

LEVEL I MEMORANDUM

DATE: August 22, 2014

TO: Chief Academic Officers, Montana University System

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

RE: Level I Approvals and Announcements

This memorandum is intended to inform you of the Level I changes in academic programs that have been approved in the Office of the Commissioner of Higher Education since the May 2014 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 27, 2014**. 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 Elizabeth Baker, Assistant to the Deputy Commissioners.

OCHE Approvals

Montana State University-Great Falls College:

- Request to rename the Learning Center to the Academic Success Center
[ITEM #164-2902+R0914 | Level I Request Form](#)
- Request to retitle the Sustainable Energy Technician Associate of Applied Science to Industrial Technician Associate of Applied Science
[ITEM #164-2903+R0914 | Level I Request Form](#)

Montana State University-Billings

- Request to establish a department of Developmental Education at City College, MSU Billings
[ITEM #164-2706+R0914 | Level I Request Form | Curriculum Proposal Form](#)

Montana State University-Northern:

- Request to upgrade the prerequisites for entering the Associate of Nursing Program
[ITEM #164-2802+R0914 | Level I Request Form | Curriculum Proposal Form](#)

Terminations, Moratoriums, and Consolidations

The University of Montana-Missoula:

- Request to terminate Parks, Tourism & Recreation Management Bachelor of Science options-Step 2
[ITEM # 164-1010+R0914 | Level I Request Form | Program Termination Checklist](#)

Campus Approval of Certificates

Montana State University-Northern:

- Request to implement a Certificate of Applied Science (Tier I) for Diesel Technology
[ITEM #164-2801+R0914 | Level I Request Form | Curriculum Proposal Form](#)

Montana Tech of the University of Montana:

- Request to establish a Certificate Program in Ecosystem Restoration
[ITEM #164-1501+R0914 | Level I Request Form | Attachment # 1](#)

September 17-18, 2014

ITEM 164-2902+R0914

Request for authorization to rename the Learning Center to the Academic Success Center

THAT

The Learning Center of Great Falls College MSU requests to be renamed the Academic Success Center of Great Falls College MSU.

EXPLANATION

The new name better reflects the Center's overall mission, to foster the success of students, staff and faculty.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 164-2902+R0914 Meeting Date: September 17-18, 2014

Institution: Great Falls College MSU CIP Code: _____

Program Title: Renaming the Learning Center to the Academic Success Center

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 Learning Center of Great Falls College MSU has been renamed the Academic Success Center. The new name better reflects the Center's overall mission, to foster the success of students, staff and faculty.

September 17-18, 2014

ITEM 164-2903+R0914

Request for authorization to retitle the Sustainable Energy Technician Associate of Applied Science to Industrial Technician Associate of Applied Science (AAS)

THAT

At the May 2014 meeting, Great Falls College MSU notified the Board of Regents of the retitling of the Certificate of Applied Science (CAS) - Sustainable Energy Technician as the Certificate of Applied Science – Industrial Technician. Based upon that change, the college will retitle the Associate of Applied Science – Sustainable Energy Technician as the Associate of Applied Science – Industrial Technician.

EXPLANATION

The retitling of the AAS program is a result of the same name change to the CAS. That change was based upon input from the Program Advisory Board.

ATTACHMENTS

Level 1 Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 164-2903+R0914 Meeting Date: September 17-18, 2014
Institution: Great Falls College MSU CIP Code: 47.0105
Program Title: Sustainable Energy Technician (AAS) retitled as Industrial Technician (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):

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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)

B. Level I with Level II documentation:

Montana Board of Regents
LEVEL I REQUEST FORM

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

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

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

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

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

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

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

___ **D. Campus Certificates**

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

Specify Request:

At the May 2014 meeting, Great Falls College MSU notified the Board of Regents of the retitling of the Certificate of Applied Science (CAS)-Sustainable Energy Technician as the Certificate of Applied Science-Industrial Technician. Based upon that change, the college will retitle the Associate of Applied Science-Sustainable Energy Technician as the Associate of Applied Science-Industrial Technician. The name change to the CAS and now the AAS is based upon input from the Program Advisory Board. The new name better reflects the needs of local industry and will increase graduates employability.

