching Field of Physics was not a single-field endorsement. In 2009, Dr. Ware, a physics faculty member, became involved in the Montana Math and Science Teacher Initiative (<http://www.umt.edu/mmsti/>) and in discussions on ways to increase the number of students graduating with teaching degrees in STEM fields. This led to participation in a collaborative Science Broadfield NSF Proposal that was organized by Dr. Elizabeth Swanson of Montana State University. While that proposal was not funded, the desire to increase the number of students graduating with teaching degrees in STEM fields remained. Subsequently the Department of Physics and Astronomy developed a proposal for a B.A. in physics with an option in general science teaching. The proposal was discussed with physics majors who had expressed an interest in teaching and was met with enthusiasm. The proposal was reviewed by the Chairs of the Department of Chemistry and Biochemistry, the Department of Geosciences, and the Department of Mathematical Sciences, as well as by the Associate Dean of the Division of Biological Sciences. With their input, the curriculum was refined to insure the requirements of broadfield science licensure were met. The proposed option was reviewed by the Academic Standards & Curriculum Review Committee and approved by the Faculty Senate of the University of Montana.

September 18-19, 2013

ITEM 160-1902+R0913

Approval of Core Themes; Helena College University of Montana

THAT

The Board of Regents of Higher Education approve Helena College's Core Themes

EXPLANATION

These three core themes were developed by Helena College as part of the accreditation process and were accepted by the NWCCU on August 18, 2011, as part of the college's Year One Report. The core themes and a new mission statement were developed collaboratively by the Associate Dean of Academic Affairs and the College Council with participation and input from all campus constituencies and community stakeholders. The Board approved Helena College's new mission statement on May 20, 2011.

Helena College Mission:

Helena College University of Montana, a comprehensive two-year college, provides access to and support of lifelong educational opportunities to our diverse community.

Helena College Core Themes:

- Provide Access and Support
 - Demonstrate Academic Excellence
 - Strengthen the Community
-

ATTACHMENTS

None

May 23-24, 2013

ITEM 160-301+R0 13

Natural Resources and Conservation Management CAS-STEP 2

THAT

Flathead Valley Community College Board of Trustees notifies the Board of Regents of intent to terminate the Natural Resources and Conservation Management CAS program per Level I submission at May 2013 meeting.

EXPLANATION

This is step two of the termination process following a Level I submission at the May 2013 meeting.

ATTACHMENTS

Level I Request Form
Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-301+R0913

Meeting Date: September 18-19, 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):

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

1. Re-titling existing majors, minors, options and certificates
2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)
3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)
4. Departmental mergers and name changes
5. Program revisions (Submit with completed Curriculum Proposals Form)
6. Distance or online delivery of previously authorized degree or certificate programs
7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)
9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

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.

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 current students.

n/a

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

Comments: No current students. No faculty affected.

n/a

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

Comments: No current students.

n/a

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

Comments: Voted on by curriculum committee on March 29, 2013.

Complete as of March 29, 2013.

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

Comments: No faculty affected.

n/a

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

Comments: As there has never been a student in this program, there has never been an advisory committee.

n/a

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: Submitted at May 2013 meeting

Complete as of May 2013

Phase II:

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

Comments:

Complete

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

Comments:

Complete

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

Comments:

Complete

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

Comments:

Complete

September 18-19, 2013

ITEM 160-201+R0913

Request for Termination of the Associate of Applied Science in Web Development - Step 2

THAT

The Board of Regents is being notified that Dawson Community College is requesting termination of the Associate of Applied Science Degree in Web Development. Step II

EXPLANATION

The Career and Technical Division at Dawson Community College is deleting the AAS Degree in Web Development. Enrollment in this program had been low for some time prior to this consideration. It has been determined the program is no longer viable.

ATTACHMENTS

Level I Request Form
Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-201+R0913

Meeting Date: September 18-19, 2013

Institution: Dawson Community College

CIP Code: 110801

Program Title: AAS Web Development

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

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

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

1. Re-titling existing majors, minors, options and certificates
2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)
3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)
4. Departmental mergers and name changes
5. Program revisions (Submit with completed Curriculum Proposals Form)
6. Distance or online delivery of previously authorized degree or certificate programs
7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)
9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

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

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 enrolled in the AAS Web Development Program.

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

Comments:

The instructor of AAS in Web Design retired prior to program termination.

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

Comments:

No students have enrolled in the program.

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

Comments:

The Academic Affairs Committee reviewed the program closure. May 2011.

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

Comments:

The faculty union was notified. May 2011

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

Comments:

The advisory committee was informed. May 2011.

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 May 19-20, 2011 meeting (ITEM 151-201-R0511). Due to continued low enrollment DCC submitted a Level I Request Form requesting Intent to Terminate the AAS Web Development program for consideration at the March 7-8, 2013 meeting (ITEM 159-201+R0313). We are now submitting the final documentation for termination of said program.

Phase II:

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

Comments:

All appropriate constituents have been notified.

- 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:

Upon approval from the Board of Regents the college catalog, web site, and other recruitment materials will be amended starting with the 2013/14 academic year. Students who were enrolled in this program have completed.

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

Comments:

With approval from the Board of Regents for both moratorium placement and Level I Step I completion, the program Termination Checklist is hereby submitted to the Board of Regents for their consideration at the September 18-19, 2013 meeting.

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

Comments:

Submitted for approval by the Board of Regents at the September 18-19, 2013 meeting.

September 18-19, 2013

ITEM 160-202+R0913

Request for Termination of the Associate of Applied Science in Business Technology-Administrative Assistant-Step 2

THAT

The Board of Regents is being notified that Dawson Community College is requesting termination of the Associate of Applied Science Degree in Business Technology-Administrative Assistant. Step II

EXPLANATION

The Career and Technical Division at Dawson Community College is deleting the AAS Degree in Business Technology-Administrative Assistant. Enrollment in this program had been low for some time prior to this consideration. It has been determined the program is no longer viable. Step II

ATTACHMENTS

Level I Request Form
Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-202+R0913

Meeting Date: September 18-19, 2013

Institution: Dawson Community College

CIP Code: 520401

Program Title: AAS Business Technology Administrative Assistant

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

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

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

- 1. Re-titling existing majors, minors, options and certificates**
- 2. Adding new minors or certificates where there is a major** (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major** (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes**
- 5. Program revisions** (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium** (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates** (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

Dawson Community College is requesting that the AAS Business Technology Administrative Assistant be placed in termination status. The program has no enrollees and has not accepted enrollees since fall semester 2010.

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 enrolled in the AAS Business Technology, Administrative Assistant program.

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

Comments:

The instructor of the AAS in Business Technology retired prior to program termination.

