

## July Board of Regents Notification of LEVEL I APPROVALS

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Compiled here are the Level I memorandums containing items approved since the May 19-20, 2016 Board of Regents Meeting. These memorandums from April and May contain items for which approval authority has been designated by the Board of Regents to the individual institutions or the Commissioner of Higher Education. The items before you have been approved and are now being shared with you for your notification.

- [April 2016 Level I Memorandum](#)
- [May 2016 Level I Memorandum](#)

## LEVEL I APPROVAL MEMORANDUM

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**DATE:** May 5, 2016

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

**FROM:** John Cech, Deputy Commissioner for Academic and Student Affairs

**RE:** April 2016 Level I Approvals

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Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System in April 2016. These proposals include items for which approval authority has been designated by the Board of Regents to the individual institutions or the Commissioner of Higher Education. These Level I items are being sent to you for your review. If you have concerns about a particular proposal, you should share those concerns with your colleagues at that institution and try to come to some understanding. If you cannot resolve your concerns, raise them at the Level I Chief Academic Officer's conference call on May 17. Issues not resolved at that meeting should be submitted in writing to OCHE by noon on Friday, May 20. You will be notified of approved proposals by May 24. The Board of Regents will be notified of the approved proposals at the July 2016 meeting of the Board.

### 1. Campus Approvals

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

- Notification of the Establishment of a Heavy Equipment Operator Certificate  
[Item #171-308-LI0416 | Academic Proposal Request Form](#)
- Notification of the Establishment of an Industrial Maintenance Tier III Certificate  
[Item #171-309-LI0416 | Academic Proposal Request Form](#)
- Notification of the Establishment of an Industrial Maintenance Tier IV Certificate  
[Item #171-310-LI0416 | Academic Proposal Request Form](#)
- Notification of the Establishment of a Heating, Ventilation and Air Conditioning Certificate  
[Item #171-311-LI0416 | Academic Proposal Request Form](#)

#### **Dawson Community College:**

- Notification of the Establishment of Welding Technology Certificates of Technical Skills  
[Item #171-200-LI0416 | Academic Proposal Request Form](#)

#### **Montana State University Billings:**

- Notification to Withdraw from Moratorium the Administrative Assistant Associate of Applied Science Degree Program  
[Item #171-2703-LI0416 | Academic Proposal Request Form](#)
- Notification of the Placement into Moratorium of the Associate of Applied Science Degree in Practical Nursing  
[Item #171-2705-LI0416 | Academic Proposal Request Form](#)
- Notification of the establishment of a Trauma Certificate of Technical Study  
[Item #171-2706-LI0416 | Academic Proposal Request Form](#)
- Notification of the establishment of a Medical Certificate of Technical Study  
[Item #171-2707-LI0416 | Academic Proposal Request Form](#)
- Notification of the establishment of a Paramedic Certificate of Technical Study  
[Item #171-2708-LI0416 | Academic Proposal Request Form](#)

## LEVEL I APPROVAL MEMORANDUM

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### Montana State University Bozeman:

- Notification of the Placement into Moratorium of the Collaborative Masters in Public Administration  
[Item #171-2021-LI0416 | Academic Proposal Request Form | Program Termination and Moratorium Form](#)
- Notification of the Placement into Moratorium of the Northern Plains Transition to Teaching Program  
[Item #171-2022-LI0416 | Academic Proposal Request Form | Program Termination and Moratorium Form](#)
- Notification of the Change in the Name of the Licensed Addictions Counseling Program to Addictions Counseling  
[Item #171-2023-LI0416 | Academic Proposal Request Form](#)

### Montana State University Northern:

- Notification of the Establishment of a Phlebotomy “Fast Track” Program  
[Item #171-2808-LI0416 | Academic Proposal Request Form](#)
- Notification of the Establishment of a Phlebotomy Certificate  
[Item #171-2809-LI0416 | Academic Proposal Request Form](#)

### Great Falls College Montana State University:

- Notification of the Placement of Business Administration-Entrepreneurship Associate of Applied Science Degree into Moratorium  
[Item #171-2901-LI0416 | Academic Proposal Request Form | Program Termination and Moratorium Form](#)
- Notification of the Placement of the Business Fundamentals Certificate of Applied Science into Moratorium  
[Item #171-2902-LI0416 | Academic Proposal Request Form | Program Termination and Moratorium Form](#)
- Notification of the Placement of the Business Administration-Management Associate of Applied Science Degree into Moratorium  
[Item #171-2903-LI0416 | Academic Proposal Request Form | Program Termination and Moratorium Form](#)
- Notification of the Placement into Moratorium the Graphic Design Associate of Applied Science Degree  
[Item #171-2904-LI0416 | Academic Proposal Request Form | Program Termination and Moratorium Form](#)
- Notification of the Placement into Moratorium the CIT- Web Design Associate of Applied Science Degree  
[Item #171-2905-LI0416 | Academic Proposal Request Form | Program Termination and Moratorium Form](#)
- Notification of the Placement into Moratorium the Healthcare Office Certificate of Technical Studies  
[Item #171-2906-LI0416 | Academic Proposal Request Form | Program Termination and Moratorium Form](#)
- Notification of the Placement into Moratorium the Medical Billing and Coding Specialist Associate of Applied Science Degree  
[Item #171-2907-LI0416 | Academic Proposal Request Form | Program Termination and Moratorium Form](#)
- Notification of the Placement into Moratorium the Medical Billing Specialist Certificate of Applied Science Degree

## LEVEL I APPROVAL MEMORANDUM

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- Item #171-2908-LI0416 | [Academic Proposal Request Form](#) | [Program Termination and Moratorium Form](#)
- Notification of the Placement into Moratorium the Medical Transcription Associate of Applied Science Degree  
Item #171-2909-LI0416 | [Academic Proposal Request Form](#) | [Program Termination and Moratorium Form](#)
- Notification of the Placement into Moratorium the Medical Transcription Certificate of Applied Science Degree  
Item #171-2910-LI0416 | [Academic Proposal Request Form](#) | [Program Termination and Moratorium Form](#)
- Notification of the Placement into Moratorium the Practical Nurse Associate of Applied Science  
Item #171-2911-LI0416 | [Academic Proposal Request Form](#) | [Program Termination and Moratorium Form](#)
- Notification of the Placement of the Construction Technology – Carpentry Certificate of Applied Science Degree into Moratorium  
Item #171-2912-LI0416 | [Academic Proposal Request Form](#) | [Program Termination and Moratorium Form](#)

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

- Notification of the Establishment of a Construction Helper Certificate of Technical Studies, Missoula College-UM  
Item #171-1003-LI0416 | [Academic Proposal Request Form](#)
- Notification of the Establishment of a graduate certificate in International Development Studies  
Item #171-1005-LI0416 | [Academic Proposal Request Form](#)

### **Montana Tech of the University of Montana:**

- Notification of the Establishment a Graduate Certificate in Computational Science  
Item #171-1505-LI0416 | [Academic Proposal Request Form](#)

## **2. OCHE Approvals**

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

- Request for Authorization to Terminate the Business Administration Certificate of Applied Science Program  
Item #171-301-LI0416 | [Academic Proposal Request Form](#) | [Program Termination and Moratorium Form](#)
- Request for Authorization to Terminate the Business Innovation and Development Certificate  
Item #171-302-LI0416 | [Academic Proposal Request Form](#) | [Program Termination and Moratorium Form](#)
- Request for Authorization to Re-title the Goldsmithing and Jewelry Arts Associate of Applied Science Program  
Item #171-303-LI0416 | [Academic Proposal Request Form](#)
- Request for Authorization to Re-title the Goldsmithing and Jewelry Arts Certificate of Applied Science Program  
Item #171-304-LI0416 | [Academic Proposal Request Form](#)
- Request for Authorization to Terminate the Health Information Technology Implementation and Maintenance Specialist Certificate  
Item #171-305-LI0416 | [Academic Proposal Request Form](#) | [Program Termination and Moratorium Form](#)

## LEVEL I APPROVAL MEMORANDUM

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- Request for Authorization to Terminate the Marketing/Sales Specialist Certificate of Applied Science  
[Item #171-306-LI0416](#) | [Academic Proposal Request Form](#) | [Program Termination and Moratorium Form](#)
- Request for Authorization to Terminate the Medical Transcription Certificate of Applied Science  
[Item #171-307-LI0416](#) | [Academic Proposal Request Form](#) | [Program Termination and Moratorium Form](#)

### Montana State University Billings:

- Request for Authorization to Establish a Pharmacy Technician Certificate of Applied Science Degree Program  
[Item #171-2704-LI0416](#) | [Academic Proposal Request Form](#)

### Montana State University Bozeman:

- Request for Authorization to Re-title the Bachelor of Science in Human Development and Family Science  
[Item #171-2010-LI0416](#) | [Academic Proposal Request Form](#)
- Request for Authorization to Reduce the Number of Credits in the Master of Science in Health and Human Development: Family Financial Planning Option  
[Item #171-2018-LI0416](#) | [Academic Proposal Request Form](#) | [Curriculum Proposal Form](#)
- Request for Authorization to Change the Name of the Women's and Gender Studies to Women's, Gender, and Sexuality Studies Minor  
[Item #171-2024-LI0416](#) | [Academic Proposal Request Form](#)
- Request for Authorization to Terminate the Master of Science in Health and Human Development  
[Item #171-2026-LI0416](#) | [Academic Proposal Request Form](#) | [Program Termination and Moratorium Form](#)

### The University of Montana Missoula:

- Request for Authorization to Retitle the Carpentry Program to Sustainable Construction Technology, Missoula College-UM  
[Item #171-1002-LI0416](#) | [Academic Proposal Request Form](#)
- Request for Authorization to Retitle the Organismal Biology, Ecology and Evolution Master of Science and PhD from Organismal Biology and Ecology  
[Item #171-1006-LI0416](#) | [Academic Proposal Request Form](#)

### Montana Tech of the University of Montana:

- Request for authorization to Establish a minor in Computational Science  
[Item #171-1506-LI0416](#) | [Academic Proposal Request Form](#) | [Curriculum Proposal Form](#)

### The University of Montana Western:

- Request for Reorganization of Existing Early Childhood Education Core Courses  
[Item #171-1602-LI0416](#) | [Academic Proposal Request Form](#) | [Curriculum Proposal Form](#) | [Attachment 1](#)
- Request to Terminate three options in Bachelor of Science Mathematics Major  
[Item #171-1604-LI0416](#) | [Academic Proposal Request Form](#) | [Program Termination and Moratorium Form](#)

April, 2016

**ITEM 171-308-LI0416**

**Notification of the Establishment of a Heavy Equipment Operator Certificate**

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**THAT**

Flathead Valley Community College is requesting Level I approval to offer a Heavy Equipment Operator CT.

**EXPLANATION**

Employers in this area value skills over degrees, so students do not necessarily benefit in the job market with a higher level degree. In addition, the student population this program serves has been consistently unable to complete the existing CAS due to the amount of remedial courses into which they are often placed. This new certificate will help students complete and obtain gainful employment in less time.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-308-LI0416 Submission Month or Meeting: April, 2016

Institution: Flathead Valley Community College CIP Code: 46.99

Program/Center/Institute Title: Heavy Equipment Operator Certificate

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ 1a. **Placing a program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 1b. **Withdrawing a program from moratorium**
- x \_\_\_\_\_ 2. **Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- \_\_\_\_\_ 3. **Adding a BAS/AA/AS Area of Study**
- \_\_\_\_\_ 4. **Offering an existing program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ 5. **Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ 8. **Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ 9. **Revising a program** (Curriculum Proposal Form)
- \_\_\_\_\_ 10. **Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:** Employers in this area value skills over degrees, so students do not necessarily benefit in the job market with a higher level degree. In addition, the student population this program serves has been consistently unable to complete the existing CAS due to the amount of remedial courses into which they are often placed. This new certificate will help students complete and obtain gainful employment in less time.



April, 2016

**ITEM 171-309-LI0416**

**Notification of the Establishment of an Industrial Maintenance Tier III Certificate**

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**THAT**

Flathead Valley Community College is requesting Level I approval add a Tier III CT to its existing Industrial Maintenance program.

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**EXPLANATION**

Due to national employment predictions, local employer need, and steadily increasing enrollments, FVCC would like to expand this program to include more advanced training opportunities.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-309-LI0416 Meeting Date April, 2016

Institution: Flathead Valley Community College CIP Code: 47.0303

Program/Center/Institute Title: Industrial Maintenance Tier III Certificate

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ 1a. **Placing a program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 1b. **Withdrawing a program from moratorium**
- x \_\_\_\_\_ 2. **Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- \_\_\_\_\_ 3. **Adding a BAS/AA/AS Area of Study**
- \_\_\_\_\_ 4. **Offering an existing program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ 5. **Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ 8. **Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ 9. **Revising a program** (Curriculum Proposal Form)
- \_\_\_\_\_ 10. **Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

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**B. Level II:**

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1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)

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  2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*

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  4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)

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  5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

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**Specify Request:**

Due to national employment predictions, local employer need, and steadily increasing enrollments, FVCC would like to expand the program to include more advanced training opportunities. Flathead Valley Community College is requesting Level I approval add a Tier III CT to its existing Industrial Maintenance program.

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April, 2016

**ITEM 171-310-LI0416**

**Notification of the Establishment of an Industrial Maintenance Tier IV Certificate**

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**THAT**

Flathead Valley Community College is requesting Level I approval add a Tier IV CT to its existing Industrial Maintenance program.

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**EXPLANATION**

Due to national employment predictions, local employer need, and steadily increasing enrollments, FVCC would like to expand this program to include more advanced training opportunities.

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**ATTACHMENTS**

Academic Program Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-310-LI0416 Meeting Date April, 2016

Institution: Flathead Valley Community College CIP Code: 47.0303

Program/Center/Institute Title: Industrial Maintenance Tier IV Certificate

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ 1a. **Placing a program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 1b. **Withdrawing a program from moratorium**
- x \_\_\_\_\_ 2. **Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- \_\_\_\_\_ 3. **Adding a BAS/AA/AS Area of Study**
- \_\_\_\_\_ 4. **Offering an existing program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ 5. **Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ 8. **Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ 9. **Revising a program** (Curriculum Proposal Form)
- \_\_\_\_\_ 10. **Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

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**B. Level II:**

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- 1. Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)

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  - 2. Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*

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  - 4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)

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  - 5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

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**Specify Request:**

Due to national employment predictions, local employer need, and steadily increasing enrollments, FVCC would like to expand the program to include more advanced training opportunities. Flathead Valley Community College is requesting Level I approval add a Tier IV CT to its existing Industrial Maintenance program.

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April, 2016

**ITEM 171-311-LI0416**

**Notification of the Establishment of a Heating, Ventilation and Air Conditioning Certificate**

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**THAT**

Flathead Valley Community College requests authorization to offer a Heating, Ventilation, and Air Conditioning CT program.