September 17-18, 2014

ITEM 164-2706+R0914

Request for authorization to establish a department of Developmental Education at City College, MSU Billings

THAT

The Board of Regents of Higher Education authorizes Montana State University Billings to establish a new academic department, the Department of Developmental Education, at City College of Montana State University Billings

EXPLANATION

The Board of Regents policy states that Developmental Education must be part of an academic unit. Therefore, a new department structure within City College at Montana State University Billings has been implemented. Developmental instructors are now faculty within the Department of Developmental Education and hold the rights, privileges, and responsibilities thereof. This new department results in a minor modification to align other departments within City College at Montana State University Billings. Furthermore, the transition of the Academic Support Center from Student Affairs to the academic unit is now complete.

ATTACHMENTS

Level I Request Form

Level II Curriculum Proposal

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 164-2706+R0914 Meeting Date: September 17-18, 2014
Institution: MSU Billings CIP Code: 32.0101
Program Title: Department of Developmental Education at City College, MSU Billings

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

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

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

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

 B. Level I with Level II documentation:

Montana Board of Regents
LEVEL I REQUEST FORM

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

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

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

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 Board of Regents policy states that Developmental Education must be part of an academic unit. Therefore, a new department structure within City College at Montana State University Billings has been implemented. Developmental instructors are now faculty within the Department of Developmental Education and hold the rights, privileges, and responsibilities thereof. This new department results in a minor modification to align other departments within City College at Montana State University Billings. Furthermore, the transition of the Academic Support Center from Student Affairs to the academic unit is now complete.

Montana Board of Regents
CURRICULUM PROPOSALS

1. Overview

The transition of the Academic Support Center from Student Affairs to Academics has been completed. Developmental Education is currently integrated into City College at Montana State University Billings. The Department of Developmental Education is now housed within City College at MSU Billings.

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

The Department of Developmental Education is responsible for helping students prepare for college level coursework through best practices that will enable them to be successful in their college education. The Developmental Education curriculum includes instruction in the content area, as well as assistance in study skills and life skills. Developmental Math and Developmental Writing comprise the Department of Developmental Education at City College at MSU Billings.

There is no degree, major, minor or option being sought.

3. Need

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

The implementation of the Developmental Education Department is in response to OCHE's requirement that Developmental Education be housed in an academic area. The role and responsibility of the prior Department Chair of Trades and Industry is now partially shifted to being the Principal Investigator of the SWAMMEI grant. It is necessary to restructure the current departments to accommodate this change.

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

The Department of Developmental education will enable students to be prepared for college level coursework. The Academic Support Center and Developmental Education are integrated into the current structure.

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

We anticipate demand to continue at levels given the student population and enrollment based on past Developmental Education enrollment.

4. Institutional and System Fit

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

Montana Board of Regents
CURRICULUM PROPOSALS

The Department of Developmental Education is now integrated into academic programs.

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

No

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

N/A

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

The transition will result in closely aligning Developmental Education with the curriculum.

- 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.**

There are no changes anticipated as MUS integrates developmental education into the academic unit.

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.**

N/A

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

No change in enrollment is anticipated.

6. Resources

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

Additional costs were incurred in the transition of moving faculty lines in the overall academic budget.

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

7. Assessment

How will the success of the program be measured?

The Department of developmental Education will follow the same standard academic process as other departments regarding Assessment and accreditation.

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.

MSU Billings has notified the accrediting agency, the Northwest Commission on Colleges and Universities, as well as the National Association of Developmental Education. Faculty and administration have been involved in the process of developing the Department of Developmental Education.

September 17-18, 2014

ITEM 164-2802+R0914

Request for authorization to upgrade the prerequisites for entering the Associate of Nursing (ASN) Program

THAT

MSU-Northern Nursing Department is requesting the Board of Regents approve the upgrading of the prerequisites for entering the ASN Program at MSU-Northern.

EXPLANATION

MSU-Northern's Nursing faculty, in this admission criteria change, are looking to make Northern's ASN program more congruent with nursing programs throughout Montana. The MSUN Nursing Department is not changing the current ASN curriculum, only student admission requirements are being upgraded in this request.