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

Comments:

No students have enrolled in the program.

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

Comments:

The Academic Affairs Committee reviewed the program closure. A program review was done in March 2010 with recommendations the program be revamped. With the retirement of the instructor and lack of enrollment it was determined the program would be closed.

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

Comments:

The faculty union was notified. May 2011

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

Comments:

The advisory committee was informed. May 2011

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:

DCC submitted a Level I Request Form requesting Intent to Terminate the AAS Business Technology-Administrative Assistant program for consideration at the March 7-8, 2013 meeting (ITEM 159-202+R0313). We are now submitting the final documentation for termination of said program.

Phase II:

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

Comments:

All appropriate constituents have been notified.

- 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:

Upon approval from the Board of Regents the college catalog, web site, and other recruitment materials will be amended starting with the 2013/14 academic year. Students who were enrolled in this program have completed.

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

Comments:

With approval from the Board of Regents of Level I Step I completion, the program Termination Checklist is hereby submitted to the Board of Regents for their consideration at the September 18-19, 2013 meeting.

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

Comments:

Submitted for approval by the Board of Regents at the September 18-19, 2013 meeting.

September 18-19, 2013

ITEM 160-203+R0913

Request for Termination of the Associate of Applied Science in Computer Technical Support Specialist - Step 2

THAT

The Board of Regents is being notified that Dawson Community College is requesting termination of the Associate of Applied Science Degree in Computer Technical Support Specialist. Step II

EXPLANATION

The Career and Technical Division at Dawson Community College is deleting the AAS Degree in Computer Technical Support Specialist. Enrollment in this program had been low for some time prior to this consideration. It has been determined the program is no longer viable. Step II

ATTACHMENTS

Level I Request Form
Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-203+R0913

Meeting Date: September 18-19, 2013

Institution: Dawson Community College

CIP Code: 110101

Program Title: AAS Computer Technical Support Specialist

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

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

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

1. Re-titling existing majors, minors, options and certificates
2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)
3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)
4. Departmental mergers and name changes
5. Program revisions (Submit with completed Curriculum Proposals Form)
6. Distance or online delivery of previously authorized degree or certificate programs
7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)
9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

Dawson Community College is requesting that the AAS in Computer Support Specialist be placed in termination status. The program has no enrollees and has not accepted enrollees since fall semester 2010.

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 enrolled in the AAS Computer Support Specialist program.

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

Comments:

The instructor of the program was reassigned to other duties.

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

Comments:

No students have enrolled in the program.

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

Comments:

The Academic Affairs Committee reviewed the program closure. The program was to undergo revisions to be a hybrid offering. This did not materialize and it was determined to close the program. May 2011

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

Comments:

The faculty union was notified. May 2011

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

Comments:

The advisory committee was informed. May 2011

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 May 19-20, 2011 meeting (ITEM 151-202-R0511). Due to continued low enrollment DCC submitted a Level I Request Form requesting Intent to Terminate the AAS Computer Support Specialist program for consideration at the March 7-8, 2013 meeting (ITEM 159-203+R0313). We are now submitting the final documentation for termination of said program.

Phase II:

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

Comments:

All appropriate constituents have been notified.

- 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:

Upon approval from the Board of Regents the college catalog, web site, and other recruitment materials will be amended starting with the 2013/14 academic year. Students who were enrolled in this program have completed.

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

Comments:

With approval from the Board of Regents for both moratorium placement and Level I Step I completion, the program Termination Checklist is hereby submitted to the Board of Regents for their consideration at the September 18-19, 2013 meeting.

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

Comments:

Submitted for approval by the Board of Regents at the September 18-19, 2013 meeting.

September 18-19, 2013

ITEM 160-204+R0913

Request for Termination of the Certificate of Applied Science in Agricultural Finance and Marketing Analysis – Step 2

THAT

The Board of Regents is being notified that Dawson Community College is requesting termination of the Certificate of Applied Science Degree in Agricultural Finance and Marketing Analysis. Step II

EXPLANATION

The Career and Technical Division at Dawson Community College is deleting the CAS Certificate in Agricultural Finance and Marketing Analysis. Enrollment in this program had been low prior to this consideration. It has been determined the certificate is no longer viable.

ATTACHMENTS

Level I Request Form
Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-204+R0913

Meeting Date: September 18-19, 2013

Institution: Dawson Community College

CIP Code: 010104

Program Title: CAS Agricultural Finance and Marketing Analysis

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

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

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

1. Re-titling existing majors, minors, options and certificates
2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)
3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)
4. Departmental mergers and name changes
5. Program revisions (Submit with completed Curriculum Proposals Form)
6. Distance or online delivery of previously authorized degree or certificate programs
7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)
9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

Dawson Community College is requesting that the CAS in Agricultural Finance and Marketing Analysis be placed in termination status. The program has no enrollees and has not accepted enrollees since fall semester 2010.

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 enrolled in the CAS Agricultural Finance and Marketing Analysis program.

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

Comments:

The instructors of the program were notified as per CBA.

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

Comments:

No students have enrolled in the program.

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

Comments:

The Academic Affairs Committee reviewed the program closure. May 2011

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

Comments:

The faculty union was notified. January 2011

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

Comments:

The advisory committee was informed. May 2011

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:

DCC submitted a Level I Request Form requesting Intent to Terminate the AAS Business Technology-Administrative Assistant program for consideration at the March 7-8, 2013 meeting (ITEM 159-204+R0313). We are now submitting the final documentation for termination of said program.

Phase II:

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

Comments:

All appropriate constituents have been notified.

- 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:

Upon approval from the Board of Regents the college catalog, web site, and other recruitment materials will be amended starting with the 2013/14 academic year. Students who were enrolled in this program have completed.

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

Comments:

With approval from the Board of Regents of Level I Step I completion, the program Termination Checklist is hereby submitted to the Board of Regents for their consideration at the September 18-19, 2013 meeting.

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

Comments:

Submitted for approval by the Board of Regents at the September 18-19, 2013 meeting.

September 18-19, 2013

ITEM 160-205+R0913

Request for Termination of the Certificate of Applied Science in Farm and Ranch Business Management I and II - Step 2

THAT

The Board of Regents is being notified that Dawson Community College is requesting termination of the Certificate of Applied Science in Farm and Ranch Business Management I and II. Step II

EXPLANATION

The Career and Technical Division at Dawson Community College is deleting the CAS Certificate in Farm and Ranch Business Management I and II. Enrollment in the program had been low prior to this consideration. It has been determined the program is no longer viable.