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**EXPLANATION**

The advisory committee for this program recommended that there be a hands-on only option in this program to get students into the workforce sooner.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM **171-311-LI0416** Submission Month or Meeting: **April, 2016**

Institution: **Flathead Valley Community College** CIP Code: **46.99**

Program/Center/Institute Title: **Heating Ventilation and Air Conditioning CT**

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

**x** **A. Level I:**

**Campus Approvals**

\_\_\_\_\_ **1a. Placing a program into moratorium** (Program Termination and Moratorium Form)

\_\_\_\_\_ **1b. Withdrawing a program from moratorium**

**x** **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**

\_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**

\_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**

\_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)

\_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

\_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*



**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:** The advisory committee for this program recommended that there be a hands-on only option in this program to get students into the workforce sooner.

**April, 2016**

**ITEM 171-200-LI0416**

**Request for Authorization to Establish Welding Technology Certificates of Technical Skills**

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**THAT**

Dawson Community College requests authorization from the Montana Board of Regents to establish Certificates of Technical Skills (CTS) in to the Welding Technology Program after semesters 1 and 3.

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**EXPLANATION**

Adding a CTS after Semesters 1 and 3 will allow a student to earn additional credentials upon graduation; if a student has to leave the program early they will still leave with a credential and they will be considered a completer. It also provides a better prepared workforce.

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**ATTACHMENTS**

Academic Proposal Request Form

Montana Board of Regents  
ACADEMIC PROPOSAL REQUEST FORM

ITEM 171-200-LI0416 Meeting Date April, 2016

Institution: Dawson Community College CIP Code: 48.0508

Program/Center/Institute Title: Certificate of Technical Skills - Welding

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

\_\_\_\_\_ **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

\_\_\_\_\_ **1b. Withdrawing a program from moratorium**

x **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**

\_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**

\_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**

\_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination Checklist)

\_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

\_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Dawson Community College notifies the Montana Board of Regents of incorporating Certificates of Technical Skills (CTS) into our Welding Technology Program. Students will now receive a CTS after Semesters 1 and 3, following academic guidelines (credit load and GPA). This will allow for a more skilled workforce and allow students that have to leave the program early to receive a credential.

April 26, 2016

**ITEM 171-2703-LI0416**

**Notification of the Withdrawal from Moratorium the Administrative Assistant Associate of Applied Science Degree Program**

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**THAT**

Montana State University Billings wishes to notify the Board of Regents of its intent to withdraw the Administrative Assistant Associate of Applied Science Degree from moratorium.

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**EXPLANATION**

The purpose of the withdrawal of the Administrative Assistant A.A.S. Degree from moratorium is to facilitate a program curriculum update, which will allow the program to better align with the needs of the business community in Yellowstone County.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

Item Number: 171-2703-LI0416

Meeting Date: April 26, 2016

Institution: Montana State University Billings

CIP Code: 52.0401

Program Title: Administrative Assistant A.A.S.

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic Affairs Handbook](#).

**A. Notifications – (now Level I):**

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

**1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

**1b. Withdrawing a program from moratorium**

**2. Intent to terminate an existing major, minor, option or certificate – Step 1** (Phase I Program Termination Checklist)

**3. Campus Certificates- Adding, re-titling, terminating or revising a campus certificate of 29 credits or less**

**4. BAS/AA/AS Area of Study**

**B. Level I:**

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

**1. Re-titling an existing major, minor, option or certificate**

**2. Adding a new minor or certificate where there is a major or an option in a major** (Curriculum Proposal Form)

**3. Revising a program** (Curriculum Proposal Form)

**4. Distance or online delivery of an existing degree or certificate program**

**5. Terminating an existing major, minor, option or certificate – Step 2** (Completed Program Termination Checklist)

**Temporary Certificate or AAS Degree Program**

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

\_\_\_ **C. Level I with Level II Documentation:**

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

\_\_\_ **1. Consolidating existing programs and/or degrees** (Curriculum Proposal Form)

\_\_\_ **D. Level II:**

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

\_\_\_ **1. Re-titling a degree (ex. From B.A. to B.F.A)**

\_\_\_ **2. Adding a new minor or certificate where there is no major or option in a major** (Curriculum Proposal Form)

\_\_\_ **3. Establishing a new degree or adding a major or option to an existing degree** (Curriculum Proposal Form)

\_\_\_ **4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form, except when eliminating or consolidating)

\_\_\_ **5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

The purpose of the withdrawal of the Administrative Assistant A.A.S. Degree from moratorium is to facilitate a program curriculum update, which will allow the program to better align with the needs of the business community in Yellowstone County.

April, 2016

ITEM 171-2705-LI0416

**Notification of the Placement into Moratorium of the Associate of Applied Science Degree in Practical Nursing**

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**THAT**

Montana State University Billings wishes to notify the Board of Regents of its intent to place the Associate of Applied Science in Practical Nursing into moratorium.

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**EXPLANATION**

Currently the Associate of Applied Science in Practical Nursing degree is embedded in the Associate of Science in Nursing program. Montana State University Billings intends to place the AAS in Practical Nursing into moratorium to replace it with a Certificate in Applied Science in Practical Nursing as part of the HealthCARE Montana grant program. Program students and faculty will be notified as appropriate.

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**ATTACHMENTS**

Academic Proposal Request Form



**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

Item Number: 171-2705-LI0416

Meeting Date: April, 2016

Institution: Montana State University Billings

CIP Code: 59.3901

Program Title: Associate of Applied Science in Practical Nursing

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic, Research and Student Affairs Handbook](#).

**A. Notifications: (now Level I):**

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

**1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

**1b. Withdrawing a program from moratorium**

**2. Intent to terminate an existing major, minor, option or certificate – Step 1** (Phase I Program Termination Checklist)

**3. Campus Certificates, CAS/AAS-Adding, re-titling, terminating or revising a campus certificate of 29 credits or less**

**4. BAS/AA/AS Area of Study**

**B. Level I:**

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

**1. Re-titling an existing major, minor, option or certificate**

**2. Adding a new minor or certificate where there is a major or an option in a major** (Curriculum Proposal Form)

**3. Revising a program** (Curriculum Proposal Form)

**4. Distance or online delivery of an existing degree or certificate program**

**5. Terminating an existing major, minor, option or certificate – Step 2** (Completed Program Termination Checklist)

**Temporary Certificate or AAS Degree Program**

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

\_\_\_ **C. Level I with Level II Documentation:**

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

\_\_\_ **1. Adding an option within an existing major or degree** (Curriculum Proposal Form)

\_\_\_ **2. Consolidating existing programs and/or degrees** (Curriculum Proposal Form)

\_\_\_ **D. Level II:**

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

\_\_\_ **1. Re-titling a degree (ex. From B.A. to B.F.A)**

\_\_\_ **2. Adding a new minor or certificate where there is no major or option in a major** (Curriculum Proposal Form)

\_\_\_ **3. Establishing a new degree or adding a major or option to an existing degree** (Curriculum Proposal Form)

\_\_\_ **4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form, except when eliminating or consolidating)

\_\_\_ **5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Currently the Associate of Applied Science in Practical Nursing degree is embedded in the Associate of Science in Nursing program. Montana State University Billings intends to place the AAS in Practical Nursing into moratorium to replace it with a Certificate in Applied Science in Practical Nursing as part of the HealthCARE Montana grant program. Program students and faculty will be notified as appropriate.

**April, 2016**

**ITEM 171-2706-LI0416**

**Notification of the Establishment of a Trauma Certificate of Technical Study**

---

**THAT**

The Montana Board of Regents recognizes the establishment of a Trauma Certificate of Technical Study Program at Montana State University Billings. The program involves an 18-credit curriculum that will allow MSUB to respond to community workforce demands.

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**EXPLANATION**

The paramedic program advisory board requested that the paramedic program have individual technical certificates within the paramedic program plan of study, so as to better serve the fire departments in the region. This would allow a fire chief to send a professional firefighter to the paramedic program and obtain technical certificates, so as to be eligible for the national registry licensing exam for paramedics. The firefighter then would be eligible to return to college to finish up general education classes and obtain a paramedic AAS degree. The Trauma Certificate of Technical Study is the first semester of the paramedic program plan of study.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

Item Number: 171-2706-LI0416

Meeting Date: April, 2016

Institution: Montana State University Billings

CIP Code: 51.0904

Program Title: Trauma Certificate of Technical Study

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic, Research and Student Affairs Handbook](#).

**A. Notifications: (now Level I):**

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

- 1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 1b. Withdrawing a program from moratorium**
- 2. Intent to terminate an existing major, minor, option or certificate – Step 1** (Phase I Program Termination Checklist)
- 3. Campus Certificates (CAS/AAS)-Adding, re-titling, terminating or revising a campus certificate of 29 credits or less**
- 4. BAS/AA/AS Area of Study**

**B. Level I:**

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

- 1. Re-titling an existing major, minor, option or certificate**
- 2. Adding a new minor or certificate where there is a major or an option in a major** (Curriculum Proposal Form)
- 3. Merging or re-titling a department**
- 4. Revising a program** (Curriculum Proposal Form)
- 5. Distance or online delivery of an existing degree or certificate program**
- 6. Terminating an existing major, minor, option or certificate – Step 2** (Completed Program Termination Checklist and updated catalog)

**Temporary Certificate or AAS Degree Program**

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

will require the proposal to go through the normal Level II Proposal approval process.

**C. Level I with Level II Documentation:**

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

\_\_\_ **1. Adding an option within an existing major or degree** (Curriculum Proposal Form)

\_\_\_ **2. Consolidating existing programs and/or degrees** (Curriculum Proposal Form)

**D. Level II:**

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

\_\_\_ **1. Re-titling a degree (ex. From B.A. to B.F.A)** (Curriculum Proposal Form)

\_\_\_ **2. Adding a new minor or certificate where there is no major or option in a major** (Curriculum Proposal Form)

\_\_\_ **3. Establishing a new degree or adding a major or option to an existing degree** (Curriculum Proposal Form)

\_\_\_ **4. Forming, eliminating or consolidating a college, division, school department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form)

\_\_\_ **5. Re-titling a college, division, school department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form)

**Specify Request:**

The paramedic program advisory board requested that the paramedic program have individual technical certificates within the paramedic program plan of study, so as to better serve the fire departments in the region. This would allow a fire chief to send a professional firefighter to the paramedic program and obtain technical certificates, so as to be eligible for the national registry licensing exam for paramedics. The firefighter then would be eligible to return to college to finish up general education classes and obtain a paramedic AAS degree. The Trauma Certificate of Technical Study is the first semester of the paramedic program plan of study.

**April, 2016**

**ITEM 171-2707-LI0416**

**Notification of the Establishment of a Medical Certificate of Technical Study**

---

**THAT**

The Montana Board of Regents recognizes the establishment of a Medical Certificate of Technical Study Program at Montana State University Billings. The program involves an 18-credit curriculum that will allow MSUB to respond to community workforce demands.

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**EXPLANATION**

The paramedic program advisory board requested that the paramedic program have individual technical certificates within the paramedic program plan of study, so as to better serve the fire departments in the region. This would allow a fire chief to send a professional firefighter to the paramedic program and obtain technical certificates, so as to be eligible for the national registry licensing exam for paramedics. The firefighter then would be eligible to return to college to finish up general education classes and obtain a paramedic AAS degree. The Medical Certificate of Technical Study is the second semester of the paramedic program plan of study.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

Item Number: 171-2707-LI0416

Meeting Date: April, 2016

Institution: Montana State University Billings

CIP Code: 51.0904

Program Title: Medical Certificate of Technical Study

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic, Research and Student Affairs Handbook](#).

**A. Notifications: (now Level I):**

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

**1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

**1b. Withdrawing a program from moratorium**

**2. Intent to terminate an existing major, minor, option or certificate – Step 1** (Phase I Program Termination Checklist)

**3. Campus Certificates (CAS/AAS)-Adding, re-titling, terminating or revising a campus certificate of 29 credits or less**

**4. BAS/AA/AS Area of Study**

**B. Level I:**

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

**1. Re-titling an existing major, minor, option or certificate**

**2. Adding a new minor or certificate where there is a major or an option in a major** (Curriculum Proposal Form)

**3. Merging or re-titling a department**

**4. Revising a program** (Curriculum Proposal Form)

**5. Distance or online delivery of an existing degree or certificate program**

**6. Terminating an existing major, minor, option or certificate – Step 2** (Completed Program Termination Checklist and updated catalog)

**Temporary Certificate or AAS Degree Program**

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

**C. Level I with Level II Documentation:**

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

**1. Adding an option within an existing major or degree** (Curriculum Proposal Form)

**2. Consolidating existing programs and/or degrees** (Curriculum Proposal Form)

**D. Level II:**

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

**1. Re-titling a degree (ex. From B.A. to B.F.A)** (Curriculum Proposal Form)

**2. Adding a new minor or certificate where there is no major or option in a major** (Curriculum Proposal Form)

**3. Establishing a new degree or adding a major or option to an existing degree** (Curriculum Proposal Form)

**4. Forming, eliminating or consolidating a college, division, school department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form)

**5. Re-titling a college, division, school department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form)

**Specify Request:**

The paramedic program advisory board requested that the paramedic program have individual technical certificates within the paramedic program plan of study, so as to better serve the fire departments in the region. This would allow a fire chief to send a professional firefighter to the paramedic program and obtain technical certificates, so as to be eligible for the national registry licensing exam for paramedics. The firefighter then would be eligible to return to college to finish up general education classes and obtain a paramedic AAS degree. The Medical Certificate of Technical Study is the second semester of the paramedic program plan of study.



April, 2016

**ITEM 171-2708-LI0416**

**Notification of the Establishment of a Paramedic Certificate of Technical Study**

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**THAT**

The Montana Board of Regents recognizes the establishment of a Paramedic Certificate of Technical Study Program at Montana State University Billings. The program involves a 12-credit curriculum that will allow MSUB to respond to community workforce demands.

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**EXPLANATION**

The paramedic program advisory board requested that the paramedic program have individual technical certificates within the paramedic program plan of study, so as to better serve the fire departments in the region. This would allow a fire chief to send a professional firefighter to the paramedic program and obtain technical certificates, so as to be eligible for the national registry licensing exam for paramedics. The firefighter then would be eligible to return to college to finish up general education classes and obtain a paramedic AAS degree. The Paramedic Certificate of Technical Study is the final semester of the paramedic program plan of study.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

Item Number: 171-2708-LI0416

Meeting Date: April, 2016

Institution: Montana State University Billings

CIP Code: 51.0904

Program Title: Paramedic Certificate of Technical Study

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic, Research and Student Affairs Handbook](#).