ATTACHMENTS

Level I Request Form
Curriculum Proposals Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 164-2802+R0914 Meeting Date: September 17-18, 2014
Institution: MSU-Northern CIP Code: 51.3801
Program Title: ASN Program – Upgrade Prerequisites

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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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.

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's Nursing faculty, in this admission criteria change, is looking to make Northern's ASN program more congruent with nursing programs throughout Montana. The MSU-N Nursing Department is not changing the current ASN curriculum, only student admission requirements are being upgraded in this request.

Montana Board of Regents
CURRICULUM PROPOSALS

1. Overview

The Nursing department at MSUN is upgrading the ASN admission criteria to be congruent with other Associate of Science (ASN) programs in the state and conforming to ACEN accreditation standards. The ASN curriculum not being changed.

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

Not applicable in this instance.

3. Need

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

MSU-Northern's ASN program is a popular program, and by upgrading the entrance criteria the students entering and graduating from the program will bring stronger skills to the market place, in line with MSU-Northern's mission of "Education that Works." The proposed changes also bring the MSUN program into tighter compliance with the ACEN accreditation standards.

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

The demand for entrance into the ASN program at MSUN exceeds the number of spaces that are available for new students. Upgraded admission standards will allow MSUN to be more selective in admitting students to the program, which leads directly to increased retention in the program, better quality nurses completing the program, and increased satisfaction from the clinical sites that accept our students for training.

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

The Montana Department of Labor and Industry projects that there will be 349 registered nurse job openings in Montana alone every year during the 2012-2020 timeframe. This is an expected RN Growth Rate of 19.9%. During the same time period the expected RN Growth Rate for the US is 22.2%. Not only does Montana need to educate enough RNs to cover the need in our state but we will have to be competitive with the other states to keep the nurses who we educate.

http://ourfactsyourfuture.org/admin/uploadedPublications/5621_EmpProj.pdf

4. Institutional and System Fit

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

The connection stays the same – the students still take the same general education courses. Students will need to achieve higher grades to be competitive in the application process for the nursing program.

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

This upgrade of admission requirements for the ASN Program does not change the curriculum within the program, only the prerequisites for entering the program.

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

Montana Board of Regents
CURRICULUM PROPOSALS

The nursing program is both an educational and a professional program.

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

Mission: "MSU-Northern, a teaching institution, serves a diverse student population by providing liberal arts, professional and technical education programs ranging from certificates through master's degrees." Nursing prepares students to sit for the professional NCLEX Registered Nurse licensure exam.

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

The MSUN nursing faculty want to upgrade MSU-Northern's ASN program entrance requisites to be congruent with other nursing programs within Montana.

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 following is the policy for admission to the associate of science degree in nursing (ASN) Program:

To be considered for admission the student must:

1. Be admitted to Montana State University – Northern (a separate application to the University is required.)
2. Submit official copies of all university transcripts to Montana State University – Northern. Please send the official copies to the Department of Nursing for initial processing. Transcripts will be evaluated to determine credit allotment and articulation. No course requirement, including basic skills courses, will be waived simply on the basis that the applicant has a prior college degree.

New requirements to enter ASN Program for MSUN Course Catalog and other related material:

3. Required admission criteria for acceptance into the ASN Program:
 - Applications are accepted from May 1st through May 31st. If taking prerequisites during spring semester must wait for grades before filling out application. Accepted applicants will be notified by email and mail on or before July 1st.
 - A minimum extracted GPA of 2.85 (up from previous requirement of 2.75) is required to apply. The extracted GPA is calculated from the following courses completed with a "C" or better: Anatomy and Physiology I and II, College Algebra, English, Nutrition, Chemistry, General Psychology and Introduction to Nursing.
 - The Kaplan Admittance Exam must be scheduled, taken, and passed with at least 60% prior to applying. The Kaplan Admittance Exam can be taken a second time if there are any more testing days available that year.