ATTACHMENTS

Level I Request Form
Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-205+R0913

Meeting Date: September 18-19, 2013

Institution: Dawson Community College

CIP Code: 010104

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

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

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

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

1. Re-titling existing majors, minors, options and certificates
2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)
3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)
4. Departmental mergers and name changes
5. Program revisions (Submit with completed Curriculum Proposals Form)
6. Distance or online delivery of previously authorized degree or certificate programs
7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)
9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

Dawson Community College is requesting that the CAS in Farm and Ranch Business Management I and II be placed in termination status. The program has no enrollees and has not accepted enrollees since fall semester 2010.

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 enrolled in the CAS Farm and Ranch Business Management program.

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

Comments:

The instructors of the program were notified as per CBA.

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

Comments:

No students have enrolled in the program.

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

Comments:

The Academic Affairs Committee reviewed the program closure. May 2011

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

Comments:

The faculty union was notified. January 2011

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

Comments:

The advisory committee was informed. May 2011

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:

DCC submitted a Level I Request Form requesting Intent to Terminate the AAS Business Technology-Administrative Assistant program for consideration at the March 7-8, 2013 meeting (ITEM 159-205+R0313). We are now submitting the final documentation for termination of said program.

Phase II:

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

Comments:

All appropriate constituents have been notified.

- 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:

Upon approval from the Board of Regents the college catalog, web site, and other recruitment materials will be amended starting with the 2013/14 academic year. Students who were enrolled in this program have completed.

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

Comments:

With approval from the Board of Regents of Level I Step I completion, the program Termination Checklist is hereby submitted to the Board of Regents for their consideration at the September 18-19, 2013 meeting.

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

Comments:

Submitted for approval by the Board of Regents at the September 18-19, 2013 meeting.

September 18 – 19, 2013

ITEM 160-401-R0913

Moratorium of Building Construction Certificate and Building Construction Management AAS degree

THAT

Miles Community College will put their Building Construction Certificate and Building Construction Management AAS degrees on moratorium for the 2013/2014 academic year. Due to low enrollment in these programs, and the need to revise the curriculum and the way the programs are structured, the two programs will be placed on moratorium for a minimum of one academic year.

EXPLANATION

Miles Community College lost their instructor in this program at the conclusion of the 2012/2013 academic year. He chose to return to industry where he has a substantially higher earning potential. At the time, the college was enacting a reduction in force due to low enrollment campus-wide. Since this program had low enrollments, averaging 6 students per year in the certificate and 3 students per year in the AAS degree, it was determined that an instructor for this program would not be hired. The students in the program were notified and talked to individually, and this decision had no impact on their degree completion goals.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-401+R0913

Meeting Date: September 18 – 19, 2013

Institution: Miles Community College

CIP Code: 46021

Program Title: Building Construction Certificate and Building Construction Management AAS

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

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

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

- 1. Re-titling existing majors, minors, options and certificates**
- 2. Adding new minors or certificates where there is a major** (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major** (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes**
- 5. Program revisions** (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium** (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates** (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

Miles Community College is giving notice that they will put their Building Construction Certificate and Building Construction Management AAS degrees on moratorium for the 2013/2014 academic year. The College lost their instructor at the conclusion of the last academic year. The Building Construction Certificate has averaged six graduates per year for the past four years, while the AAS degree has averaged three students. Due to low enrollment, and the need to enact a reduction in force due to low enrollments across campus, the decision was made to not rehire an instructor in this program for the next academic year. All students in the program

Montana Board of Regents
LEVEL I REQUEST FORM

were notified in April 2013. At that time, there were no first-year students intending to return to complete their AAS degree. If any student would want to complete their AAS degree, an adjunct would be hired to complete their program of study.

During the 2013/2014 academic year, Miles Community College will review the program and research the opportunity to change the program to an apprenticeship model. Jones Construction has been approached and has expressed an interest in partnering in this model curriculum. After a redesign of the program, the moratorium on the program will be removed and an instructor hired.

September 18-19, 2013

ITEM 159-2704+R0913

Notice of Intent to Terminate: Minor in Business Geographic Information Systems – STEP 2

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.

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
Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2704+R0913

Meeting Date: September 18-19, 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)
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.

Montana University System
PROGRAM TERMINATION CHECKLIST

Pursuant to recommendations of the Montana University System Chief Academic Officers and approved by the Montana Board of Regents for Higher Education, an institution may request that an academic program be terminated/withdrawn under the Level I change process. This two-meeting process begins with the institution submitting a Level I Request Form indicating Intent to Terminate. At a following regular meeting, the institution will submit a Level I Request Form accompanied by the completed Program Termination Checklist.

Phase I:

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

Comments:

There are no students in the program; none have enrolled since 2007.

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

Comments:

No faculty layoffs will result, as faculty loads have shifted since 2007 when the last student enrolled.

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

Comments:

No students in the program to meet.

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

Comments:

All campus committees approved closure of the program in 2010.

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

Comments:

Faculty Association president approved of the closure in 2010.

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

Comments:

Done in 2010.

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:

Notice of Intent to Terminate program through a Level I Request Form was sent to the May 2013 Board of Regents meeting as an information item, for action in September 2013 meeting.

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. No students are enrolled in the program.

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

Comments:

The Level I memorandum was sent to the Board of Regents for information for the May 2013 meeting; the program Termination Checklist is hereby submitted to the Board of Regents for action at the September, 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 September 2013 meeting.

September 18-19, 2013

ITEM 160-2902+R0913

Notice of Intent to Place the Associate of Applied Science-Dietetic Technician in Moratorium

THAT

Great Falls College MSU will place the Associate of Applied Science-Dietetic Technician in Moratorium.

EXPLANATION

Great Falls College MSU will place the Dietetic Technician-Associate of Applied Science (AAS) in Moratorium. Following an analysis of program enrollment and resources available, it was recommended by the Program Director and Division Chair to phase out the Dietetic Technician AAS. A “teach-out” plan was developed to support current students through to completion and work with the very few “pre-requisite” students who expressed interest in the program.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2902+R0913

Meeting Date: September 18-19, 2013

Institution: Great Falls College MSU

CIP Code: 51-3103

Program Title: Associate of Applied-Science Dietetic Technician

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

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

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

- 1. Re-titling existing majors, minors, options and certificates**
- 2. Adding new minors or certificates where there is a major** (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major** (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes**
- 5. Program revisions** (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium** (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates** (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools *with the exception of the Colleges of Technology where changes require Board action* (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

Great Falls College MSU will place the Dietetic Technician-Associate of Applied Science in Moratorium. Following an analysis of program enrollment and resources available, it was recommended by the Program Director and Division Chair to phase out the Dietetic Technician AAS. A "teach-out" plan was developed to support current students through to completion and work with the very few "pre-requisite" students who expressed interest in the program.