**A. Notifications: (now Level I):**

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

**1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

**1b. Withdrawing a program from moratorium**

**2. Intent to terminate an existing major, minor, option or certificate – Step 1** (Phase I Program Termination Checklist)

**3. Campus Certificates (CAS/AAS)-Adding, re-titling, terminating or revising a campus certificate of 29 credits or less**

**4. BAS/AA/AS Area of Study**

**B. Level I:**

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

**1. Re-titling an existing major, minor, option or certificate**

**2. Adding a new minor or certificate where there is a major or an option in a major** (Curriculum Proposal Form)

**3. Merging or re-titling a department**

**4. Revising a program** (Curriculum Proposal Form)

**5. Distance or online delivery of an existing degree or certificate program**

**6. Terminating an existing major, minor, option or certificate – Step 2** (Completed Program Termination Checklist and updated catalog)

**Temporary Certificate or AAS Degree Program**

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

**C. Level I with Level II Documentation:**

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

**1. Adding an option within an existing major or degree** (Curriculum Proposal Form)

**2. Consolidating existing programs and/or degrees** (Curriculum Proposal Form)

**D. Level II:**

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

**1. Re-titling a degree (ex. From B.A. to B.F.A)** (Curriculum Proposal Form)

**2. Adding a new minor or certificate where there is no major or option in a major** (Curriculum Proposal Form)

**3. Establishing a new degree or adding a major or option to an existing degree** (Curriculum Proposal Form)

**4. Forming, eliminating or consolidating a college, division, school department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form)

**5. Re-titling a college, division, school department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form)

**Specify Request:**

The paramedic program advisory board requested that the paramedic program have individual technical certificates within the paramedic program plan of study, so as to better serve the fire departments in the region. This would allow a fire chief to send a professional firefighter to the paramedic program and obtain technical certificates, so as to be eligible for the national registry licensing exam for paramedics. The firefighter then would be eligible to return to college to finish up general education classes and obtain a paramedic AAS degree. The Paramedic Certificate of Technical Study is the final semester of the paramedic program plan of study.

April, 2016

ITEM 171-2021-LI0416

**Notification of the Placement into Moratorium of the Collaborative Masters in Public Administration**

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**THAT**

Montana State University wishes to notify the Board of Regents of its intent to place the collaborative Masters in Public Administration into moratorium.

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**EXPLANATION**

The program is being placed on moratorium because of consistent decline in program enrollment. The expected deadline for completion of obligation to currently enrolled students is scheduled for December 2016. There are seven active students, two will graduate Fall 2015, three will graduate spring 2016, and one will graduate December 2016. The remaining one student takes only one class per semester. Her advisor will work with her on an alternative Plan of Study.

Notifications of the change of status in the MPA program will be placed on the MSU and MSUB websites, specifically the Graduate Studies page. Part time faculty who have been teaching in the program will be notified as appropriate.

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**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2021-LI0416 Meeting Date April, 2016

Institution: Montana State University CIP Code: 44.0401

Program/Center/Institute Title: Collaborative Masters in Public Administration

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

x **1a. Placing a program into moratorium** (Program Termination and Moratorium Form)

\_\_\_\_\_ **1b. Withdrawing a program from moratorium**

\_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**

\_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**

\_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**

\_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)

\_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

\_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

- 1. Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
- 2. Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
- 4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
- 5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

The program is being placed on moratorium because of consistent decline in program enrollment. The expected deadline for completion of obligation to currently enrolled students is scheduled for December 2016. There are seven active students, two will graduate Fall 2015, three will graduate spring 2016, and one will graduate December 2016. The remaining one student takes only one class per semester. Her advisor will work with her on an alternative Plan of Study.

Notifications of the change of status in the MPA program will be placed on the MSU and MSUB websites, specifically the Graduate Studies page. Part time faculty who have been teaching in the program will be notified as appropriate.

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Collaborative Masters in Public Administration**

Program is being  **Placed into moratorium**  **Terminated**

1. **Are there currently students enrolled in the program? (If yes, please answer questions a - c below.)** Y:  N:

a.) **Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium?** Y:  N:

b.) **What is the expected graduation date of all students from the program?**

c.) **Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion?** Y:  N:

2. **Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.)** Y:  N:

a.) **Have the faculty affected by the program termination/moratorium been notified?** Y:  N:

b.) **Please describe any layoffs that will occur including the date expected?**

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

**3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):**

**a.) Internal Curriculum Committees** \_\_\_\_\_

**b.) Faculty Senate** \_\_\_\_\_

**c.) Program Public Advisory Committee** \_\_\_\_\_

**d.) Articulation Partners** \_\_\_\_\_

**4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)**    Y: \_\_\_\_\_ N: \_\_\_\_\_



April, 2016

ITEM 171-2022-LI0416

**Notification of the Placement into Moratorium of the Northern Plains Transition to Teaching Program**

---

**THAT**

Montana State University requests approval to place the Northern Plains Transition to Teaching in Master of Education be placed in moratorium.

---

**EXPLANATION**

The public statement that we have prepared for the program's various constituents and stakeholders contains this essential information as follows:

*Montana State University announces the closing of innovative teacher licensure program. After fourteen years of operation the **Northern Plains Transition to Teaching** program at MSU is coming to an end. Program Director Dr. Robert Carson explained, "We are pleased that this NPTT program has had such a great run, and contributed as much as it has to the production of high quality teachers over the years. We created the program to serve a particular niche audience of adult learners, and to address specific recruiting needs of public schools during the era of No Child Left Behind. The need for this particular program has diminished with time, while interesting new challenges now beckon. With mixed feelings of both pride and sorrow, we recognize that it is time to bring NPTT to an end so we can focus our energies on the challenges facing Montana's public schools today."*

The NPTT program had a mission-specific design based on unique structural, programmatic, curricular and operational features that are no longer aligned with national accreditation standards, and could not be reconciled without a complete overhaul. Having fulfilled its intended mission, it is time to reallocate the assets of this program to address the current needs of Montana's educational community.

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**ATTACHMENTS**

Academic Proposal Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2022-LI0416 Meeting Date April, 2016

Institution: Montana State University CIP Code: \_\_\_\_\_

Program/Center/Institute Title: Northern Plains Transition to Teaching Program

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

x **1a. Placing a program into moratorium** (Program Termination and Moratorium Form)

\_\_\_\_\_ **1b. Withdrawing a program from moratorium**

\_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**

\_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**

\_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**

\_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)

\_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

\_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

The public statement that we have prepared for the program's various constituents and stakeholders contains this essential information as follows:

*Montana State University announces the closing of innovative teacher licensure program.*

*After fourteen years of operation the **Northern Plains Transition to Teaching** program at MSU is coming to an end. Program Director Dr. Robert Carson explained, "We are pleased that this NPTT program has had such a great run, and contributed as much as it has to the production of high quality teachers over the years. We created the program to serve a particular niche audience of adult learners, and to address specific recruiting needs of public schools during the era of No Child Left Behind. The need for this particular program has diminished with time, while interesting new challenges now beckon. With mixed feelings of both pride and sorrow, we recognize that it is time to bring NPTT to an end so we can focus our energies on the challenges facing Montana's public schools today."*

The NPTT program had a mission-specific design based on unique structural, programmatic, curricular and operational features that are no longer aligned with national accreditation standards, and could not be reconciled without a complete overhaul. Having fulfilled its intended mission, it is time to reallocate the assets of this program to address the current needs of Montana's educational community.

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Northern Plains Transition to Teaching (NPTT)**

Program is being  **Placed into moratorium**  **Terminated**

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  N:

b.) What is the expected graduation date of all students from the program?

Spring 2018 (May Graduation Date)

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  N:

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  N:

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  N:

b.) Please describe any layoffs that will occur including the date expected?

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):

a.) Internal Curriculum Committees                      NA

b.) Faculty Senate    NA

c.) Program Public Advisory Committee                      NA

d.) Articulation Partners    X

4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)      Y:             N:   x

April, 2016

**ITEM 171-2023-LI0416**

**Notification of the Change in the Name of the Licensed Addictions Counseling Program to Addictions Counseling**

---

**THAT**

Montana State University requests approval from the Board of Regents to change the name of the Licensed Addictions Counseling Program to Addictions Counseling

---

**EXPLANATION**

We are formally requesting to change the name of the online graduate certificate program at Montana State University, Bozeman from the "Licensed Addictions Counseling" Program to the "Addictions Counseling" Program. We wish to remove the word "licensed" from the title of the program as MSU is not the licensing body for this particular profession or credential. MSU provides specific academic preparation for addictions counseling which enables students to become internship and licensure eligible with the state. The current name is misleading to students and potential students because it tacitly promises licensing. MSU's program can't license people. Further, if students are out-of-state, which is our potential market for growth, we can't guarantee that licensure in the student's home state will automatically happen as a result of the program, although every effort will be made to prepare students for licensure in many states.

---

**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM **171-2023-LI0416**

Meeting Date **April, 2016**

Institution: **Montana State University**

CIP Code: **34.0104**

Program/Center/Institute Title: **Licensed Addictions Program Name Change to Addictions Counseling**

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

**x** **A. Level I:**

**Campus Approvals**

\_\_\_\_\_ **1a. Placing a program into moratorium** (Program Termination and Moratorium Form)

\_\_\_\_\_ **1b. Withdrawing a program from moratorium**

**x** **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**

\_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**

\_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**

\_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)

\_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

\_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

We are formally requesting to change the name of the online graduate certificate program at Montana State University, Bozeman from the “Licensed Addictions Counseling” Program to the “Addictions Counseling” Program. We wish to remove the word “licensed” from the title of the program as MSU is not the licensing body for this particular profession or credential. MSU provides specific academic preparation for addictions counseling which enables students to become internship and licensure eligible with the state. The current name is misleading to students and potential students because it tacitly promises licensing. MSU’s program can’t license people. Further, if students are out-of-state, which is our potential market for growth, we can’t guarantee that licensure in the student’s home state will automatically happen as a result of the program, although every effort will be made to prepare students for licensure in many states.



April, 2016

ITEM 171-2808-LI0416

**Notification of the Establishment of a Phlebotomy “Fast Track” Program**

---

**THAT**

The Montana Board of Regents grant Montana State University Northern Nursing to implement a Phlebotomy “fast track” program to our students.

---

**EXPLANATION**

A new program offering in health science which addresses knowledge and skills necessary for employment in the area of phlebotomy. Completion of the “fast track” program provides the ability to take the national certification exam. This course offers the option to complete only the courses needed to achieve national certification.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2808-LI0416 Meeting Date April, 2016

Institution: Montana State University Northern CIP Code: 51.1009

Program/Center/Institute Title: Phlebotomy Course "Fast Track"

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ 1a. **Placing a program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 1b. **Withdrawing a program from moratorium**
- X \_\_\_\_\_ 2. **Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- \_\_\_\_\_ 3. **Adding a BAS/AA/AS Area of Study**
- \_\_\_\_\_ 4. **Offering an existing program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ 5. **Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ 8. **Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ 9. **Revising a program** (Curriculum Proposal Form)
- \_\_\_\_\_ 10. **Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Completion of this “fast track” program provides the ability to take the national certification exam. This course offers the option to complete only the courses needed to achieve national certification. Upon completion of the “fast track”, the student will be awarded 6 health science credits and a campus certificate of completion. This track alone, is not enough credits to be eligible for financial aid. These credits are applicable to degree plans in health sciences and nursing.

April, 2016

ITEM 171-2809-LI0416

**Notification of the Establishment of a Phlebotomy Certificate**

---

**THAT**

The Montana Board of Regents grant Montana State University Northern Nursing permission to implement a Phlebotomy Certificate program.

---

**EXPLANATION**

Completion of the program provides the ability to take the national certification exam. Additionally, this course offers the option to continue on into other health science pathways, as well as, nursing. This program area offers the student opportunity to be employed. It also offers the student enough credit hours to be eligible for financial aid and the ability to advance their education in healthcare as a foundation to build upon.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2809-LI0416 Meeting Date April, 2016

Institution: Montana State University Northern CIP Code: 51.1009

Program/Center/Institute Title: Phlebotomy Certificate

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ 1a. **Placing a program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 1b. **Withdrawing a program from moratorium**
- X \_\_\_\_\_ 2. **Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- \_\_\_\_\_ 3. **Adding a BAS/AA/AS Area of Study**
- \_\_\_\_\_ 4. **Offering an existing program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ 5. **Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ 8. **Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ 9. **Revising a program** (Curriculum Proposal Form)
- \_\_\_\_\_ 10. **Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Completion of the program provides the ability to take the national certification exam. Additionally, this course offers the option to continue on into other health science pathways, as well as nursing. This program area offers the student opportunity to be employed. It also offers the student enough credit hours to be eligible for financial aid and the ability to advance their education in healthcare as a foundation to build upon.

April, 2016

ITEM 171-2901-LI0416

**Notification of the Placement of Business Administration-Entrepreneurship Associate of Applied Science Degree into Moratorium**

---

**THAT**

Great Falls College Montana State University notifies the Board of Regents of the placement of the Business Administration-Entrepreneurship Associate of Applied Science Degree into Moratorium.

---

**EXPLANATION**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment; experiencing retention and completion challenges; and/or producing graduates unable to earn a living wage. The Business Administration- Entrepreneurship Associate of Applied Science Degree was identified as one such program. Students currently enrolled in the program are working with advisors and following a formal completion plan. No new applicants to the program or transfers into the program are currently being processed.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2901-LI0416 Meeting Date April, 2016

Institution: Great Falls College Montana State University CIP Code: 52.0701

Program/Center/Institute Title: Business Administration- Entrepreneurship Associate of Applied Science Degree

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- X **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- \_\_\_\_\_ **1b. Withdrawing a program from moratorium**
- \_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- \_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**
- \_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination Checklist)
- \_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)
- \_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*



**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment; experiencing retention and completion challenges; and/or producing graduates unable to earn a living wage. The Business Administration - Entrepreneurship Associates of Applied Science Degree was identified as one such program. Students currently enrolled in the program are working with advisors and following a formal completion plan. No new applicants to the program or transfers into the program are currently being processed.

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Business Administration - Entrepreneurship Associate of Applied Science Degree**

Program is being  X  Placed into moratorium   Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  X  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  X  N:

b.) What is the expected graduation date of all students from the program?

May 2017

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  X  N:

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  X  N:

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  X  N:

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

**b.) Please describe any layoffs that will occur including the date expected?**

3 Business faculty will not have their contracts renewed after May 2017.

**3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):**

a.) Internal Curriculum Committees              X    

b.) Faculty Senate                                             X    

c.) Program Public Advisory Committee             X    

d.) Articulation Partners                                             X    

**4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)      Y:   X   N: \_\_\_\_\_**

Students were concerned at first about their ability to complete their programs; however, after meeting with their advisors and seeing the “teach out” plan for student completion, the students’ fears seem to have been allayed.

April, 2016

ITEM 171-2902-LI0416

**Notification of the Placement of the Business Fundamentals Certificate of Applied Science into Moratorium**

---

**THAT**

Great Falls College Montana State University notifies the Board of Regents of the placement of the Business Fundamentals Certificate of Applied Science into Moratorium.