Montana Board of Regents
CURRICULUM PROPOSALS

- Upon acceptance into the ASN Program students must take, at their own expense, and must pass a urine drug test.
4. Licensed Practical Nurses may receive advanced standing into Level II nursing courses. Requirements are listed below:
- Applications are accepted from May 1st through May 21st. If taking LPN courses during spring semester must wait for grades before filling out application. Accepted applicants will be notified by email and mail on or before July 1st.
 - A minimum extracted GPA of 2.85 is required to apply.
 - Must currently be an LPN or have passed all LPN classes.
 - Must be able to take and pass the LPN to RN transition course.
 - The Kaplan Admittance Exam must be scheduled, taken, and passed with at least 60% prior to applying. The Kaplan Admittance Exam can be taken a second time if there are any more testing days available that year.
 - Upon acceptance into the ASN Program students must take, at their own expense, and must pass a urine drug test.
5. Students who desire to transfer into the associate degree program from another school of nursing must meet the required admission criteria listed above and demonstrate competency in clinical skills. Admission is granted on a space-available basis.
6. Applicants not admitted into the Nursing Program by their expected date of admission must reapply for future consideration. There is no waiting list.
7. The following prerequisite courses may be taken at MSU-Northern or at other accredited institutions. None of these courses are waived simply on the basis of a prior college degree. An advisor from the Department of Nursing will evaluate the transcripts from other institutions and will recommend the credit (if any) to be allowed.

PROGRAM/DEGREE REVISION FORM

NEW DROPPED MAJOR REVISION X **FOR INFORMATION ONLY** _____
College **EASN** **Program Area** **Nursing** **Date** **2/24/2014**
Submitter **Arllys Williams** **Dean** **Dr. James Limbaugh** **Date** **2/2014**

Signature (indicates "college" level approval)

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

Nursing faculty wants to upgrade the ASN admission criteria to be congruent with the other ASN programs in the state. There are no changes to curriculum, only to admission requirements.

Montana Board of Regents
CURRICULUM PROPOSALS

PROPOSAL TITLE ASN Program – Upgrade of Prerequisites

Current Program listed in Catalog

| Course Prefix | # | Course Title | Credits |
|---------------|-----|-------------------------------------|---------|
| BIOH | 201 | Human Anatomy & Physiology I w/Lab | 4 |
| BIOH | 211 | Human Anatomy & Physiology II w/Lab | 4 |
| CHMY | 121 | Intro to General Chemistry | 3 |
| CHMY | 122 | Intro to General Chemistry Lab | 1 |
| M | 121 | College Algebra | 3 |
| NRSG | 100 | Intro to Nursing | 1 |
| NUTR | 121 | Nutrition | 2 |
| PSYX | 100 | Intro to Psychology | 3 |
| WRIT | 101 | College Writing I | 3 |

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

Not applicable in this case.

6. Resources

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

No additional faculty resources will be required.

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 required resources.

7. Assessment

How will the success of the program be measured?

The success of the nursing program can be assessed by the student pass rate of the NCLEX test and the retention rates of nursing students.

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 nursing faculty followed the on campus process by submitting the changes to the Academic Senate. The Senate reviewed the changes to the ASN prerequisites being requested by nursing faculty and approved these changes. Provost Dr. Rugg approved the changes and then Chancellor Limbaugh also approved the changes.

September 17-18, 2014

ITEM 164-1010+R0914

Request for authorization to terminate Parks, Tourism & Recreation Management BS options-Step 2

THAT

The Board of Regents of Higher Education authorizes the University of Montana to eliminate the options within the BS in Parks, Tourism & Recreation Management.

EXPLANATION

Currently, the BS in Parks, Tourism and Recreation Management (PTRM) includes Recreation Resource Management and Nature-Based Tourism options. The PTRM Program would like to eliminate these options for two reasons. First, the diversity of student interests in the PTRM Major is no longer accurately reflected in the two options. Second, PTRM Majors will benefit from having more choices of electives and removing the options frees up those credits for students. In place of the options, the PTRM Program will offer three advising tracks (Recreation Resources Management, Nature-Based Tourism, and Outdoor Recreation Services) each with a list of courses students can choose from in order to complete their degree requirements. This set of changes will allow PTRM majors to better tailor their degree program to their specific interests while still retaining the core PTRM courses being taught by faculty members in the PTRM Program. The change would not require any additional resources. Notice of intent to terminate was submitted May 2014.