September 18-19, 2013

ITEM 160-2903+R9013

Request for Termination of the Associate of Applied Science – Carpentry – STEP 2

THAT

Great Falls College MSU wishes to notify the BOR of the termination of the Associate of Applied Science in Carpentry program.

EXPLANATION

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

ATTACHMENTS

Level I Request Form
Program Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2903+R0913

Meeting Date: September 18-19, 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)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates** (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

The Associate of Applied Science - Carpentry has been in moratorium since 2010. Upon internal review and based upon the recommendations of the Program Director and the Division Chair, the program is now recommended for termination. There are no students currently enrolled in 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:

All current Carpentry AAS students in May 2010 were able to complete the program during the 2010-2011 academic year. New students were advised of the moratorium and it was published in the College Catalog. Students could complete the Carpentry CAS program.

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

Comments:

No layoffs were required for this program.

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

Comments:

All current Carpentry AAS students in May 2010 were able to complete the program during the 2010-2011 academic year. New students were advised of the moratorium and it was published in the College Catalog.

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

Comments:

Initial notification of placing the program into moratorium was provided at the April 5, 2010 Curriculum Committee meeting and notification of termination will be provided in September 2013.

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

Comments:

The faculty union was formally notified of the moratorium through Curriculum Committee action as cited above.

Montana University System
PROGRAM TERMINATION CHECKLIST

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

Comments:

The program advisory committee was notified of the changes via letter on March 26, 2010 and a follow-up phone call by the program director.

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

Comments:

Notice of intent for termination will be submitted for the agenda as a Level I item at the September 2013 Board of Regents meeting.

Phase II:

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

Comments:

Formal notification was sent to Big Sky Pathways members, feeder Colleges and other high school counselors and teachers in the College's service regions upon formal Board of Regents notification of the previous moratorium.

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:

Notice that the Carpentry AAS program is in moratorium was added to the 2010-2011 catalog.

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

Comments:

The Level I Request Form will be submitted with the termination checklist for addition to the agenda for the September 2013 Board of Regents meeting.

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

Comments:

The Level I Request Form will be submitted for addition to the agenda for the September 2013 Board of Regents meeting.

September 18-19, 2013

ITEM 160-2801+R0913

Notice to Terminate the Minor in Automotive Technology (Auto Body)-Step I

THAT

Montana State University – Northern seeks to notify the Montana Board of Regents of their intent to terminate the Minor in Automotive Technology (Auto Body).

EXPLANATION

Montana State University - Northern requests approval to terminate the Minor in Automotive Technology (Auto Body). This Minor in Automotive Technology was placed into moratorium in March 2005 and set to terminate in May 2008. The Minor in Automotive Technology (Auto Body) was never terminated.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2801+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 47.0603

Program Title: Minor in Automotive Technology (Auto Body)-Step I

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

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

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

- 1. Re-titling existing majors, minors, options and certificates**
- 2. Adding new minors or certificates where there is a major** (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major** (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes**
- 5. Program revisions** (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium** (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates** (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

Montana State University – Northern requests approval to terminate the Minor in Automotive Technology (Auto Body). This Minor in Automotive Technology was placed into moratorium March of 2005 and set to terminate May 2008. This Minor in Automotive Technology (Auto Body) was never terminated.

September 18-19, 2013

ITEM 160-2802+R0913

**Notice to Terminate the Associate of Applied Science in Railroad Maintenance and Operations–
Step 1**

THAT

Montana State University – Northern seeks to notify the Montana Board of Regents of their intent to terminate the Associate of Applied Science in Railroad Maintenance and Operations.

EXPLANATION

Montana State University – Northern requests approval to terminate the Associate of Applied Science in Railroad Maintenance and Operations. The Associate of Applied Science in Railroad Maintenance and Operations was placed into moratorium in March 2005 and set to terminate May 2008. This A.A.S. in Railroad Maintenance and Operations was never terminated.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2802+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 49.0299

Program Title: Associate of Applied Science in Railroad Maintenance and Operations-Step I

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

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

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

- 1. Re-titling existing majors, minors, options and certificates**
- 2. Adding new minors or certificates where there is a major** (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major** (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes**
- 5. Program revisions** (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium** (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates**
(No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

Montana State University – Northern requests approval to terminate the Associate of Applied Science in Railroad Maintenance and Operations. The Associate of Applied Science in Railroad Maintenance and Operations was placed into moratorium March of 2005 and set to terminate May 2008. This A.A.S. in Railroad Maintenance and Operations was never terminated.

September 18-19, 2013

ITEM 160-2803+R0913

Notice to Terminate the Teacher Education Minor in Computer Information Systems 5-12 - Step 1

THAT

Montana State University – Northern seeks to notify the Montana Board of Regents of their intent to terminate the Teacher Education Minor in Computer Information Systems 5-12.

EXPLANATION

Montana State University – Northern requests approval to terminate the Teacher Education Minor in Computer Information System 5-12. This Teacher Education Minor in Computer Information Systems 5-12 was placed into moratorium in March 2005 and was set to terminate May 2008. This Teacher Education Minor in C.I.S. 5-12 was never terminated.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2803+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 11.0401

Program Title: Teacher Education Minor in Computer Information Systems 5-12 – Step I

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

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

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

- 1. Re-titling existing majors, minors, options and certificates**
- 2. Adding new minors or certificates where there is a major** (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major** (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes**
- 5. Program revisions** (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium** (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates** (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

Montana State University – Northern requests approval to terminate the Teacher Education Minor in Computer Information Systems 5-12. The Teacher Education Minor in Computer Information Systems 5-12 was placed into moratorium March 2005 and set to terminate May 2005. This Teacher Education Minor in C.I.S. 5-12 was never terminated.

September 18-19, 2013

ITEM 160-2804+R0913

Notice to Terminate the Bachelor of Science Education in Business Education 5-12-Step 1

THAT

Montana State University – Northern seeks to notify the Montana Board of Regents of their intent to terminate the Bachelor of Science Ed. in Business Education 5-12.

EXPLANATION

Montana State University – Northern requests approval to terminate the Bachelor of Science Ed. in Business Education 5-12. This Bachelor of Science Ed. in Business Education 5-12 was placed into moratorium in March 2005 and set to terminate in May 2008. This B.S.Ed. in Business Education was never terminated.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2804+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 13.1205

Program Title: Bachelor of Science Education in Business Education 5-12 – Step 1

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**
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- 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:

Montana State University – Northern requests approval to terminate the Bachelor of Science Ed. in Business Education 5-12. The Bachelor of Science Ed. in Business was placed into moratorium March 2005 and set to terminate May 2008. This B.S.Ed. in Business Education 5-12 was never terminated.