---

**EXPLANATION**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment; experiencing retention and completion challenges; and/or producing graduates unable to earn a living wage. The Business Fundamentals Certificate of Applied Science was identified as one such program. Students currently enrolled in the program are working with advisors and following a formal completion plan. No new applicants to the program or transfers into the program are currently being processed.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2902-LI0416 Meeting Date April, 2016

Institution: Great Falls College Montana State University CIP Code: 52.0201

Program/Center/Institute Title: Business Fundamentals Certificate of Applied Science Degree

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- X **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- \_\_\_\_\_ **1b. Withdrawing a program from moratorium**
- \_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- \_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**
- \_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination Checklist)
- \_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)
- \_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment; experiencing retention and completion challenges; and/or producing graduates unable to earn a living wage. The Business Fundamentals Certificate of Applied Science Degree was identified as one such program. Students currently enrolled in the program are working with advisors and following a formal completion plan. No new applicants to the program or transfers into the program are currently being processed.

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Business Fundamentals Certificate of Applied Science Degree**

Program is being  X  Placed into moratorium   Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  X  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  X  N:

b.) What is the expected graduation date of all students from the program?

May 2017

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  X  N:

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  X  N:

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  X  N:

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

**b.) Please describe any layoffs that will occur including the date expected?**

3 Business faculty will not have their contracts renewed after May 2017.

**3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):**

a.) Internal Curriculum Committees     X    

b.) Faculty Senate     X    

c.) Program Public Advisory Committee     X    

d.) Articulation Partners     X    

**4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)**    Y:   X      N:     

Students were concerned at first about their ability to complete their programs; however, after meeting with their advisors and seeing the "teach out" plan for student completion, the students' fears seem to have been allayed.



April, 2016

ITEM 171-2903-LI0416

**Notification of the Placement of the Business Administration-Management Associate of Applied Science Degree into Moratorium**

---

**THAT**

Great Falls College Montana State University notifies the Board of Regents of the placement of the Business Administration-Management Associate of Applied Science Degree into Moratorium.

---

**EXPLANATION**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that had low enrollment; experiencing retention and completion challenges; and/or producing graduates unable to earn a living wage. The Business Administration-Management Associate of Applied Science was identified as one such program. Students currently enrolled in the program are working with advisors and following a formal completion plan. No new applicants to the program or transfers into the program are currently being processed.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

Montana Board of Regents  
ACADEMIC PROPOSAL REQUEST FORM

ITEM 171-2903-LI0416 Meeting Date April, 2016

Institution: Great Falls College Montana State University CIP Code: 52.0201

Program/Center/Institute Title: Business Administration-Management Associate of Applied Science Degree

Includes (please specify below): Online Offering X Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- X **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- \_\_\_\_\_ **1b. Withdrawing a program from moratorium**
- \_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- \_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**
- \_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination Checklist)
- \_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)
- \_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

- 1. Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
- 2. Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
- 4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
- 5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment; experiencing retention and completion challenges; and/or producing graduates unable to earn a living wage. The Business Administration-Management Associate of Applied Science Degree was identified as one such program. Students currently enrolled in the program are working with advisors and following a formal completion plan. No new applicants to the program or transfers into the program are currently being processed.

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Business Administration-Management Associate of Applied Science Degree**

Program is being  X  Placed into moratorium   Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  X  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  X  N:

b.) What is the expected graduation date of all students from the program?

May 2017

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  X  N:

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  X  N:

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  X  N:

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

**b.) Please describe any layoffs that will occur including the date expected?**

3 Business faculty will not have their contracts renewed after May 2017.

**3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):**

a.) Internal Curriculum Committees                          X    

b.) Faculty Senate        X    

c.) Program Public Advisory Committee                          X    

d.) Articulation Partners                                          X    

**4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)**      Y:   X      N:       

Students were concerned at first about their ability to complete their programs; however, after meeting with their advisors and seeing the "teach out" plan for student completion, the students' fears seem to have been allayed.

April, 2016

ITEM 171-2904-LI0416

**Notification of the Placement into Moratorium of the Graphic Design Associate of Applied Science Degree**

---

**THAT**

Great Falls College Montana State University notifies the Board of Regents of the placement of the Graphic Design Associate of Applied Science Degree into Moratorium.

---

**EXPLANATION**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that had low enrollment; experiencing retention and completion challenges; and/or producing graduates unable to earn a living wage. The Graphic Design Associate of Applied Science was identified as one such program. Students currently enrolled in the program are working with advisors and following a formal completion plan. No new applicants to the program or transfers into the program are currently being processed.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2904-LI0416 Meeting Date April, 2016

Institution: Great Falls College Montana State University CIP Code: 50.0409

Program/Center/Institute Title: Graphic Design Associate of Applied Science Degree

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- X **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- \_\_\_\_\_ **1b. Withdrawing a program from moratorium**
- \_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- \_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**
- \_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination Checklist)
- \_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)
- \_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment; experiencing retention and completion challenges; and/or producing graduates unable to earn a living wage. The Graphic Design Associate of Applied Science Degree was identified as one such program. Students currently enrolled in the program are working with advisors and following a formal completion plan. No new applicants to the program or transfers into the program are currently being processed.



**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Graphic Design Associate of Applied Science Degree**

Program is being  X  Placed into moratorium   Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  X  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  X  N:

b.) What is the expected graduation date of all students from the program?

May 20, 2017

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  X  N:

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  X  N:

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  X  N:

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

**b.) Please describe any layoffs that will occur including the date expected?**

1 Graphic Design/Web Design faculty will not have her contract renewed after May 2017.

**3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):**

a.) Internal Curriculum Committees     X    

b.) Faculty Senate     X    

c.) Program Public Advisory Committee     X    

d.) Articulation Partners     X    

4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.) Y:      N:   X

April, 2016

ITEM 171-2905-LI0416

**Notification of the Placement into Moratorium of the CIT- Web Design Associate of Applied Science Degree**

---

**THAT**

Great Falls College Montana State University notifies the Board of Regents of the placement of the CIT-Web Design Associate of Applied Science Degree into Moratorium.

---

**EXPLANATION**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment; experiencing retention and completion challenges; and/or producing graduates unable to earn a living wage. The CIT-Web Design Associates of Applied Science Degree was identified as one such program. Students currently enrolled in the program are working with advisors and following a formal completion plan. No new applicants to the program or transfers into the program are currently being processed.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2905-LI0416 Meeting Date April, 2016

Institution: Great Falls College Montana State University CIP Code: 11.0801

Program/Center/Institute Title: CIT- Web Design Associate of Applied Science Degree

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- X **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- \_\_\_\_\_ **1b. Withdrawing a program from moratorium**
- \_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- \_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**
- \_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination Checklist)
- \_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)
- \_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment; experiencing retention and completion challenges; and/or producing graduates unable to earn a living wage. The CIT-Web Design Associates of Applied Science Degree was identified as one such program. Students currently enrolled in the program are working with advisors and following a formal completion plan. No new applicants to the program or transfers into the program are currently being processed.

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **CIT-Web Design Associate of Applied Science Degree**

Program is being  X  Placed into moratorium   Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  X  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  X  N:

b.) What is the expected graduation date of all students from the program?

May 2017

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  X  N:

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  X  N:

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  X  N:



April, 2016

ITEM 171-2906-LI0416

**Notification of the Placement into Moratorium of the Healthcare Office Certificate of Technical Studies**

---

**THAT**

Great Falls College Montana State University notifies the Board of Regents of the placement of the Healthcare Office Certificate of Technical Studies into Moratorium.

---

**EXPLANATION**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment, experiencing retention and completion challenges, and/or producing graduates unable to earn a living wage. The Healthcare Office CTS was identified as one such program. This is a one semester program. No new applicants to the program or transfers into the program are currently being processed.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form



**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2906-LI0416 Meeting Date April, 2016

Institution: Great Falls College Montana State University CIP Code: 51.0716

Program/Center/Institute Title: Healthcare Office Certificate of Technical Studies

Includes (please specify below): Online Offering X Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- X **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- \_\_\_\_\_ **1b. Withdrawing a program from moratorium**
- \_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- \_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**
- \_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination Checklist)
- \_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)
- \_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment, experiencing retention and completion challenges, and/or producing graduates unable to earn a living wage. The Healthcare Office CTS was identified as one such program. This is a one semester program. No new applicants to the program or transfers into the program are currently being processed.

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Healthcare Office Certificate of Technical Studies**

Program is being  **Placed into moratorium**  **Terminated**

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  N:

b.) What is the expected graduation date of all students from the program? May 2017

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  N:

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  N:

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  N:

b.) Please describe any layoffs that will occur including the date expected?

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):

a.) Internal Curriculum Committees                          X    

b.) Faculty Senate        X    

c.) Program Public Advisory Committee                          NA    

d.) Articulation Partners        NA    

4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)      Y:           N:   X

April, 2016

ITEM 171-2907-LI0416

**Notification of the Placement into Moratorium of the Medical Billing and Coding Specialist Associate of Applied Science Degree**

---

**THAT**

Great Falls College Montana State University notifies the Board of Regents of the placement of the Medical Billing and Coding Specialist Associate of Applied Science Degree into Moratorium.

---

**EXPLANATION**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment, experiencing retention and completion challenges, and/or producing graduates unable to earn a living wage. The Medical Billing and Coding Specialist AAS Degree was identified as one such program. Students currently enrolled in the program are working with advisors and following a formal completion plan. No new applicants to the program or transfers into the program are currently being processed.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2907-LI0416 Meeting Date April, 2016

Institution: Great Falls College Montana State University CIP Code: 51.0714

Program/Center/Institute Title: Medical Billing and Coding Specialist Associate of Applied Science Degree

Includes (please specify below): Online Offering X Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- X **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- \_\_\_\_\_ **1b. Withdrawing a program from moratorium**
- \_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- \_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**
- \_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination Checklist)
- \_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)
- \_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment, experiencing retention and completion challenges, and/or producing graduates unable to earn a living wage. The Medical Billing and Coding Specialist AAS Degree was identified as one such program. Students currently enrolled in the program are working with advisors and following a formal completion plan. No new applicants to the program or transfers into the program are currently being processed.

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Medical Billing and Coding Specialist Associate of Applied Science**

Program is being  **Placed into moratorium**  **Terminated**

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  N:

b.) What is the expected graduation date of all students from the program? **May 2017**

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  N:

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  N:

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  N:





April, 2016

ITEM 171-2908-LI0416

**Notification of the Placement into Moratorium of the Medical Billing Specialist Certificate of Applied Science Degree**

---

**THAT**

Great Falls College Montana State University notifies the Board of Regents of the placement of the Medical Billing Specialist Certificate of Applied Science Degree into Moratorium.

---

**EXPLANATION**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment, experiencing retention and completion challenges, and/or producing graduates unable to earn a living wage. The Medical Billing Specialist CAS Degree was identified as one such program. Students currently enrolled in the program are working with advisors and following a formal completion plan. No new applicants to the program or transfers into the program are currently being processed.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2908-LI0416 Meeting Date April, 2016

Institution: Great Falls College Montana State University CIP Code: 51.0714

Program/Center/Institute Title: Medical Billing Specialist Certificate of Applied Science Degree

Includes (please specify below): Online Offering X Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

X **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

\_\_\_\_\_ **1b. Withdrawing a program from moratorium**

\_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**

\_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**

\_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**

\_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination Checklist)

\_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

\_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment, experiencing retention and completion challenges, and/or producing graduates unable to earn a living wage. The Medical Billing Specialist CAS Degree was identified as one such program. Students currently enrolled in the program are working with advisors and following a formal completion plan. No new applicants to the program or transfers into the program are currently being processed.

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Medical Billing Specialist Certificate of Applied Science**

Program is being   **x**   **Placed into moratorium**        **Terminated**

1. **Are there currently students enrolled in the program? (If yes, please answer questions a - c below.)** Y:   **X**   N:       

a.) **Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium?** Y:   **X**   N:       

b.) **What is the expected graduation date of all students from the program? May 2017**

c.) **Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion?** Y:   **X**   N:       

2. **Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.)** Y:   **X**   N:       

a.) **Have the faculty affected by the program termination/moratorium been notified?** Y:   **X**   N:



April, 2016

ITEM 171-2909-LI0416

**Notification of the Placement into Moratorium of the Medical Transcription Associate of Applied Science Degree**

---

**THAT**

Great Falls College Montana State University notifies the Board of Regents of the placement of the Medical Transcription Associate of Applied Science Degree into Moratorium.

---

**EXPLANATION**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment, experiencing retention and completion challenges, and/or producing graduates unable to earn a living wage. The Medical Transcription AAS Degree was identified as one such program. Students currently enrolled in the program are working with advisors and following a formal completion plan. No new applicants to the program or transfers into the program are currently being processed.

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**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2909-LI0416 Meeting Date April, 2016

Institution: Great Falls College Montana State University CIP Code: 51.0708

Program/Center/Institute Title: Medical Transcription Associate of Applied Science Degree

Includes (please specify below): Online Offering X Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- X **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- \_\_\_\_\_ **1b. Withdrawing a program from moratorium**
- \_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- \_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**
- \_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination Checklist)
- \_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)
- \_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*



**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment, experiencing retention and completion challenges, and/or producing graduates unable to earn a living wage. The Medical Transcription AAS Degree was identified as one such program. Students currently enrolled in the program are working with advisors and following a formal completion plan. No new applicants to the program or transfers into the program are currently being processed.

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Medical Transcription Associate of Applied Science**

Program is being   **x**   **Placed into moratorium**        **Terminated**

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:   **X**   N:       

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:   **X**   N:       

b.) What is the expected graduation date of all students from the program? **May 2017**

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:   **X**   N:       

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:   **X**   N:       

a.) Have the faculty affected by the program termination/moratorium been notified? Y:   **X**   N:

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

b.) Please describe any layoffs that will occur including the date expected? 1 half-time (0.5 FTE) faculty position eliminated effective May 2017 (also Program Director for Medical Transcription Certificate of Applied Science).

3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):

a.) Internal Curriculum Committees                          X    

b.) Faculty Senate        X    

c.) Program Public Advisory Committee                          X    

d.) Articulation Partners                                         NA   

4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)      Y:           N:   X

April, 2016

ITEM 171-2910-LI0416

**Notification of the Placement into Moratorium of the Medical Transcription Certificate of Applied Science Degree**

---

**THAT**

Great Falls College Montana State University notifies the Board of Regents of the placement of the Medical Transcription Certificate of Applied Science Degree into Moratorium.

---

**EXPLANATION**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment, experiencing retention and completion challenges, and/or producing graduates unable to earn a living wage. The Medical Transcription CAS Degree was identified as one such program. Students currently enrolled in the program are working with advisors and following a formal completion plan. No new applicants to the program or transfers into the program are currently being processed.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2910-LI0416 Meeting Date April, 2016

Institution: Great Falls College Montana State University CIP Code: 51.0708

Program/Center/Institute Title: Medical Transcription Certificate of Applied Science Degree

Includes (please specify below): Online Offering X Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

X **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

\_\_\_\_\_ **1b. Withdrawing a program from moratorium**

\_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**

\_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**

\_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**

\_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination Checklist)

\_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

\_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment, experiencing retention and completion challenges, and/or producing graduates unable to earn a living wage. The Medical Transcription CAS Degree was identified as one such program. Students currently enrolled in the program are working with advisors and following a formal completion plan. No new applicants to the program or transfers into the program are currently being processed.