ATTACHMENTS

Level I Request Form

Program Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 164-1010+R0914

Meeting Date: September 17-18, 2014

Institution: University of Montana

CIP Code: 31.0301

Program Title: Terminate Parks, Tourism, and Recreation Management BS Options

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:

Currently, the BS in Parks, Tourism and Recreation Management (PTRM) includes Recreation Resource Management and Nature-Based Tourism options. The PTRM Program would like to eliminate these options for two reasons. First, the diversity of student interests in the PTRM Major is no longer accurately reflected in the two options. Second, PTRM Majors will benefit from having more choices of electives and removing the options frees up those credits for students. In place of the options, the PTRM Program will offer three advising tracks (Recreation Resources Management, Nature-Based Tourism, and Outdoor Recreation Services) each with a list of courses students can choose from in order to complete their degree requirements. This set of changes will allow PTRM majors to better tailor their degree program to their specific interests while still retaining the core PTRM courses being taught by faculty members in the PTRM Program. The change would not require any additional resources. Notice of intent to terminate was submitted in May 2014.

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:

The PTRM program proposes to terminate its two options and replace them with three tracks that are more flexible for students. Students who are currently in the PTRM program will be able to continue under the previous curriculum if they wish as any PTRM courses that were required under the previous curriculum will be retained in the proposed curriculum as electives.

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

Comments:

No layoffs will result from the termination of the two PTRM options.

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

Comments:

There will be no changes in these areas as a result of the termination.

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

Comments:

This proposal has been approved by the PTRM faculty, the College of Forestry and Conservation undergraduate affairs committee and the full College of Forestry and Conservation Faculty. The proposal has also been approved by the Faculty Senate.

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

Comments:

The Faculty Union has been notified.

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

Montana University System
PROGRAM TERMINATION CHECKLIST

Comments:

There is no public advisory committee.

- 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 Termination was filed at the May 2014 meeting.

Phase II:

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

Comments:

All promotional materials will be changed to reflect the change upon approval.

- 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:

Students currently enrolled in the two options will be able to continue with their course of study uninterrupted and will be able to fulfill the requirements to obtain their degree with their chosen option.

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

Comments:

This Program Termination Checklist and accompanying Level I Proposal are hereby submitted September 18, 2014.

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

Comments:

This Program Termination Checklist and accompanying Level I Proposal are hereby submitted September 18, 2014.

September 17-18, 2014

ITEM 164-2801+R0914

Request for authorization to implement a Certificate of Applied Science (Tier I) for Diesel Technology (CAS)

THAT

MSU Northern will implement a 35-credit (SWAMMEI Tier I) Diesel Technology CAS program, the first semester of which will begin Fall 2014. The CAS replicates the existing first two semesters of the existing AAS program.

EXPLANATION

As part of the SWAMMEI project, the CAS (Tier I) certificate is a stackable credential that fulfills outcome requirements of the grant project by creating quicker pathways back into the workforce than the traditional AAS program. The program also aligns with the AAS and BS programs in Diesel Technology at MSU Northern.

ATTACHMENTS

Level I Request Form
Curriculum Proposals Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 164-2801+R0914 Meeting Date: September 17-18,2014
Institution: MSU Northern CIP Code: 47.0605
Program Title: Certificate of Applied Science (Tier I) for Diesel Technology

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

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

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

1. Re-titling existing majors, minors, options and certificates
2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)
3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)
4. Departmental mergers and name changes
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:

As part of the SWAMMEI project, the CAS (Tier I) certificate is a stackable credential that fulfills outcome requirements of the grant project by creating quicker pathways back into the workforce than the traditional AAS program. The program also aligns with the AAS and BS programs in Diesel Technology at MSU Northern.

Montana Board of Regents
CURRICULUM PROPOSALS

1. Overview

Montana State University – Northern is partnering with Helena College in the Strengthening Workforce Alignment in Montana’s Manufacturing and Energy Industries (SWAMMEI) grant in development of a stackable credential program in diesel. This newly proposed program supports the creation of vocational pathways and portable stackable credentials for students building a portfolio of skills for the workplace. SWAMMEI programs are designed to create multiple tiers, each representing a complete credential, but can also build upon one another for those students hoping to obtain a higher level of education or training.