September 18-19, 2013

ITEM 160-2805+R0913

Notice of Intent to Terminate the Minor in Communications-Step 1

THAT

Montana State University – Northern seeks to notify the Montana Board of Regents of their intent to terminate the Minor in Communications.

EXPLANATION

Montana State University – Northern requests approval to terminate the Minor in Communications. This Minor in Communications was placed into moratorium in March 2005 and set to terminate in May 2008. This Minor in Communications was never terminated.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2805+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 09.0101

Program Title: Minor in Communications – Step I

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

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

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

- 1. Re-titling existing majors, minors, options and certificates**
- 2. Adding new minors or certificates where there is a major** (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major** (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes**
- 5. Program revisions** (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium** (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates** (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

Montana State University – Northern requests approval to terminate the Minor in Communications. The Minor in Communications was placed into moratorium March 2005 and set to terminate May 2008. This Minor in Communication was never terminated.

September 18-19, 2013

ITEM 160-2806+R0913

Notice to Terminate the Bachelor of Arts in Communications-Step I

THAT

Montana State University – Northern seeks to notify the Montana Board of Regents of their intent to terminate the Bachelor of Arts in Communications.

EXPLANATION

Montana State University – Northern requests approval to terminate the Bachelor of Arts in Communications. This Bachelor of Arts in Communications was placed into moratorium in March 2005 and set to terminate May 2008. This Bachelor of Arts in Communications was never terminated.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2806+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 09.0101

Program Title: Bachelor of Arts in Communications – Step I

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

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

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

1. Re-titling existing majors, minors, options and certificates
2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)
3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)
4. Departmental mergers and name changes
5. Program revisions (Submit with completed Curriculum Proposals Form)
6. Distance or online delivery of previously authorized degree or certificate programs
7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)
9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

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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.

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Specify Request:

Montana State University – Northern requests approval to terminate the Bachelor of Arts in Communications. The Bachelor of Arts in Communications was placed into moratorium March 2005 and set to terminate May 2008. This B.A. in Communications was never terminated.

September 18-19, 2013

ITEM 160-2807+R0913

Notice to Terminate the Master of Science in General Science Education-Step 1

THAT

Montana State University – Northern seeks to notify the Montana Board of Regents of their intent to terminate the Master of Science in General Science Education.

EXPLANATION

Montana State University – Northern requests approval to terminate the Master of Science in General Science Education. This Master of Science in General Science Education was placed into moratorium in March 2005 and set to terminate May 2008. This Master of Science in General Science Education was never terminated.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2807+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 13.1316

Program Title: Master of Science in General Science Education – Step I

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

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

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

- 1. Re-titling existing majors, minors, options and certificates**
- 2. Adding new minors or certificates where there is a major** (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major** (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes**
- 5. Program revisions** (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium** (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates** (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

Montana State University – Northern requests approval to terminate the Master of Science in General Science Education. The Master of Science in General Science Education was placed into moratorium in March 2005 and set to terminate May 2008. This M.S. in General Science was never terminated.

September 18-19, 2013

ITEM 160-2808+R0913

Notice of Intent to Terminate the Departmental Certificate in Agricultural Mechanics Technology – Step 1

THAT

Montana State University – Northern notifies The Montana Board of Regents of its intent to terminate the Departmental Certificate in Agricultural Mechanics Technology.

EXPLANATION

Through the program prioritization process, it was determined that this departmental certificate should be terminated, so faculty could develop a BOR approved certificate that is recognized by industry and/or accrediting organizations.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2808+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 01.0205

Program Title: Departmental Certificate in Agricultural Mechanics Technology – STEP 1

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**
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- 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:

Montana State University – Northern requests approval to terminate the Departmental Certificate in Agricultural Mechanics Technology. Through the program prioritization process, it was determined that this departmental certificate should be terminated, so faculty could develop a BOR approved certificate that is recognized by industry and/or accrediting organizations.

September 18-19, 2013

ITEM 160-2809+R0913

**Notice of Intent to Terminate the Minor in Engineering Technology: Civil Engineering Technology –
STEP 1**

THAT

Montana State University – Northern notifies The Montana Board of Regents of its intent to terminate the Minor in Engineering Technology: Civil Engineering Technology Program.

EXPLANATION

Montana State University – Northern requests approval to terminate the Minor in Engineering Technology: Civil Engineering Technology. Through the program prioritization process, it was determined that this minor should be terminated due to lack of viability.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2809+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 15.1304

Program Title: Minor in Engineering Technology: Civil Engineering Technology – STEP 1

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.

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2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

Montana State University – Northern requests approval to terminate the Minor in Engineering Technology: Civil Engineering Technology. Through the program prioritization process, it was determined that this minor should be terminated due to lack of viability.

September 18-19, 2013

ITEM 160-2810+R0913

Notice of Intent to Terminate the Departmental Certificate in Electrical Technology – STEP 1

THAT

Montana State University – Northern notifies The Montana Board of Regents of its Intent to Terminate the Departmental Certificate in Electrical Technology.

EXPLANATION

Through the program prioritization process, it was determined that this departmental certificate should be terminated, so faculty could develop a BOR approved certificate that is recognized by industry and/or accrediting organizations.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2810+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 15.0399

Program Title: Departmental Certificate in Electrical Technology – STEP 1

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

September 18-19, 2013

ITEM 160-2811+R0913

Notice of Intent to Terminate the Departmental Certificate in Land Survey Technology – STEP 1

THAT

Montana State University – Northern notifies the Montana Board of Regents of its intent to terminate the Departmental Certificate in Land Survey Technology.

EXPLANATION

Through the program prioritization process, it was determined that this departmental certificate should be terminated, since it is not recognized by industry and/or licensing agencies.

ATTACHMENTS

Level I Request Form

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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D. Campus Certificates

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

Specify Request:

Montana State University – Northern requests approval to terminate the Departmental Certificate in Electrical Technology. Through the program prioritization process, it was determined that this departmental certificate should be terminated, so faculty could develop a BOR approved certificate that is recognized by industry and/or accrediting organizations.

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2811+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 14.3801

Program Title: Departmental Certificate in Land Survey Technology – STEP 1

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

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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)
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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:

Montana State University – Northern requests approval to terminate the Departmental Certificate in Land Survey. Through the program prioritization process, it was determined that this departmental certificate should be terminated, since it is not recognized by industry and/or licensing agencies.

September 18-19, 2013

ITEM 160-2812+R0913

Request to Place the Bachelor of Science in Industrial Technology 5-12 into Moratorium

THAT

Montana State University – Northern seeks to notify the Montana Board of Regents of their intent to place the Bachelor of Science in Industrial Technology 5-12 into moratorium.