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Medical Transcription Certificate of Applied Science**

Program is being  **Placed into moratorium**  **Terminated**

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  N:

b.) What is the expected graduation date of all students from the program? May 2017

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  N:

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  N:

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  N:

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

b.) Please describe any layoffs that will occur including the date expected? 1 half-time (0.5 FTE) faculty position eliminated effective May 2017 (also Program Director for Medical Transcription Associate of Applied Science).

3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):

a.) Internal Curriculum Committees     X    

b.) Faculty Senate     X    

c.) Program Public Advisory Committee     X    

d.) Articulation Partners     NA    

4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.) Y: \_\_\_\_\_ N:   X



April, 2016

**ITEM 171-2911-LI0416**

**Notification of the Placement into Moratorium of the Practical Nurse Associate of Applied Science**

---

**THAT**

Great Falls College Montana State University notifies the Board of Regents of the placement of the Practical Nurse Associate of Applied Science into Moratorium.

---

**EXPLANATION**

Great Falls College MSU is in the process of modifying its current Practical Nurse Associate of Applied Science to the state approved Certificate of Applied Science.

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**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2911-LI0416 Meeting Date April, 2016

Institution: Great Falls College Montana State University CIP Code: 51.3901

Program/Center/Institute Title: Practical Nurse Associate of Applied Science Degree

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

X **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

\_\_\_\_\_ **1b. Withdrawing a program from moratorium**

\_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**

\_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**

\_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**

\_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination Checklist)

\_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

\_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Great Falls College Montana State University is in the process of modifying its current Practical Nurse Associate of Applied Science to the state approved Certificate of Applied Science.

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Practical Nurse Associate of Applied Science**

Program is being  **Placed into moratorium**  **Terminated**

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  N:

b.) What is the expected graduation date of all students from the program? May 2016

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  N:

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  N:

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  N:

b.) Please describe any layoffs that will occur including the date expected?



April, 2016

**ITEM 171-2912-L10416**

**Notification of the Placement of Construction Technology – Carpentry Certificate of Applied Science Degree into Moratorium**

---

**THAT**

Request permission from the Board of Regents for Great Falls College MSU to place the Construction Technology-Carpentry Certificate of Applied Science Degree into Moratorium.

---

**EXPLANATION**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment; experiencing retention and completion challenges; and/or producing graduates unable to earn a living wage. The Construction Technology—Carpentry Certificate of Applied Science Degree was identified as one such program. No new applicants to the program or transfers into the program are currently being processed.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2912-L10416 Submission Month or Meeting: April, 2016

Institution: Great Falls College MSU CIP Code: 46.0201

Program/Center/Institute Title: Construction Technology – Carpentry Certificate of Applied Science

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

x **1a. Placing a program into moratorium** (Program Termination and Moratorium Form)

\_\_\_\_\_ **1b. Withdrawing a program from moratorium**

\_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**

\_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**

\_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**

\_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)

\_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

\_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Great Falls College MSU recently underwent a campus wide prioritization process that served to identify programs that were low enrollment; experiencing retention and completion challenges; and/or producing graduates unable to earn a living wage. The Construction Technology—Carpentry Certificate of Applied Science Degree was identified as one such program. No new applicants to the program or transfers into the program are currently being processed.



**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Construction Technology—Carpentry Certificate of Applied Science**

Program is being  X  Placed into moratorium   Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  X  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:   N:  X

All students currently enrolled in the program will graduate in May 2016.

b.) What is the expected graduation date of all students from the program?

All students currently enrolled in the program will graduate in May 2016.

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  X  N:

All students currently enrolled in the program will graduate in May 2016.

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:   N:  X

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  X  N:

b.) Please describe any layoffs that will occur including the date expected? N/A

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

**3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):**

a.) Internal Curriculum Committees                          X    

b.) Faculty Senate        X    

c.) Program Public Advisory Committee                          X    

d.) Articulation Partners                                          X    

**4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)**    Y:           N:   X

April, 2016

**ITEM 171-1003-LI0416**

**Notification of the Establishment of a Construction Helper Certificate of Technical Studies, Missoula College-UM**

---

**THAT**

Missoula College-UM notifies the Montana Board of Regents of the establishment of a Construction Helper CTS.

---

**EXPLANATION**

This proposed Construction Helper Certificate of Technical Skills would be offered by the Carpentry/Sustainable Construction Technology program, Industrial Technology Department at Missoula College.

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**ATTACHMENTS**

Academic Proposal Request Form

Montana Board of Regents  
ACADEMIC PROPOSAL REQUEST FORM

ITEM 171-1003-LI0416

Meeting Date April, 2016

Institution: Missoula College-UM

CIP Code: 46.0201

Program/Center/Institute Title: Construction Helper CTS

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

\_\_\_\_\_ **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

\_\_\_\_\_ **1b. Withdrawing a program from moratorium**

x **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**

\_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**

\_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**

\_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination Checklist)

\_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

\_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

The proposed Construction Helper CTS will include technical coursework offered within the existing Carpentry (Sustainable Construction Technology) program. The intent is to provide students with the skills necessary for entry-level construction positions.

The CTS utilizes four existing class offerings in a semester-long skills training, safety-specific course of study. The CTS will work to mitigate potential employee's learning curves and should make our graduates more attractive for immediate employment. This CTS can be completed during the pursuit of a certificate/degree within the program or can be taken separately during one semester.

April, 2016

**ITEM 171-1005-LI0416**

**Notification of the establishment of a graduate certificate in International Development Studies,  
University of Montana-Missoula**

---

**THAT**

The University of Montana notifies the Montana Board of Regents of the establishment of a graduate certificate in International Development Studies.

---

**EXPLANATION**

The University of Montana-Missoula International Development Studies Program seeks to establish a Graduate Certificate in International Development Studies. The IDS Graduate Certificate will be an interdisciplinary graduate certificate administered by the UM International Development Studies program. The Graduate Certificate is designed for Master's and Ph.D. level students who would like to obtain credentials and interdisciplinary training in International Development Studies.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-1005-LI0416 Meeting Date April, 2016

Institution: University of Montana-Missoula CIP Code: 45.0604

Program/Center/Institute Title: International Development Studies Graduate Certificate

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

\_\_\_\_\_ **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

\_\_\_\_\_ **1b. Withdrawing a program from moratorium**

x **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**

\_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**

\_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**

\_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination Checklist)

\_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

\_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

The University of Montana-Missoula International Development Studies Program seeks to establish a graduate certificate in International Development Studies (IDS). The IDS graduate certificate will be an interdisciplinary graduate certificate administered by the UM International Development Studies program. The graduate certificate is designed for Master's and Ph.D. level students who would like to obtain credentials and interdisciplinary training in International Development Studies. The certificate requires 12 credits.

The certificate will bring together faculty and courses from across UM into an integrated program with a focus on issues of development and globalization within individual communities, as well as national and international political and economic systems. Students will explore the links between their chosen field of study and the International Development Studies program to address questions about the processes, problems, and prospects for international and global development, including the planning, management, and evaluation of international development projects and programs.



April, 2016

**ITEM 171-1505-LI0416**

**Notification of the Establishment of a Graduate Certificate in Computational Science**

---

**THAT**

Montana Tech notifies the Montana Board of Regents of the establishment of a Graduate Certificate in Computational Science. The program involves a 15-credit curriculum that will allow students to add a certificate to their professional credentials upon completion.

---

**EXPLANATION**

The Certificate in Computational Science is designed for scientists and engineers seeking to utilize the full power of computer modeling and simulation to advance understanding, experiment, and theory in a broad range of science and engineering fields. Students will learn about algorithm development, numerical analysis, computer hardware and software, computer modeling, and solving complex problems.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-1505-LI0416 Meeting Date April, 2016

Institution: Montana Tech CIP Code: 30.30

Program/Center/Institute Title: Computational Science Graduate Certificate

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

\_\_\_\_\_ **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

\_\_\_\_\_ **1b. Withdrawing a program from moratorium**

x **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**

\_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**

\_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**

\_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination Checklist)

\_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

\_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Montana Tech notifies the Montana Board of Regents of the establishment of a Graduate Certificate in Computational Science. This certificate is designed for natural scientists, mathematicians, statisticians, social/behavioral scientists, computer scientists, and engineers seeking to use the full power of computer modeling and simulation to advance understanding, experiment, and theory in the broad range of science and engineering fields. Graduates will be knowledgeable of at least one science, mathematics, or engineering field and skilled in computational science and scientific programming. They will be able to understand the science and mathematics, develop analytical or numerical solutions and codes, thereby contributing to important research and applications in health/medicine, environmental science, materials and manufacturing, natural resources, agriculture, and social sciences. The 15-credit certificate consists of a 12-credit core and 3 credits of electives.

**Required Courses (12 credits)**

CSCI 577 Computer Simulation and Modeling or M 526 Mathematical Modeling  
CSCI 579 Scientific Computing  
CSCI 599 Computational Science Project  
M 510 Numerical Computing

**Elective Course (3 credits)**

CSCI 544 Data Visualization  
M 526 Mathematical Modeling (if student has taken CSCI 577)  
GEOP 591 Numerical Computing  
PET 511 Advanced Reservoir Simulation  
GEOE 532 Geochemical Modeling

April, 2016

**ITEM 171-301-LI0416**

**Request for Authorization to Terminate the Business Administration CAS Program**

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**THAT**

Flathead Valley Community College requests authorization to terminate the Business Administration CAS program.

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**EXPLANATION**

Due to long-term low enrollment, FVCC would like to delete this program.

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**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-301-LI0416 Meeting Date April, 2016

Institution: Flathead Valley Community College CIP Code: 52.0201

Program/Center/Institute Title: Business Administration CAS

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- 1a. **Placing a program into moratorium** (Program Termination and Moratorium Form)
- 1b. **Withdrawing a program from moratorium**
- 2. **Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- 3. **Adding a BAS/AA/AS Area of Study**
- 4. **Offering an existing program via distance or online delivery**

**OCHE Approvals**

- 5. **Re-titling an existing postsecondary educational program**
- X 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- 8. **Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- 9. **Revising a program** (Curriculum Proposal Form)
- 10. **Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Due to long-term low enrollment, FVCC would like to delete this program.

---

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Business Administration C.A.S.**

Program is being  Placed into moratorium  Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  N:

There are two students currently enrolled. One student will complete this spring; the other plans to complete Spring of 2017.

b.) What is the expected graduation date of all students from the program?

Spring of 2016 (1)

Spring of 2017 (1)

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  N:

None of the courses in the program are being deleted.

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  N:

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  N:

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

**b.) Please describe any layoffs that will occur including the date expected?**

None.

**3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):**

a.) Internal Curriculum Committees                                X          

b.) Faculty Senate              X          

c.) Program Public Advisory Committee                  Meets in May    

d.) Articulation Partners                                                N/A          

**4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)**      Y:             N:   X



April, 2016

**ITEM 171-302-LI0416**

**Request for Authorization to Terminate the Business Innovation and Development CT**

---

**THAT**

Flathead Valley Community College requests authorization to terminate the Business Innovation and Development CT program.

---

**EXPLANATION**

This certificate was created in conjunction with a Round II TAACCCT grant and was not successful. As the grant cycle has ended, FVCC would like to delete this program.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-302-LI0416 Meeting Date April, 2016

Institution: Flathead Valley Community College CIP Code: 52.0201

Program/Center/Institute Title: Business Innovation and Development CT

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- 1a. **Placing a program into moratorium** (Program Termination and Moratorium Form)
- 1b. **Withdrawing a program from moratorium**
- 2. **Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- 3. **Adding a BAS/AA/AS Area of Study**
- 4. **Offering an existing program via distance or online delivery**

**OCHE Approvals**

- 5. **Re-titling an existing postsecondary educational program**
- X        6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- 8. **Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- 9. **Revising a program** (Curriculum Proposal Form)
- 10. **Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

This certificate was created in conjunction with a Round II TAACCCT grant and was not successful. As the grant cycle has ended, FVCC would like to delete this program.

---

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Business Innovation and Development Certificate**

Program is being  Placed into moratorium  Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  N:

There are three students currently enrolled. One student will complete this spring, one student is not returning due to relocation, and one student plans to complete Spring of 2017.

b.) What is the expected graduation date of all students from the program?

Spring of 2016 (1)

Spring of 2017 (1)

Not planning to continue, but not due to program changes (1)

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  N:

We have four of the five courses currently available. One course has had difficulty making enrollment; we have a viable substitution if it does not run.

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  N:

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  x  N:

b.) Please describe any layoffs that will occur including the date expected?

None.

3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):

a.) Internal Curriculum Committees  X

b.) Faculty Senate  X

c.) Program Public Advisory Committee  Meets in May

d.) Articulation Partners  N/A

4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.) Y:   N:  X

April, 2016

**ITEM 171-303-LI0416**

**Request for Authorization to Re-title the Goldsmithing and Jewelry Arts AAS Program**

---

**THAT**

Flathead Valley Community College requests authorization to re-title the Goldsmithing and Jewelry Arts AAS program.

---

**EXPLANATION**

To more accurately reflect program content and to better align with the related CAS program, FVCC would like to re-title this program to Goldsmithing and 3D Jewelry Design.

---

**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-303-LI0416 Submission Month or Meeting: April 2016

Institution: Flathead Valley Community College CIP Code: 50.04

Program/Center/Institute Title: Goldsmithing and Jewelry Arts AAS

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

- 1a. Placing a program into moratorium** (Program Termination and Moratorium Form)
- 1b. Withdrawing a program from moratorium**
- 2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- 3. Adding a BAS/AA/AS Area of Study**
- 4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

- x   **5. Re-titling an existing postsecondary educational program**
- 6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- 7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- 8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- 9. Revising a program** (Curriculum Proposal Form)
- 10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

- 1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
- 2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
- 4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
- 5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:** To more accurately reflect program content and to better align with the related CAS program, FVCC would like to re-title this program to Goldsmithing and 3D Jewelry Design.



April, 2016

**ITEM 171-304-LI0416**

**Request for Authorization to Re-title the Goldsmithing and Jewelry Arts CAS Program**

---

**THAT**

Flathead Valley Community College requests authorization to re-title the Goldsmithing and Jewelry Arts CAS program.

---

**EXPLANATION**

To more accurately reflect program content and to better align with the related AAS program, FVCC would like to re-title this program to Goldsmithing and 3D Jewelry Design.