To create the ability to stack credentials necessary for SWAMMEI, the instructors in participating colleges reached consensus and have identified a sequence of Tier I courses which overlap with learning outcomes found in the beginning coursework of existing two- and four-year diesel technology curricula. A Tier I CAS will therefore, align and articulate into existing programs.

Written into the grant, as part of the diesel technology strategy, is to explore online delivery opportunities. As part of the SWAMMEI grant, Montana State University – Northern and Helena College will have some content in the Certificate of Applied Science (CAS) available online for students throughout Montana. The hands-on, applied components of instruction will be delivered at the participating college campuses.

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

This newly developed program is built upon the existing AAS Diesel Technology degree programs at each of the partner colleges. The program student learning outcomes were identified by consensus among diesel faculty representing participating colleges in Montana. The program competencies will focus on industry approved credentials.

3. Need

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

The successful 2013 Montana SWAMMEI grant application was built upon the need to provide accelerated training and education in diesel technology to meet current and future industry demand. Input from industry professionals guided the development of the diesel program. A student completing this Tier I program will earn a CAS from Montana State University – Northern. This exit point allows students to enter the workforce at levels commensurate with different responsibilities and wage-rates within the career pathway of diesel technicians, or to seamlessly continue with education.

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

Industry partners of the SWAMMEI grant are in support of the proposal. Completion of the CAS will prepare students for employment as they earn industry recognized certifications when they pass competency exams. This prepares them to enter the workforce upon completion of the program; or continue their education, stacking the Tier I certificates into a diesel AAS or BS degree. The credential becomes portable for students who complete the coursework and gain the ability to move seamlessly into the AAS Diesel degree program offered by Montana State University – Northern or other colleges in the State.

Montana Board of Regents
CURRICULUM PROPOSALS

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

Montana diesel maintenance and repair shops, dealerships, and construction companies continue to experience a shortage of a highly skilled workforce which meets their current and future demands. Among the participating grant-funded colleges, it is anticipated that at least 243 students through Helena College and another 440 students through Montana State University – Northern will complete the Certificate of Applied Science described in this proposal. While we anticipate more demand for students who continue complete AAS-level coursework, the CAS will provide an alternative for students looking for entry level jobs in the industry.

4. Institutional and System Fit

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

This specialized Certificate of Applied Science was developed and will be implemented to complement the Montana State University – Northern existing Diesel Technology AAS program of study. Students completing this CAS will be prepared to continue to the Montana State University – Northern AAS degree or BS degree in diesel technology.

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

Creation of this program does not create the need to make changes to any existing Montana State University – Northern programs. This program has been created to permit students who complete the CAS and to move seamlessly into the Montana State University 2nd year coursework leading to an AAS degree in diesel technology.

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

This program is based upon the SWAMMEI Grant initiative and uses a specific program format and delivery system for our program and others in the consortium. The integration of learning assessment leading to industry-recognized credentials, allows for the stacking of the appropriate credentials leading to the CAS and beyond, as per the SWAMMEI vision. Students entering this program have the benefit of working with the Grant's Workforce Navigator who will provide career counseling and educational advising; further ensuring the student is enrolled in the intended courses along the program of study pathway.

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

The Vision Statement of Montana State University – Northern is: "Montana State University – Northern will be known for its supportive, student-centered environment in which a unique mix of academic programs are responsive to local, regional, and state workforce needs, offered in an atmosphere that promotes student success." This program will support the vision by providing students with an off ramp into industry; or to continue in education by offering accessible and portable learning opportunities.

Mission of Montana State University – Northern

MSU-Northern, a teaching institution, serves a diverse student population by providing liberal arts, professional and technical education programs ranging from certificates through master's degrees. The university promotes a student centered and culturally enriched environment

Montana Board of Regents
CURRICULUM PROPOSALS

endorsing lifelong learning, personal growth and responsible citizenship. The university partners with a variety of community and external entities to enhance collaborative learning, provide applied research opportunities, stimulate economic development and expand student learning experiences.