EXPLANATION

The Program Prioritization process has identified the Bachelor of Science in Industrial Technology 5-12 in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the bachelor of science degree.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2812+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 13.1320

Program Title: Bachelor of Science Education in Industrial Technology 5-12

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:

Program Prioritization process has identified Bachelor of Science Ed. in Industrial Technology 5-12 in its current curricular configuration as not being viable to the mission and vision of MSUN. Program does not meet OPI standards and lacks needed faculty to teach. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the program and administration to determine if additional faculty members can be hired.

September 18-19, 2103

ITEM 160-2813+R0913

Request to Place the Bachelor of Science Education in English 5-12 into Moratorium

THAT

Montana State University – Northern seeks to notify the Montana Board of Regents of their intent to place the Bachelor of Science Ed. in English 5-12 into moratorium.

EXPLANATION

The Program Prioritization process has identified the Bachelor of Science Ed. in English 5-12 in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the Bachelor of Science Ed. in English 5-12.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2813+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 13.1205

Program Title: Bachelor of Science Education in English 5-12

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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- 1. Re-titling existing majors, minors, options and certificates**
- 2. Adding new minors or certificates where there is a major** (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major** (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes**
- 5. Program revisions** (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium** (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates** (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

Program Prioritization has identified the Bachelor of Science Education in English 5-12 in its current curricular configuration as not being viable to the mission and vision of MSUN. Program does not meet OPI standards and lacks needed faculty to teach. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the program and administration to determine if additional faculty members can be hired.

September 18-19, 2013

ITEM 160-2814+R0913

Notice of Intent to Terminate the Minor in Education in English 5-12 – STEP 1

THAT

Montana State University – Northern notifies the Montana Board of Regents of its intent to terminate the Minor in Education in English 5-12.

EXPLANATION

Montana State University – Northern requests approval to terminate the Minor in Education in English 5-12. Through the program prioritization process, it was determined that this minor should be terminated due to lack of viability.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2814+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 13.1205

Program Title: Minor in Education in English 5-12 - STEP 1

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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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.

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2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

Montana State University – Northern requests approval to terminate the Minor in Education in English 5-12. Through the program prioritization process, it was determined that this minor should be terminated due to lack of viability.

September 18-19, 2013

ITEM 160-2815+R0913

Request to Place the Bachelor of Science Education in General Science 5-12 into Moratorium

THAT

Montana State University – Northern seeks to notify the Montana Board of Regents of their intent to place the Bachelor of Science Ed. in General Science 5-12 into moratorium.

EXPLANATION

The Program Prioritization process has identified the Bachelor of Science Ed. in General Science 5-12 in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the Bachelor of Science Ed. in General Science 5-12.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2815+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 13.1205

Program Title: Bachelor of Science Education in General Science 5-12

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

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

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

- 1. Re-titling existing majors, minors, options and certificates**
- 2. Adding new minors or certificates where there is a major** (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major** (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes**
- 5. Program revisions** (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium** (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates** (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

Program Prioritization process has identified the Bachelor of Science Ed. in General Science 5-12 in its current curricular configuration as not being viable to the mission and vision of MSUN. Program does not meet OPI standards and lacks needed faculty to teach. Therefore, it has been determined that it should be placed in moratorium to allow faculty to redesign the program and administration to determine if additional faculty members can be hired.

September 18-19, 2013

ITEM 160-2816+R0913

Notice of Intent to Terminate the Associate of Applied Science in Graphic Design – STEP 1

THAT

Montana State University – Northern notifies The Montana Board of Regents of its intent to terminate the Associate of Applied Science in Graphic Design Program.

EXPLANATION

Montana State University – Northern requests approval to terminate the Associate of Applied Science in Graphic Design. Through the program prioritization process, it was determined that this degree should be terminated due to lack of meeting students' career goals.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2816+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 50.0409

Program Title: Associate of Applied Science in Graphic Design – STEP 1

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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- 1. Re-titling existing majors, minors, options and certificates**
- 2. Adding new minors or certificates where there is a major** (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major** (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes**
- 5. Program revisions** (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium** (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates** (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

Montana State University – Northern requests approval to terminate the Associate of Applied Science in Graphic Design. Through the program prioritization process, it was determined that this degree should be terminated due to lack of meeting students' career goals.

September 18-19, 2013

ITEM 160-2817+R0913

Request to Place Bachelor of Science Education in Social Science-Broadfield into Moratorium

THAT

Montana State University – Northern seeks to notify the Montana Board of Regents of their intent to place the Bachelor of Science Ed. in Social Science-Broadfield into moratorium.

EXPLANATION

The Program Prioritization process has identified the Bachelor of Science Ed. in Social-Broadfield in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the Bachelor of Science Ed. in Social Science-Broadfield.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2817+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 13.1205

Program Title: Bachelor of Science Education in Social Science – Broadfield

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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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.

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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.

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D. Campus Certificates

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

Specify Request:

Program prioritization process has identified the Bachelor of Science Ed. in Social Science-Broadfield in its current curricular configuration as not being viable to the mission and vision of MSUN. Program does not meet OPI standards and lacks needed faculty to teach. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the program and administration to determine if additional faculty members can be hired.

September 18-19, 2013

ITEM 160-2818+R0913

Notice of Intent to Terminate the Minor in Health and Physical in Education K-12 – STEP 1

THAT

Montana State University – Northern notifies the Montana Board of Regents of its intent to terminate the Minor in Health and Physical in Education K-12 Program.

EXPLANATION

Montana State University – Northern requests approval to terminate the Minor in Health and Physical Education K-12. Through the program prioritization process, it was determined that this minor should be terminated due to lack of adequate personnel and program viability.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2818+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 13.1314

Program Title: Minor in Health and Physical in Education K-12 – STEP 1

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

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- 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)
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(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

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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:

Montana State University – Northern requests approval to terminate the Minor in Education in Health and Physical Education K-12. Through the program prioritization process, it was determined that this degree should be terminated due to lack of adequate personnel and program viability.

September 18-19, 2013

ITEM 160-2819+R0913

**Request to Place Bachelor of Science Education in Health and Physical Education K-12 into
Moratorium**

THAT

Montana State University – Northern seeks to notify the Montana Board of Regents of their intent to place Bachelor of Science Ed. in Health and Physical Education K-12 into moratorium.

EXPLANATION

The Program Prioritization process has identified Bachelor of Science Ed. in Health and Physical Education K-12 in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the Bachelor of Science Ed. in Health and Physical Education K-12.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2819+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 13.1314

Program Title: Bachelor of Science Education in Health and Physical Education K-12

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:

Program Prioritization process has identified the Bachelor of Science Ed. in Health and Physical Education K-12 in its current curricular configuration as not being viable to the mission and vision of MSUN. Program does not meet OPI standards and lacks needed faculty to teach. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the program and administration to determine if additional faculty members can be hired.