---

**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-304-LI0416 Submission Month or Meeting: April, 2016

Institution: Flathead Valley Community College CIP Code: 50.04

Program/Center/Institute Title: Goldsmithing and Jewelry Arts CAS

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

- 1a. Placing a program into moratorium** (Program Termination and Moratorium Form)
- 1b. Withdrawing a program from moratorium**
- 2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- 3. Adding a BAS/AA/AS Area of Study**
- 4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

- x   **5. Re-titling an existing postsecondary educational program**
- 6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- 7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- 8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- 9. Revising a program** (Curriculum Proposal Form)
- 10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:** To more accurately reflect program content and to better align with the related AAS program, FVCC would like to re-title this program to Goldsmithing and 3D Jewelry Design.

April, 2016

**ITEM 171-305-LI0416**

**Request for Authorization to Terminate the Health Information Technology Implementation and Maintenance Specialist CT**

---

**THAT**

Flathead Valley Community College requests authorization to terminate the Health Information Technology Implementation and Maintenance Specialist program.

---

**EXPLANATION**

This certificate was created in conjunction with a grant associated with the Affordable Care Act. As the grant cycle has ended, and this program has had consistent low enrollment, FVCC would like to terminate this program.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-305-LI0416 Meeting Date April, 2016

Institution: Flathead Valley Community College CIP Code: 51.0707

Program/Center/Institute Title: Health Information Technology Implementation and Maintenance Specialist CT

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ **1a. Placing a program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ **1b. Withdrawing a program from moratorium**
- \_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- \_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**
- \_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**
- X \_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)
- \_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

This certificate was created in conjunction with a grant associated with the Affordable Care Act. As the grant cycle has ended, and this program has had consistent low enrollment, FVCC would like to terminate this program.

---

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

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

Program is being  Placed into moratorium  Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  N:

b.) What is the expected graduation date of all students from the program?

May 2017

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  N:

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  N:

No

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  N:





April, 2016

**ITEM 171-306-LI0416**

**Request for Authorization to Terminate the Marketing/Sales Specialist CAS**

---

**THAT**

Flathead Valley Community College requests authorization to terminate the Marketing/Sales Specialist CAS program.

---

**EXPLANATION**

Due to long-term low enrollment, FVCC would like to terminate this program.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-306-LI0416 Meeting Date April, 2016

Institution: Flathead Valley Community College CIP Code: 52.1499

Program/Center/Institute Title: Marketing/Sales Specialist CAS

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- 1a. **Placing a program into moratorium** (Program Termination and Moratorium Form)
- 1b. **Withdrawing a program from moratorium**
- 2. **Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- 3. **Adding a BAS/AA/AS Area of Study**
- 4. **Offering an existing program via distance or online delivery**

**OCHE Approvals**

- 5. **Re-titling an existing postsecondary educational program**
- X        6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- 8. **Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- 9. **Revising a program** (Curriculum Proposal Form)
- 10. **Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Due to long-term low enrollment, FVCC would like to terminate this program.

---

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Marketing/Sales Specialist C.A.S.**

Program is being  Placed into moratorium  Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  N:

There are two students currently enrolled.

b.) What is the expected graduation date of all students from the program?

Spring of 2017 (2)

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  N:

None of the courses in the certificate are being removed, so all courses will be available for students to complete the certificate.

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  N:

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  N:

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

**b.) Please describe any layoffs that will occur including the date expected?**

None.

**3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):**

a.) Internal Curriculum Committees                          X    

b.) Faculty Senate        X    

c.) Program Public Advisory Committee              Meets in May

d.) Articulation Partners                                          N/A    

**4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)**      Y:           N:   X

**April, 2016**

**ITEM 171-307-LI0416**

**Request for Authorization to Terminate the Medical Transcription CAS**

---

**THAT**

Flathead Valley Community College requests authorization to terminate the Medical Transcription CAS program.

---

**EXPLANATION**

This program has been in moratorium and FVCC would now like to terminate this program.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-307-LI0416 Meeting Date April, 2016

Institution: Flathead Valley Community College CIP Code: 51.0708

Program/Center/Institute Title: Medical Transcription CAS

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- 1a. Placing a program into moratorium** (Program Termination and Moratorium Form)
- 1b. Withdrawing a program from moratorium**
- 2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- 3. Adding a BAS/AA/AS Area of Study**
- 4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

- 5. Re-titling an existing postsecondary educational program**
- X 6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- 7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- 8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- 9. Revising a program** (Curriculum Proposal Form)
- 10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

This program has been in moratorium and FVCC would now like to terminate this program.

---



**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Medical Transcription CAS**

Program is being  Placed into moratorium  Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  N:

This program has been in moratorium for two years. There are no students.

b.) What is the expected graduation date of all students from the program?

The most recent students in this program graduated in 2013.

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  N:

NA

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  N:

No

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  N:

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

b.) Please describe any layoffs that will occur including the date expected?

None

3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):

a.) Internal Curriculum Committees                        X    

b.) Faculty Senate        X    

c.) Program Public Advisory Committee                X    

d.) Articulation Partners                                    X    

4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)      Y:           N:   X

April, 2016

**ITEM 171-2704-LI0416**

**Request for Authorization to Establish a Pharmacy Technician Certificate of Applied Science Degree Program**

---

**THAT**

Montana State University Billings requests authorization to establish a Pharmacy Technician Certificate of Applied Science Degree program under Board of Regents provisions for a Temporary Approval of a Certificate of Applied Science.

---

**EXPLANATION**

City College at Montana State University Billings will partner with Missoula College at the University of Montana to offer a Pharmacy Technician Certificate of Applied Science degree. The laboratory and internship portions of the curriculum will be completed at City College and local pharmacies while the didactic portion of the program will be completed online through Missoula College.

---

**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

Item Number: **171-2704-LI0416**

Meeting Date: **April, 2016**

Institution: **Montana State University Billings**

CIP Code: **51.0805**

Program Title: **Pharmacy Technician Certificate of Applied Science Degree Program**

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic Affairs Handbook](#).

**A. Notifications:**

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

**1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

**1b. Withdrawing a program from moratorium**

**2. Intent to terminate an existing major, minor, option or certificate – Step 1** (Phase I Program Termination Checklist)

**3. Campus Certificates- Adding, re-titling, terminating or revising a campus certificate of 29 credits or less**

**4. BAS/AA/AS Area of Study**

**B. Level I:**

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

**1. Re-titling an existing major, minor, option or certificate**

**2. Adding a new minor or certificate where there is a major or an option in a major** (Curriculum Proposal Form)

**3. Revising a program** (Curriculum Proposal Form)

**4. Distance or online delivery of an existing degree or certificate program**

**5. Terminating an existing major, minor, option or certificate – Step 2** (Completed Program Termination Checklist)

**X Temporary Certificate or AAS Degree Program**

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**C. Level I with Level II Documentation:**

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

- 1. Consolidating existing programs and/or degrees** (Curriculum Proposal Form)

**D. Level II:**

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

- 1. Re-titling a degree (ex. From B.A. to B.F.A)**

- 2. Adding a new minor or certificate where there is no major or option in a major** (Curriculum Proposal Form)

- 3. Establishing a new degree or adding a major or option to an existing degree** (Curriculum Proposal Form)

- 4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form, except when eliminating or consolidating)

- 5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

City College at Montana State University Billings will partner with Missoula College at the University of Montana to offer a Pharmacy Technician Certificate of Applied Science degree. The laboratory and internship portions of the curriculum will be completed at City College and local pharmacies while the didactic portion of the program will be completed online through Missoula College.

April, 2016

**ITEM 171-2010-LI0416**

**Request for Authorization to Re-title the Bachelor of Science in Human Development and Family Science**

---

**THAT**

Montana State University requests approval from the Board to change the title to replace the option name from Family and Consumer Sciences Non-Teaching with the option name of Human Development and Family Science.

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**EXPLANATION**

The major of Family and Consumer Sciences within the Department of Health and Human Development currently has two options: Teaching and Non-Teaching. Those students seeking a teaching option upon completion of the degree are certified to teach grades 5-12. The Non-Teaching option generally seek careers in nonprofit organizations, human service agencies, and state and federal programs. Furthermore, some students go on to graduate school in counseling, social work, administration, or law.

A name change for our option is sought. We are seeking to refocus our non-teaching program with a title change to replace the option name from Family and Consumer Sciences Non-Teaching with the option name of Human Development and Family Science. In meeting with University Studies and our own Health and Human Development Advising Office, we are aware that students have a difficult time "finding us" with our current option name. The terms human development and family science more accurately reflect the developmental focus of our program across the lifespan as well as the approach of working with families as a unit. Our developmental well-being model is an integral focus of all majors within our department. Thus, the name of Human Development and Family Science also supports that understanding of well-being. In addition, the proposed name is consistent with other programs across the USA.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2010-LI0416 Meeting Date April, 2016

Institution: Montana State University CIP Code: 19.0701

Program/Center/Institute Title: Bachelor of Science in Human Development and Family Science

Includes (please specify below): Online Offering \_\_\_\_\_ Options Human Development and Family Science

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

\_\_\_\_\_ **1a. Placing a program into moratorium** (Program Termination and Moratorium Form)

\_\_\_\_\_ **1b. Withdrawing a program from moratorium**

\_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**

\_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**

\_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

x \_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**

\_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)

\_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

\_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

The program focuses on family behavior, strengths, and challenges using family-specific theoretical frameworks (family systems, family crisis) and research methods. Social, cultural, historical, political, and economic trends that influence family functioning and well-being are addressed. Students study a wide range of family issues including relational dynamics, parenting, human response to stress and crisis, family policies and laws, family finance and economics, work and family issues, and human service delivery and decision-making.

The Human Development and Family Science option will provide a strong background for students seeking careers in human services, family life education, family policy, and financial counseling. The curriculum prepares students to work in a wide range of organizations and settings (community-based social services, human services, family intervention, business, government and public policy, faith-based organizations, healthcare and family wellness, and non-profit organizations). The degree program also prepares students to be strong candidates for graduate programs in marriage and family therapy, counseling, family resource management, human development, family science, social work, law, public administration and other related behavioral and social science disciplines.

It is anticipated that students will more clearly understand what careers the major will lead to. We have found that the previous name, Family and Consumer Sciences, was challenging for students. They seemed to be spending time describing their course of study to potential employers and graduate schools. It is anticipated that the new name would be clearer to understand both the developmental focus of our program as well as the integration of child, family, community and society.



April, 2016

ITEM 171-2018-LI0416

**Request for Authorization to Reduce the Number of Credits in the Master of Science in Health and Human Development: Family Financial Planning Option**

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**THAT**

Request that the Board of Regents grant Montana State University approval to reduce the number of credits in the Master of Science in HHD: Family Financial Planning option from 42 to 36.

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**EXPLANATION**

This is a request for two changes to the existing Master's in Health and Human Development with an option in Family Financial Planning. The first request is to change the number of credits from 42 to 36. The second request is to allow two ways of completing the degree. The first is to have students do coursework with a practicum as the capstone course. The second is for coursework with a professional paper as a capstone course.

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**ATTACHMENTS**

Academic Proposal Request form  
Curriculum Proposal Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

Item Number: 171-2018-LI0416

Meeting Date: April, 2016

Institution: Montana State University

CIP Code: 19.0500

Program Title: Master of Science in Family Financial Planning – Credit Reduction

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic, Research and Student Affairs Handbook](#).

     **A. Notifications:**

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

     **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

     **1b. Withdrawing a program from moratorium**

     **2. Intent to terminate an existing major, minor, option or certificate – Step 1** (Phase I Program Termination Checklist)

     **3. Campus Certificates, CAS/AAS-Adding, re-titling, terminating or revising a campus certificate of 29 credits or less**

     **4. BAS/AA/AS Area of Study**

   **X B. Level I:**

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

     **1. Re-titling an existing major, minor, option or certificate**

     **2. Adding a new minor or certificate where there is a major or an option in a major** (Curriculum Proposal Form)

   **X 3. Revising a program** (Curriculum Proposal Form)

     **4. Distance or online delivery of an existing degree or certificate program**

     **5. Terminating an existing major, minor, option or certificate – Step 2** (Completed Program Termination Checklist)

   **Temporary Certificate or AAS Degree Program**

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**C. Level I with Level II Documentation:**

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

**1. Adding an option within an existing major or degree** (Curriculum Proposal Form)

**2. Consolidating existing programs and/or degrees** (Curriculum Proposal Form)

**D. Level II:**

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

**1. Re-titling a degree (ex. From B.A. to B.F.A)**

**2. Adding a new minor or certificate where there is no major or option in a major** (Curriculum Proposal Form)

**3. Establishing a new degree or adding a major or option to an existing degree** (Curriculum Proposal Form)

**4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form, except when eliminating or consolidating)

**5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

This is a request for two changes to the existing Master's in Health and Human Development with an option in Family Financial Planning. The first request is to change the number of credits from 42 to 36. The second request is to allow two ways of completing the degree. The first is to have students do coursework with a practicum as the capstone course. The second is for coursework with a professional paper as a capstone course.

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

**1. Overview**

This is a request for two changes to the existing Master's in Health and Human Development with an option in Family Financial Planning. The first request is to change the number of credits from 42 to 36. The second request is to allow two ways of completing the degree. The first is to have students do coursework with a practicum as the capstone course. The second is for coursework with a professional paper as a capstone course.

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

The degree is the master's in Health and Human Development with an option in Family Financial Planning. The program is delivered online. Montana State University Bozeman is a member of a consortium of a total of eight land grant universities in the Midwest and West that work together to deliver the master's degree coursework. This program has been active since 2002. The program is self-sufficient in bringing in the financial resources to cover the costs of program delivery. The tuition rate currently is \$530 per credit at all of the institutions participating in the consortium. No other fees are charged.

**3. Need**

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

The program serves place-bound adult students who want to complete a master's in family financial planning while working full-time. Because the program is all online, it allows students to take one or two courses at a time without disrupting their current careers and income streams. This has been a successful program and currently, as Montana State University Bozeman has 33 students in the program.

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

Students in the state of Montana and in the rest of the United States are served by this program because it offers the students the opportunity to take courses to prepare them to take the difficult exam leading to the certification as a Certified Financial Planner®. Additionally, students can continue to take courses leading to the master's degree. The main constituents are adult students, both male and female, who are place-bound and already employed in careers. These students want to further their careers in the positions they already hold or develop the capacity to change careers.

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

The program has already graduated 17 students since its inception in 2002 and currently has 33 students enrolled.

**4. Institutional and System Fit**

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

This program is an existing program.

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

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

The purpose of this request is to change the required number of credits in the program from 42 to 36. The reason for this is that competitors for this program across the U.S. most commonly require 36 credits. Since we do charge \$530 per credit as the consortium tuition for all eight land grant universities involved in delivering this degree, the combination of the 42 credits and the tuition rate dampens demand for the program. We as faculty in the program delivery felt we could reduce the credits by 6 credits and still deliver a quality program for students. Further, we want to open the program from a completely prescribed set of courses to a program where students would have some flexibility in completing the program with some choice in electives and a choice of capstone courses (practicum or professional paper).