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

The model based upon this program is a certificate with a commonly agreed upon set of learning outcomes able to articulate among 2- and 4-year campuses throughout the state implementing parallel programs. For example, a student could complete the CAS in Helena and then transfer to another SWAMMEI campus to engage in additional specialized training and/or earn the AAS. It is flexible and creates tremendous access for our future Montana workforce.

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.**

PROGRAM/DEGREE REVISION FORM

NEW X DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College COTS Program Area Diesel Technology Date: 4/17/14

Submitter Larry Strizich Dean Greg Kegel Date: 4/28/14 Signature _____ Signature _____

(indicates "college" level approval)

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

This program represents the first year of the existing Associate of Applied Science degree and upon completion allows a student to transition seamlessly into an AAS or BS program in Diesel Technology.

PROPOSAL TITLE Diesel Technology – Certificate of Applied Science

Proposed Program for 2014-15 Catalog

| Course Prefix | Course number | Course Title | Gen-Ed Credits | Degree Credits |
|---------------|---------------|------------------------------|----------------|----------------|
| ATDI | 134 | Elect/Electronics Systems I* | | 6 |
| DST | 104 | Intro to Diesel Engines | | 3 |
| DST | 114 | Intro to Diesel Engines Lab | | 3 |
| DST | 115 | Intro to Diesel Fuel Systems | | 5 |

Montana Board of Regents
CURRICULUM PROPOSALS

| | | | | |
|------|-----|--------------------------------------|---|----------|
| DST | 216 | Heavy Duty Power Trains | | 4 |
| DST | 219 | Heavy Duty Chassis | | 4 |
| | | | | |
| WLDG | 110 | Welding Theory | | 2 |
| WLDG | 111 | Welding Theory Practicum I | | 2 |
| | | | | |
| WRIT | 108 | Technical Writing | 3 | |
| COMX | 115 | Intro to Interpersonal Communication | 3 | |
| | | | | |
| | | *contains computational area | | |
| | | | 6 | 29 |
| | | Total | | 35 |
| | | | | |

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

The SWAMMEI initiative requires our consortium programs be delivered beginning Fall 2014. The initial number of students will be based upon available equipment and dependent on our ability to recruit eligible students. The SWAMMEI Diesel Technology CAS program will be operating in parallel with our current 1st year coursework in the diesel Technology AAS. Equipment and resources will be assigned as needed. This program represents the first year of the existing AAS degree in Diesel Technology at Montana State University – Northern.

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.

At this time we will not be able to implement the new CAS program without the addition of 1 full-time diesel trainer. Resources to develop new curriculum, recruit and train new faculty, and expand our facilities will be funded by our SWAMMEI grant allocation. These resources are in place.

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.

The program should be sustainable once student numbers are sufficient to cover program costs. Methods of delivery in modular credentials using alternate delivery modalities will require curriculum development as funded by our SWAMMEI grant allocation.

7. Assessment

How will the success of the program be measured?

Assessment to determine student and program success will be scheduled and conducted according to existing Montana State University – Northern internal program review processes.

Montana Board of Regents
CURRICULUM PROPOSALS

8. Process Leading to Submission

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

The program, as described, was created in consultation with participating SWAMMEI diesel technology faculty. In addition, the Montana State University – Northern Diesel Technology program has a strong advisory board, represented by our local and regional industry partners, which this program will fall under. The Montana State University – Northern Academic Senate curricular review process.

September 17-18, 2014

ITEM 164-1501+R0914

Request for authorization to establish a Certificate Program in Ecosystem Restoration

THAT

The Montana Board of Regents recognizes the establishment of a Certificate Program in Ecosystem Restoration (CIP Code: 26.13) at Montana Tech. The program involves creating a 14 credit core plus one elective course from Biological Sciences, Environmental Engineering, or Mining Engineering. The total credits for this program will be 16 or 17, depending on the number of credits of the elective course.