September 18-19, 2013

ITEM 160-2820+R0913

Request to Place Bachelor of Science Education in Mathematics 5-12 into Moratorium

THAT

Montana State University – Northern seeks to notify the Montana Board of Regents of their intent to place Bachelor of Science Ed. in Mathematics 5-12 into moratorium.

EXPLANATION

The Program Prioritization process has identified Bachelor of Science Ed. in Mathematics 5-12 in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the Bachelor of Science in Ed. in Mathematics 5-12.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2820+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 13.1311

Program Title: Bachelor of Science Education in Mathematics 5-12

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

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

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

1. Re-titling existing majors, minors, options and certificates
2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)
3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)
4. Departmental mergers and name changes
5. Program revisions (Submit with completed Curriculum Proposals Form)
6. Distance or online delivery of previously authorized degree or certificate programs
7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)
9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools *with the exception of the Colleges of Technology where changes require Board action* (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

Program Prioritization process has identified the Bachelor of Science Ed. in Mathematics 5-12 in its current curricular configuration as not being viable to the mission and vision of MSU Northern. The program does not meet OPI standards and lacks needed faculty to teach. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the program and administration to determine if additional faculty members can be hired.

September 18-19, 2013

ITEM 160-2821+R0913

Request to Place the Associate of Applied Science Degree in Carpentry Technology into Moratorium

THAT

Montana State University – Northern seeks to inform the Montana Board of Regents of their intent to place the Associate of Applied Science Degree in Carpentry Technology into moratorium.

EXPLANATION

The Program Prioritization process has identified the Associate of Applied Science Degree in Carpentry Technology in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the associate of applied science degree.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2821+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 15.1001

Program Title: Associate of Applied Science Degree in Carpentry Technology

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

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

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

- 1. Re-titling existing majors, minors, options and certificates**
- 2. Adding new minors or certificates where there is a major** (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major** (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes**
- 5. Program revisions** (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium** (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates** (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

The Program Prioritization process has identified the Associate of Applied Science Degree in Carpentry in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the associate of applied science degree.

September 18-19, 2013

ITEM 160-2822+R0913

Request to Place the Certificate of Applied Science in Carpentry Technology into Moratorium

THAT

Montana State University – Northern seeks to inform the Montana Board of Regents of their intent to place the Certificate of Applied Science in Carpentry Technology into moratorium.

EXPLANATION

The Program Prioritization process has identified the Certificate of Applied Science in Carpentry Technology in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the certificate.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2822+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 15.1001

Program Title: Certificate of Applied Science in Carpentry Technology

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

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

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

- 1. Re-titling existing majors, minors, options and certificates**
- 2. Adding new minors or certificates where there is a major** (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major** (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes**
- 5. Program revisions** (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium** (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates** (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

The Program Prioritization process has identified the Certificate of Applied Science in Carpentry Technology in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the certificate.

September 18-19, 2013

ITEM 160-2823+R0913

Request to Place the Bachelor of Science Degree in Computer Information Systems into Moratorium

THAT

Montana State University – Northern seeks to inform the Montana Board of Regents of their intent to place the Bachelor of Science Degree in Computer Information Systems into moratorium.

EXPLANATION

The Program Prioritization process has identified the Bachelor of Science Degree in Computer Information Systems in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the Bachelor of Science degree.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2823+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 11.0401

Program Title: Bachelor of Science Degree in Computer 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)
- 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 Prioritization process has identified the Bachelor of Science Degree in Computer Information Systems in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the Bachelor of Science degree.

September 18-19, 2013

ITEM 160-2824+R0913

Request to Place the Associate of Applied Science Degree in Computer Information Systems into Moratorium

THAT

Montana State University – Northern seeks to inform the Montana Board of Regents of their intent to place the Associate of Applied Science Degree in Computer Information Systems into moratorium.

EXPLANATION

The Program Prioritization process has identified the Associate of Applied Science in Computer Information Systems Degree in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the Associate of Applied Science degree.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2824+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 11.0401

Program Title: Associate of Applied Science Degree in Computer 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)
- 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 Prioritization process has identified the Associate of Applied Science Degree in Computer Information Systems in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the Associate of Applied Science degree.

September 18-19, 2013

ITEM 160-2825+R0913

Request to Place the Bachelor of Science Degree in Design Drafting Technology into Moratorium

THAT

Montana State University – Northern seeks to inform the Montana Board of Regents of their intent to place the Bachelor of Science Degree in Drafting Technology into moratorium.

EXPLANATION

The Program Prioritization process has identified the Bachelor of Science in Design Drafting Technology in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the Bachelor of Science degree.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2825+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 15.1301

Program Title: Bachelor of Science Degree in Design Drafting Technology

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

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

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

1. Re-titling existing majors, minors, options and certificates
2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)
3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)
4. Departmental mergers and name changes
5. Program revisions (Submit with completed Curriculum Proposals Form)
6. Distance or online delivery of previously authorized degree or certificate programs
7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)
9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

The Program Prioritization process has identified the Bachelor of Science Degree in Design Drafting Technology in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the Bachelor of Science degree.

September 18-19, 2013

ITEM 160-2826+R0913

Request to Place the Minor in Design Drafting Technology into Moratorium

THAT

Montana State University – Northern seeks to inform the Montana Board of Regents of their intent to place the Minor in Design Drafting Technology into moratorium.

EXPLANATION

The Program Prioritization process has identified the Minor in Design Drafting in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the minor.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2826+R0913

Meeting Date: September 18-19, 2013

Institution: MSU- Northern

CIP Code: 15.1301

Program Title: Minor in Design Drafting Technology

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

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

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

- 1. Re-titling existing majors, minors, options and certificates**
- 2. Adding new minors or certificates where there is a major** (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major** (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes**
- 5. Program revisions** (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium** (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates** (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

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2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

The Program Prioritization process has identified the Minor in Design Drafting in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the minor.

September 18-19, 2013

ITEM 160-2827+R0913

Request to Place the Bachelor of Science Degree in Industrial Technology into Moratorium

THAT

Montana State University – Northern seeks to notify the Montana Board of Regents of their intent to place the Bachelor of Science Degree in Industrial Technology into moratorium.

EXPLANATION

The Program Prioritization process has identified the Bachelor of Science Degree in Industrial Technology in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed in moratorium to allow faculty to redesign the Bachelor of Science degree.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2827+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 15.0612

Program Title: Bachelor of Science Degree in Industrial Technology

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

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

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

- 1. Re-titling existing majors, minors, options and certificates**
- 2. Adding new minors or certificates where there is a major** (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major** (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes**
- 5. Program revisions** (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium** (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates** (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

The Program Prioritization process has identified the Bachelor of Science Degree in Industrial Technology in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the Bachelor of Science degree.