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

There are no other programs at Montana State University Bozeman or in the entire MUS system that are the same or similar to the master's program in family financial planning. Business offers a business finance option, but that program teaches students to operate within a business structure to ensure the business' financial position. The program in family financial planning helps families reach their personal goals, which require skillful financial management within the context of the family. The two programs are very different.

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

This program contributes to at least two areas of the strategic plan:

*Learning*

*Goal: MSU prepares students to graduate equipped for careers and further education.*

*Metric L.2.2: By 2019, the number of graduate degrees awarded will increase from 548 to 625 per year. The number of doctoral degrees awarded will increase from 56 to 80 per year.*

The master's in health and human development with an option in family financial planning started in 2002 and has steadily grown since. In 2014-2015, five students graduated with the master's. Enrollment has increased and is now at 33 graduate students. This program is self-sustaining; the tuition pays for program costs. The program does contribute to graduate degrees awarded without requiring base funding from the state.

*Metric L.3.2: By 2019, the percent of graduates pursuing an advanced degree will increase from an average of 21 percent to 25 percent.*

This program allows students to leave Montana State with a bachelor's degree and continue on with a graduate degree while gaining work experience. Several students have done this and they are now graduated from the master's and working in Montana in financial planning. Other students have returned to get a master's degree later after having work experience. This degree program makes graduate school a possibility, since many students remain in the workforce in their current locale and they pay for the program out of pocket, without incurring debt.

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

- 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.**

When this program was initiated, inquiries about any similar programs were made within the Montana State University Bozeman campus and to the University of Montana. No other graduate programs exist in family financial planning. We are the only institution in the state to offer the coursework to become a Certified Financial Planner®, which is the most rigorous credential available in the field of family financial planning. We are the only institution in the state offering a master's in family financial planning.

**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 Family Financial Planning master's degree is a 36-credit distance degree program that is offered through a consortium of eight mid-western and western land-grant universities through Great Plains Interactive Distance Education Alliance (GP-IDEA). The participating land grant universities are:

- Iowa State University
- Kansas State University
- University of Missouri--Columbia
- University of Nebraska--Lincoln
- Oklahoma State University
- North Dakota State University
- South Dakota State University
- Montana State University

The program is registered with the Certified Financial Planner® Board of Standards and meets the education criteria for individuals who wish to fulfill the education component for obtaining CFP® certification. Students may also take the six core courses to fulfill this CFP® education requirement, rather than the full master's program. As a participating university in this consortium, Montana State University offers two of the twelve required courses, in addition to a three-credit practicum experience and a three-credit professional paper. The program is designed to be a part-time program for fully or partially employed students.

Applicants apply at their home institution and take approximately two to three 3-credit courses via distance delivery from each of the participating universities, at a uniform tuition rate determined by the consortium. More information is available at [www.montana.edu/montanagpidea/faq.htm](http://www.montana.edu/montanagpidea/faq.htm)

Two plans for program completion are available: the professional paper plan and the course work-only plan.

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

Professional Paper/Project Plan

This option is appropriate for students who want to conduct their own original research or to participate in a project of interest. This option is particularly appropriate for students who wish to continue to get a Ph.D. A maximum of six (6) professional paper/project credits can be taken. If the student is using faculty time or university facilities to work on their professional paper/project, the student must be registered for HDFP 575 credits. The HDFP 575 credits can be graded or taken pass/fail, as negotiated between the student and the professional paper/project faculty adviser.

Course Work-Only Plan

This plan is for family financial planning students who intend to only work as a financial planning practitioner and have no intention of continuing for a Ph.D. A minimum of 36 credits of coursework is required and a practicum is highly recommended for this coursework only option.

Financial Assistance

The program does qualify for financial aid. However, it is a self-supporting program and as such is not eligible for faculty and staff fee waivers through the MUS system.

**Required Courses in Family Financial Planning:**

(subject to change - check with program contact)

Course Number	Title	Credits
HDFP 510	Fundamentals of Family Financial Planning	3
HDFP 515	Insurance Planning for Families	3
HDFP 520	Investing for Family's Future	3
HDFP 525	Retirement Planning, Employee Benefits, and Families	3
HDFP 530	Estate Planning for Families	3
HDFP 540	Personal Income Taxation	3
HDFP 545	Family Theory and Research I	3
HDFP 572	Financial Plan Case Studies	3
Electives		12
Total		36

**Electives**

Course Number	Title	Credits
HDFP 550	Housing/Real Estate	3
HDFP 555	Financial Counseling	3
HDFP 560	Professional Practices in Family Financial Planning	3
HDFP 575	Professional Paper	1-4
HDFP 576	Professional Practicum	3
Other electives as agreed upon by the student and the student's graduate committee		
Total		12

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

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

The implementation of the program will require the rewriting of student plans of study to reduce the number of credits required from 42 to 36. Students will be willing participants in this process as it will speed up the completion of the master's degree for each student.

**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 resources for faculty are required for this program.

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

No additional resources are needed for this program.

**7. Assessment**

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

The program success will be measured by:

1. An external professional group, the Board of Standards for the Certified Financial Planner®, assesses the six courses that prepare the student to take the exam to become a CFP®. The objectives for the courses are scrutinized to see that the program offers the most rigorous and current material to students.
2. Graduation rates will be examined to determine whether or not students are completing the program within the prescribed six years, which is the time limit goal for graduate degree completion set by the Montana State University Graduate School. After the time limit, students must repeat courses taken more than six years in the past, to ensure the students have the most current course material as they leave the institution with the master's degree.
3. Each year, the curriculum is examined and changes are made by the faculty in the Great Plains Interactive Distance Education Alliance (GP-IDEA) in the eight land grant universities involved in delivering this degree. These faculty are Ph.D. assistant, associate and full professors in their institutions and are expert in consumer/family economics and personal finance.
4. In each of the courses, the assessments of learning include quizzes, exams, projects, discussions, presentations, and papers. The professors of the courses assess student learning through grading the assessment tools.
5. One course in the curriculum is required for students to take to assess their abilities to take the course materials and apply the materials to an actual financial planning case. This case studies course assesses the breadth and depth of student learning in the financial planning courses as the students apply the material to the case. If deficiencies are detected, the case study forces students to relearn material so that a case can be completed with thoroughness and quality.
6. The capstone course—either the practicum or the professional paper—has the student apply the coursework to a professional practice or to further their knowledge in a particular area of interest. The practicum is conducted in a business or agency doing financial planning, financial education, or in businesses selling products to improve a family's financial well-being, such as insurance, banking services, investments, estate planning, etc. The professional paper requires the student to select a topic within



**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

family financial planning and to either write a review of literature about the topic or to conduct original research to collect and analyze data about the topic to contribute to the literature in the field.

7. The student's career path after graduation will be examined to determine whether or not students are successful in using the master's degree in the field of family financial planning in their careers.

**8. Process Leading to Submission**

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

This is a well-established program and the changes are only to reduce the number of credits and to offer several pathways for students to complete the program using the practicum or the professional paper as the capstone course. The program will continue to operate as it has for the last 13 years and with the reduction in credits, we can expect more interest in the program with a potential for increased enrollment.

April, 2016

ITEM 171-2024-LI0416

**Request for Authorization to Change the Name of the Women's and Gender Studies to Women's, Gender, and Sexuality Studies Minor**

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**THAT**

Montana State University requests approval from the Board of Regents to change the name of the Women's and Gender Studies to Women's, Gender, and Sexuality Studies Minor

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**EXPLANATION**

The Women's and Gender Studies Committee and Co-Directors are requesting that the name of the minor be changed to "**Women's, Gender, and Sexuality Studies Minor.**" This change reflects increased offerings in Sexuality Studies as well as a shift in the discipline. The change is also to keep consistency with the names used by similar programs in the MUS System and other departments nationally.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2024-LI0416 Meeting Date April, 2016

Institution: Montana State University CIP Code: 05.0207

Program/Center/Institute Title: Women's and Gender Studies

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

- 1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 1b. Withdrawing a program from moratorium**
- 2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- 3. Adding a BAS/AA/AS Area of Study**
- 4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

- x   **5. Re-titling an existing postsecondary educational program**
- 6. Terminating an existing postsecondary educational program** (Program Termination Checklist)
- 7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- 8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- 9. Revising a program** (Curriculum Proposal Form)
- 10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

The Women's and Gender Studies Committee and Co-Directors are requesting that the name of the minor be changed to "**Women's, Gender, and Sexuality Studies Minor.**" This change reflects increased offerings in Sexuality Studies as well as a shift in the discipline. The change is also to keep consistency with the names used by similar programs in the MUS System and other departments nationally.

April, 2016

ITEM 171-2026-LI0416

**Request for Authorization to Terminate the Master of Science in Health and Human Development, Montana State University**

---

**THAT**

Montana State University's Department of Health and Human Development requests approval to terminate the Master of Science in Health and Human Development, upon approval of the six new master's level degrees in the department.

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**EXPLANATION**

The College of Education, Health and Human Development at Montana State University is proposing a restructuring of the current master's-level curricula in the Department of Health and Human Development. The proposal does not noticeably change the educational opportunities available to students but creates clarity in the naming of and presentation of those opportunities. The total number of courses offered by the department does not change under this proposal so new additional resources are not required. Because of the interrelationship of all of these programs, it is appropriate to consider these proposals as a single item—approving some portions and not others would not allow for the elimination of the existing majors. Currently the Department of Health and Human Development offers a Master of Science degree in Health and Human Development. The proposed curriculum will eliminate this degree (current students will be able to complete their degrees) and replace them with six Master of Science degrees with additional options:

- Master of Science in Community Health
  - Master of Science in Counseling with options in
    - Marriage and Family Counseling
    - Mental Health Counseling
  - Master of Science in Exercise and Nutrition Sciences with options in
    - Exercise Physiology and Nutrition
    - Sport and Coaching Sciences
  - Master of Science in Family and Consumer Sciences
    - Early Childhood Education
    - Family Science
  - Master of Science in Family Financial Planning
  - Master of Science in Sustainable Food Systems
- 

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

Item Number: 171-2026-LI0416

Meeting Date: April, 2016

Institution: Montana State University

CIP Code: 19.0500

Program Title: Master of Science in Health and Human Development

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic, Research and Student Affairs Handbook](#).

    **A. Notifications:**

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

    **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

    **1b. Withdrawing a program from moratorium**

    **2. Intent to terminate an existing major, minor, option or certificate – Step 1** (Phase I Program Termination Checklist)

    **3. Campus Certificates, CAS/AAS-Adding, re-titling, terminating or revising a campus certificate of 29 credits or less**

    **4. BAS/AA/AS Area of Study**

  X **B. Level I:**

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

    **1. Re-titling an existing major, minor, option or certificate**

    **2. Adding a new minor or certificate where there is a major or an option in a major** (Curriculum Proposal Form)

    **3. Revising a program** (Curriculum Proposal Form)

    **4. Distance or online delivery of an existing degree or certificate program**

  X **5. Terminating an existing major, minor, option or certificate – Step 2** (Completed Program Termination Checklist)

    **Temporary Certificate or AAS Degree Program**

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**C. Level I with Level II Documentation:**

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

**1. Adding an option within an existing major or degree** (Curriculum Proposal Form)

**2. Consolidating existing programs and/or degrees** (Curriculum Proposal Form)

**D. Level II:**

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

**1. Re-titling a degree (ex. From B.A. to B.F.A)**

**2. Adding a new minor or certificate where there is no major or option in a major** (Curriculum Proposal Form)

**3. Establishing a new degree or adding a major or option to an existing degree** (Curriculum Proposal Form)

**4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form, except when eliminating or consolidating)

**5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

The College of Education, Health and Human Development at Montana State University is proposing a restructuring of the current master's-level curricula in the Department of Health and Human Development. Separate Level II proposals have been submitted to create six Master of Science degrees. This request is to place the original Master of Science in Health and Human Development in moratorium as it will no longer be used. Current students will be allowed to complete their degrees.

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Master of Science in Health and Human Development**

Program is being  Placed into moratorium  Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  N:

Students currently enrolled will be allowed to finish their degrees.

b.) What is the expected graduation date of all students from the program? 2018

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  N:

Course offerings will not change.

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  N:

a.) Have the faculty affected by the program termination/moratorium been notified? The six proposed degrees and current program termination was proposed by faculty. Y:  N:

b.) Please describe any layoffs that will occur including the date expected?



**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):

- |                                       |                                |
|---------------------------------------|--------------------------------|
| a.) Internal Curriculum Committees    | <u>          x          </u>   |
| b.) Faculty Senate                    | <u>          x          </u>   |
| c.) Program Public Advisory Committee | <u>          n/a          </u> |
| d.) Articulation Partners             | <u>          x          </u>   |

4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)      Y:                 N:   x  

The Department of Health and Human Development at Montana State University asks that the MS in Health and Human Development degree be terminated upon approval of the six proposed degrees:

- MS in Community Health
- MS in Counseling with options in Marriage and Family, and Mental Health
- MS In Exercise and Nutrition Sciences with options in Exercise Physiology and Nutrition, and Sport and Coaching Sciences
- MS in Family and Consumer Sciences with options in Early Childhood Education, and Family Sciences
- MS in Family Financial Planning
- MS in Sustainable Food Systems

April, 2016

**ITEM 171-1002-LI0416**

**Request for Authorization to Retitle the Carpentry Program to Sustainable Construction Technology, Missoula College-UM**

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**THAT**

The Board of Regents of Higher Education authorizes Missoula College-UM to retitle the Carpentry Program to Sustainable Construction Technology .

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**EXPLANATION**

Missoula College requests to change the name of the Carpentry Program (AAS and CAS) in the Industrial Technology Department to Sustainable Construction Technology.

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**ATTACHMENTS**

Academic Proposal Request Form

Montana Board of Regents  
ACADEMIC PROPOSAL REQUEST FORM

ITEM 171-1002-LI0416 Meeting Date April, 2016

Institution: Missoula College-UM CIP Code: 46.0415

Program/Center/Institute Title: Sustainable Construction Technology program retitled (from Carpentry)

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

\_\_\_\_\_ **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

\_\_\_\_\_ **1b. Withdrawing a program from moratorium**

x **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**

\_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**

\_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**

\_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination Checklist)

\_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

\_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

The decision to change the name of the Carpentry Program (AAS and CAS) to Sustainable Construction Technology is driven by the fact that construction workers at all levels are taking on more responsibility. The knowledge and required training needed to fulfill market demand has become fairly complex. To that end, the program has evolved to include diverse elements of the construction industry including construction management, green building, HVAC, energy technology and facility management, in addition to traditional carpentry skills. The program title no longer reflects the breadth of coursework this program entails. Changing the name to Sustainable Construction Technology will better articulate the skill-set and knowledge base of our graduates.