EXPLANATION

A number of Montana Tech's graduates go to work for companies involved in the extraction of natural resources (Mining engineering, Petroleum Engineering, Environmental Engineering, Geological Engineering, Geophysical Engineering, etc.). Oftentimes Tech graduates are involved in the restoration of the area(s) impacted by such activities as mining or drilling. This certificate program will provide Montana Tech's graduates with a background in restoration ecology. The certificate program consists of a 14 credit core plus one elective course from approved offerings in Biological Sciences, Environmental Engineering, or Mining Engineering. A Montana Tech steering committee spent two years working with firms involved in ecosystem restoration in developing this certificate program. The committee also worked closely with the Wildland Restoration Program Director at the University of Montana in designing the curriculum. Montana Tech has hired a faculty member with a background in Restoration Ecology. Funds to hire this faculty member come from a NRD grant.

ATTACHMENTS

Level 1 Request Form

Attachment 1: Curriculum

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 164-1501+R0914 Meeting Date: September 17-18, 2014
Institution: Montana Tech CIP Code: 26.13
Program Title: Ecosystem Restoration Certificate Program

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

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

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

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

Montana Board of Regents
LEVEL I REQUEST FORM

 B. Level I with Level II documentation:

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

1. **Options within an existing major or degree** (Submit with completed Curriculum Proposals Form);
2. **Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action** (Submit with completed Curriculum Proposals Form)
3. **Consolidating existing programs and/or degrees** (Submit with completed Curriculum Proposals Form)

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

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

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

 X D. Campus Certificates

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

Specify Request:

Establish a Certificate Program in Ecosystem Restoration (CIP Code: 26.13). A number of Montana Tech's graduates go to work for companies involved in the extraction of natural resources (Mining engineering, Petroleum Engineering, Environmental Engineering, Geological Engineering, Geophysical Engineering, etc.). Oftentimes Tech graduates are involved in the restoration of the area(s) impacted by such activities as mining or drilling. This certificate program will provide Montana Tech's graduates with a background in

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restoration ecology. The certificate program consists of a 14 credit core plus one elective course from approved offerings in Biological Sciences, Environmental Engineering, or Mining Engineering. A Montana Tech steering committee spent two years working with firms involved in ecosystem restoration in developing this certificate program. The committee also worked closely with the Wildland Restoration Program Director at the University of Montana in designing the curriculum. Montana Tech has hired a faculty member with a background in Restoration Ecology. Funds to hire this faculty member come from a NRD grant.

CERTIFICATE in RESTORATION with PREREQUISITES
 Montana Tech of the University of Montana
 Curriculum Outline for 2014 and later

| Course # | Title | Credits | Semester | Prerequisites | |
|--|--|---------|----------|-----------------|--|
| | | | | Required | Recommended |
| NRSM 430 ¹ | Restoration I | 3 | Fall | Intro Chemistry | Intro Biology (Ecological); 1 st sem Calculus; Physics; Technical Writing |
| NRSM 431 | Restoration II | 3 | Spring | REST I | |
| NRSM 494 | Restoration Seminar (Must take 2 seminars) | 1 | Fa/Sp | | REST I |
| NRSM 498 | Restoration Capstone | 3 | Fall | REST I | REST II |
| NRSM 499 | Restoration Practicum | 3 | Fa/Sp/Su | REST I | REST II REST CAPSTONE |
| MUST CHOOSE ONE COURSE FROM THE FOLLOWING LIST OF ELECTIVES² | | | | | |
| EENV 387 | Environmental Laws and Regulations | 2 | Fall | | |
| EENV 414 | Land and Stream Restoration | 3 | Fall | | |
| EENV 430 | Soil and Subsurface Remediation | 3 | Spring | | |
| EENV 450 | Sustainable Environmental Quality Management | 2 | Spring | | |
| MINE 444 | Environmental Management and Design of Mines | 3 | Spring | | |
| BIOE 416 | Alpine Ecology | 3 | Summer | | |
| BIOE 455 | Plant Ecology | 4 | Spring | | |

¹Course numbers are tentative. NRSM designation is listed because similar courses are taught at UM under that heading.

²Courses may be added to the list of approved electives as they are identified and with consultation from the steering/advisory committees.