September 18-19, 2013

ITEM 160-2828+R0913

Request to Place the Associate of Applied Science Degree in Sustainable Energy Technology into Moratorium

THAT

Montana State University – Northern seeks to notify the Montana Board of Regents of their intent to place the Associate of Applied Science Degree in Sustainable Energy Technology into moratorium.

EXPLANATION

The Program Prioritization process has identified the Associate of Applied Science Degree in Sustainable Energy Technology in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the Associate of Applied Science degree.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2828+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 15.0503

Program Title: Associate of Applied Science Degree in Sustainable Energy Technology

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

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

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

- 1. Re-titling existing majors, minors, options and certificates**
- 2. Adding new minors or certificates where there is a major** (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major** (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes**
- 5. Program revisions** (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium** (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates** (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

The Program Prioritization process has identified the Associate of Applied Science Degree in Sustainable Energy in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the Associate of Applied Science degree.

September 18-19, 2013

ITEM 160-2829+R0913

Request to Place the Certificate of Applied Science in Sustainable Energy Technology into Moratorium

THAT

Montana State University – Northern seeks to inform the Montana Board of Regents of their intent to place the Certificate of Applied Science in Sustainable Energy Technology into moratorium.

EXPLANATION

The Program Prioritization process has identified the Certificate of Applied Science in Sustainable Energy Technology in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the certificate.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2829+R0913

Meeting Date: September 18-19, 2013

Institution: MSU-Northern

CIP Code: 15.0503

Program Title: Certificate of Applied Science in Sustainable Energy Technology

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

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

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

- 1. Re-titling existing majors, minors, options and certificates**
- 2. Adding new minors or certificates where there is a major** (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major** (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes**
- 5. Program revisions** (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium** (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates** (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

The Program Prioritization process has identified the Certificate of Applied Science in Sustainable Energy Technology in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the certificate.

September 18-19, 2013

ITEM 160-2830+R0913

Request to Place the Principal Endorsement K-12 into Moratorium

THAT

Montana State University – Northern seeks to notify the Montana Board of Regents of their intent to place the Principal Endorsement K-12 into moratorium.

EXPLANATION

The Program Prioritization process has identified the Principal Endorsement K-12 in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the endorsement.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2830+R0913

Meeting Date: September 18-19, 2013

Institution: MSU - Northern

CIP Code: N/A

Program Title: Principal Endorsement K-12

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)
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- 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.

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D. Campus Certificates

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Specify Request:

The Program Prioritization process has identified the Principal Endorsement K-12 in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the endorsement.

September 18-19, 2013

ITEM 160-2831+R0913

Request to Place the Bachelor of Science Degree in Mathematics into Moratorium

THAT

Montana State University – Northern seeks to inform the Montana Board of Regents of their intent to place the Bachelor of Science Degree in Mathematics into moratorium.

EXPLANATION

The Program Prioritization process has identified the Bachelor of Science Degree in Mathematics in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the Bachelor of Science degree.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2831+R0913

Meeting Date: September 18-19, 2013

Institution: MSU- Northern

CIP Code: 27.0101

Program Title: Bachelor of Science Degree in Mathematics

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)
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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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- 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 Prioritization process has identified the Bachelor of Science Degree in Mathematics in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed into moratorium to allow faculty to redesign the Bachelor of Science degree.

September 18-19, 2013

ITEM 160-2832+R0913

**Request to Place the Associate of Applied Science Degree in Water Quality Technology:
Environmental Health into Moratorium**

THAT

Montana State University – Northern seeks to inform the Montana Board of Regents of its intent to place the Associate of Applied Science Degree in Water Quality Technology: Environmental Health into moratorium.

EXPLANATION

The Program Prioritization process has identified the Associate of Applied Science Degree in Water Quality Technology in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed in moratorium to allow faculty to redesign the associate of applied science degree.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-2832+R0913

Meeting Date: September 18-19, 2013

Institution: MSU – Northern

CIP Code: 15.0506

Program Title: Associate of Applied Science Degree in Water Quality Technology: Environmental Health

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

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

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

1. Re-titling existing majors, minors, options and certificates
2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)
3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)
4. Departmental mergers and name changes
5. Program revisions (Submit with completed Curriculum Proposals Form)
6. Distance or online delivery of previously authorized degree or certificate programs
7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)
9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

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

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

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

D. Campus Certificates

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

Specify Request:

The Program Prioritization process has identified the Associate of Applied Science Degree in Water Quality Technology in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed in moratorium to allow faculty to redesign the associate of applied science degree.

September 18-19, 2013

ITEM 160-1901+R0913

Request for Termination of the AAS in Electronics Technology-STEP 2

THAT

Request for Termination of AAS Electronics Technology – Step 2; Helena College University of Montana

EXPLANATION

Helena College University of Montana notifies the Montana Board of Regents of Higher Education of Termination of 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. Intent to Terminate was filed with BOR Level I Item 159-1903+R0513.

ATTACHMENTS

Level I Request Form
Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 160-1901+R0913

Meeting Date: September 18-19, 2013

Institution: Helena College University of Montana

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)
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 Termination of 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. Intent to Terminate was filed with BOR Level I Item 159-1903+R0513.

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 have been enrolled in the program since was placed in moratorium in 2009.

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

Comments:

No faculty will be affected by the termination of this program as it was placed into moratorium in 2009. However, the faculty member who had run the program prior to its moratorium was notified.

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

Comments:

No students have been enrolled in the program since was placed in moratorium in 2009.

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

Comments:

Academic Standards Curriculum Review (ASCR) and the President of Executive Council of the Senate (Faculty Senate) were both notified via email.

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

Comments:

The President of the Helena Teachers' Union Executive Council (Faculty Union) was notified via email.

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

Comments:

The public advisory committee was notified at the time the program was placed into moratorium in 2009.

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:

The intent to terminate was submitted to the Montana Board of Regents in May of 2013 as part of the Level I memorandum.

Phase II:

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

Comments:

Counselors, feeder colleges, and other constituents were notified at the time this program was placed into moratorium in 2009.

- 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:

This program has not been placed in the catalog since it was placed on moratorium in 2009 and no students have been enrolled since that time.

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

Comments:

Level I request for Program Termination and this documented checklist will be filed with OCHE with items for the September 2013 Board of Regents meeting.

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

Comments:

This request will be filed with OCHE with items for the September 2013 Board of Regents meeting and is intended to be a part of the September 2013 Level I Memorandum.