April, 2016

**ITEM 171-1006-LI0416**

**Request for Authorization to retitle the Organismal Biology, Ecology and Evolution MS and PhD  
(from Organismal Biology and Ecology), University of Montana-Missoula**

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**THAT**

The Board of Regents of Higher Education authorizes the University of Montana to retitle the Organismal Biology, Ecology and Evolution MS and PhD (from Organismal Biology and Ecology).

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**EXPLANATION**

The Organismal Biology and Ecology graduate program within the Division of Biological Sciences proposes to change its name to “Organismal Biology, Ecology, and Evolution.” Ecology and Evolution represent distinct fields within biology which ask different types of questions. These areas differ enough conceptually that they are not interchangeable. Half of OBE faculty members conduct research that is explicitly evolutionary, using the tools of modern genetics and genomics to understand patterns of natural variation and the processes that generate them. The proposed name change would therefore more accurately reflect the breadth of research strengths within the program. It would likewise enhance the visibility of excellence in evolutionary biology research at UM, which will enhance our current efforts to advertise the program and attract new graduate students.

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**ATTACHMENTS**

Academic Proposal Request Form

Montana Board of Regents  
ACADEMIC PROPOSAL REQUEST FORM

ITEM 171-1006-LI0416 Meeting Date April, 2016

Institution: University of Montana-Missoula CIP Code: 261301

Program/Center/Institute Title: Organismal Biology, Ecology and Evolution retitled (from Organismal Biology and Ecology)

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

- 1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 1b. Withdrawing a program from moratorium**
- 2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- 3. Adding a BAS/AA/AS Area of Study**
- 4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

- x   **5. Re-titling an existing postsecondary educational program**
- 6. Terminating an existing postsecondary educational program** (Program Termination Checklist)
- 7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- 8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- 9. Revising a program** (Curriculum Proposal Form)
- 10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

The Organismal Biology and Ecology graduate program (MS and PhD) within the Division of Biological Sciences proposes to change its name to “Organismal Biology, Ecology, and Evolution.”

Ecology and Evolution represent distinct fields within biology which ask different types of questions. These areas differ enough conceptually that they are not interchangeable. Half of OBE faculty members conduct research that is explicitly evolutionary, using the tools of modern genetics and genomics to understand patterns of natural variation and the processes that generate them. This research addresses questions about among-individual variation within and among populations; sexual selection and adaptation; reproductive isolation and speciation; and genome evolution, co-evolution, and diversification in organisms from across the tree of life. Faculty members in OBE who fit under an “Evolution” designation include Zac Cheviron, Douglas Emlen, Lila Fishman, Jeff Good, Erick Greene, Winsor Lowe, Scott Miller, and John McCutcheon. The proposed name change would therefore more accurately reflect the breadth of research strengths within the program. It would likewise enhance the visibility of excellence in evolutionary biology research at UM, which will enhance our current efforts to advertise the program and attract new graduate students.

April, 2016

**ITEM 171-1506-LI0416**

**Request for authorization to Establish a minor in Computational Science at Montana Tech of the University of Montana**

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**THAT**

The Board of Regents of Higher Education authorizes Montana Tech of the University of Montana to establish a minor in Computational Science.

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**EXPLANATION**

Montana Tech seeks to establish a Minor in Computational Science overseen by the Head of the Department of Computer Science. This is an interdisciplinary minor that requires 20-credits of computer science, mathematics, and domain specific coursework.

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**ATTACHMENTS**

Academic Proposal Request Form  
Curriculum Proposal Request Form



**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-1506-LI0416 Meeting Date April, 2016

Institution: Montana Tech CIP Code: 11.07

Program/Center/Institute Title: Minor in Computational Science

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

\_\_\_\_\_ **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

\_\_\_\_\_ **1b. Withdrawing a program from moratorium**

\_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**

\_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**

\_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**

\_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination Checklist)

\_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

x \_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Montana Tech seeks to establish a Minor in Computational Science overseen by the Head of the Department of Computer Science. This is an interdisciplinary minor that requires 20-credits of computer science, mathematics, and domain specific coursework.

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

**1. Overview**

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

Montana Tech seeks to establish a Minor in Computational Science overseen by the Head of the Department of Computer Science. This is an interdisciplinary minor that requires 20-credits of computer science, mathematics, and domain specific coursework. The majority of the required Computer Science and Mathematics courses for the minor already exist and are offered at Montana Tech. There are 14 credits of required courses, which includes a 2 credit interdisciplinary research or project course. The remaining 6 credits maybe selected from approved electives, potentially including courses within a student's major.

**2. Institutional and System Fit**

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

The Computational Science Minor is a multidisciplinary minor, but will be administered through the Computer Science department, which houses a majority of the Computational Science curriculum. Several of the 400-level courses in the minor will also be offered at the 500-level as part of the newly approved Computational Science Graduate Certificate. (The 500-level courses require additional work.)

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

No changes to existing programs at Montana Tech are expected.

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

The existing Computer Science Minor is the most closely related program. The focus of the Computational Science minor is on numerical methods, modeling/simulation, and understanding advanced computing systems, none of which is included in the current Computer Science minor. A student wishing to also earn a Computer Science Minor would need to take at least 3 additional CSCI courses. A student earning a Computational Science Minor will automatically earn a Minor in Mathematics.

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

Montana Tech's Strategic Plan is organized into six themes. Theme 1 Section b. states that the institution will "continue to place more than 90% of students prior to graduation". As stated below in section 4B, students graduating with a Computational Science Minor will have additional job opportunities.

Theme 2 of Tech's Strategic Plan commits to "Capitalize on Montana Tech's role as Montana's Science, Technology, Engineering, and Mathematics (STEM) Broad University" to "support and grow research, scholarship, and technology transfer". The minor directly supports Theme 2a goals to:

- Integrate research into undergraduate curricula including increasing the number of students involved in interdisciplinary undergraduate research/scholarly activities.
- Make Montana Tech a destination school in science, technology, engineering, mathematics, & health and energy

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

Overall, the Computational Science minor meets the strategic goal of preparing students in technological fields that are in high demand.

- 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 other Computational Science programs in the Montana University System.

**3. 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 curriculum approved by Montana Tech’s Curriculum Review Committee and Faculty Senate is below:

Course	Course Title	Credits	Term Completed	Grade Received
<b>Required:</b>				
CSCI 136	Fundamentals of CS II	3		
CSCI 232	Data Structures and Algorithms	3		
CSCI 477 <b>OR</b> M 426	Computer Simulation and Modeling <b>OR</b> Mathematical Modeling	3		
M 410	Numerical Computing	3		
XXX 499	Capstone Research/Project course	2		
<b>Choose two classes from below</b>				
CSCI 444	Data Visualization	3		
CSCI 479	Scientific Computing	3		
	Approved discipline specific course:	3		

The TOTAL Required Credits for this Minor is a minimum of 20.      **TOTAL** \_\_\_\_\_

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

The Computer Science Department will work with the Freshmen Engineering Program Director to incoming engineering students about the Computational Science Minor and how it could be beneficial to their careers. The department will also work with departments that have computational interests so they can properly advise students interested in the minor. Initially, we expect students in chemistry, geophysics, petroleum engineering, electrical engineering, and general engineering to enroll and complete the minor. We anticipate students will take one additional course per semester starting in their sophomore year, so the first graduates completing the minor will occur in 2019. We expect 6 students will complete the minor in 2019 and it will gradually increase to around 15 students per year in 2025.

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

**4. Need**

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

Computational Science and Engineering (CSE) is a growing multidisciplinary field that utilizes advanced computing methods to solve difficult problems in variety of fields (chemistry, biology, geoscience, physics, business, etc.). Computer modeling and simulation has become an important tool in performing research, but is often missing from undergraduate programs. CSE educational programs, like the proposed computational science minor, combines applied mathematics, engineering/science principles, modeling techniques, numerical simulations, and software development to prepare students to work in a variety of application domains.

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

Students graduating with a minor in Computational Science from Montana Tech will have additional job opportunities within their major field of study as more scientific, engineering, and business careers require computational methods to provide solve and provide insight to complex problems

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

Montana Tech initially expects the demand to be around 6 completions/year based on professors who have computational research interests and perform research with undergraduates. We expect the program to expand to 12-18 completions/year by 2025 as the program develops and students learn about the exciting career possibilities if they have a strong computational background.

**5. Process Leading to Submission**

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

Montana Tech began considering a Computational Science Minor and M.S. degree in 2011. At this time, Dr. Phil Curtiss of Siafu Technology Group approached Montana Tech with the idea of creating some Computational Science programs at Tech and in the Montana University System to satisfy the growing need for Computational Scientists in Montana. Dr. Curtiss had developed some initial M.S. curriculum at this point.

With the installation of a High Performance Computing (HPC) system at Montana Tech in the summer of 2012, David Hobbs (Chemistry) and Jeff Braun (Computer Science) began discussion with Dean Doug Coe about a Computational Science minor in fall 2012. Both Dr. Hobbs and Mr. Braun were accepted into the Supercomputing Conference (SC) Educators program in 2012 and 2013, which is designed to help educators integrate computational methods into new and existing courses. At SC13 in Denver, Dr. Hobbs and Mr. Braun met with Steve Gordon of Ohio Supercomputing Center about creating computational science programs at Montana Tech. Dr. Gordon serves as the national lead for education programs through the Extreme Science and Engineering Discovery Environment (XSEDE) to provide support and curriculum guidelines for establishing new computational science programs. Afterward, Dr. Hobbs and Mr. Braun met with Dean Coe and Dr. Beverly Hartline (Vice Chancellor of Research) in December 2013 to discuss what courses should be included in a Computational Science Minor.

In spring 2015, Dr. Hartline provided a draft of a Computational Science Graduate Certificate. Mr. Braun and Dr. Hobbs, both on sabbatical in 2015-16, had time to finalize the courses for the graduate certificate and

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

minor in fall 2015. Mr. Braun worked with Dr. Curtiss (now with Montana Tech) to identify, propose, and outline two new courses for both computational science programs - CSCI 477/577 Computer Simulation and Modeling and CSCI 479/579 Scientific Computing. These two courses, the Computational Science Minor and the Computational Science Graduate Certificate were approved at the March 2, 2016 Curriculum Review Committee meeting. The Montana Tech Faculty Senate approved the courses and programs at its March 29<sup>th</sup> meeting.

**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 needed as the Computer Science Department is now fully staffed and the faculty have the expertise to teach the courses. The Mathematics Department may need to begin offering an additional section of M 410 Numerical Computing every other year as the course is usually full, but does not require additional faculty for this.

**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**

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

The number of students completing the minor, their placement rate, and the salary compared to their peers that did not earn the minor. Student enrollment in the 400-level courses included in the minor will also be examined as some students may take these courses to improve their computing background but will not complete the minor.

**April, 2016**

**ITEM 171-1602-LI0416**

**Request for Reorganization of Existing Early Childhood Education Core Courses**

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**THAT**

The Board of Regents authorizes the University of Montana Western to reorganize its existing core courses in Early Childhood Education to align with the our 4-credit model.

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**EXPLANATION**

This reconfiguration of the existing core courses allows for greater efficiency in delivery and allows students a shorter time – three semesters rather than four - for completion of the core.

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**ATTACHMENTS**

Academic Proposal Request Form  
Curriculum Proposal  
Attachment #1 Course Descriptions

Montana Board of Regents  
ACADEMIC PROPOSAL REQUEST FORM

ITEM 171-1602-LI0416

Meeting Date April, 2016

Institution: UM Western

CIP Code: 13.1210

Program/Center/Institute Title: Reorganization of Existing Early Childhood Education Core Courses

Includes (please specify below): Online Offering  Options Certificate, AAS, BS-ECC, BS-ECC:PreK-3

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

**A. Level I:**

**Campus Approvals**

**1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

**1b. Withdrawing a program from moratorium**

**2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**

**3. Adding a BAS/AA/AS Area of Study**

**4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

**5. Re-titling an existing postsecondary educational program**

**6. Terminating an existing postsecondary educational program** (Program Termination Checklist)

**7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

**8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

**9. Revising a program** (Curriculum Proposal Form)

**10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*



**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

UM Western proposes to reorganize the existing Early Childhood Education core courses to switch from three-credit to four-credit courses and to change the course rotation to three rather than four semesters.

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

**1. Overview**

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

There currently are 24 credits of Early Childhood Education (ECE) core classes. These core classes are central to the ECE Certificate, the Associate of Applied Sciences degree in Early Childhood Education, the Bachelor of Science degree in Early Childhood Education, and the Bachelor of Science degree in Early Childhood Education: Prekindergarten – Grade 3. We propose to reorganize our existing ECE core courses to switch from three-credit to four-credit courses and to change the course rotation to three rather than four semesters.

**2. Institutional and System Fit**

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

The ECE core classes traditionally were offered as three-credit classes, six credits per semester over four consecutive semesters. These courses are offered online, on the Dillon campus, and as hybrid courses at seven Montana cities or locations.

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

When we proposed our new BS in ECE: P-3, we made the following changes to our ECE Core: we dropped a one-credit Intro to ECE class with a one credit lab and we changed the two-credit Positive Guidance class with one-credit lab to EDEC 230 Positive Guidance and Management, 4 credits. These changes resulted in the first semester of our ECE core rotation changing from six to eight credits. These changes were accepted when we received BOR approval for the new BS in ECE: P-3.

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

This is not a new program. Rather it is a reconfiguration of the existing core courses for efficiency and to allow students a shorter time to completion.

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

Three-credit classes have been an issue for the ECE Program since UM Western adopted block scheduling where four-credit classes are offered in each block. The four-semester rotation of these courses online and at our off-campus sites is not efficient for UMW and expensive and cumbersome for many students who register for only the ECE core classes until they complete the core rotation.

**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.**

Since this is not a new program, there is no new impact on similar programs across the system.

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

**3. Program Details**

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

See Attachment.

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

Currently, there are 120 students in all the ECE certificate and degree programs. Interest in these programs continues to be high, and growth is projected to be an additional 50 students in 2016-17.

**4. Need**

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

This change is to improve efficiency and respond to the need for students to move more quickly towards completion of their degrees.

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

These changes will make it easier for students to coordinate scheduling of their core courses with other courses required for the degree.

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

Demand for the program remains high. This structural change should not lessen demand but it could make it easier for more student to be accommodated in a popular program. It also decreases cost to the students.

**5. Process Leading to Submission**

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

This change arose in response to student needs. The course changes went through the full curricular review process at UM Western.

**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 needed.

- B. Are other, additional resources required to ensure the success of the proposed program? If yes, please**

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

**describe the need and indicate the plan for meeting this need.**

This structural change should have no impact on resource needs.

**7. Assessment**

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

The ECE Program assessments will remain as originally conceived. These will include completion rates; graduate attainment of appropriate licensure; et. al.

The following table summarizes proposed changes:

	Current Rotation, Course Title	Proposed Changes, Course Title
First semester	EDEC 247, Child and Adolescent Growth and Dev, 3 credits EDEC 248, Child and Adolescent Growth and Dev Lab, 1 credit	EDEC 247 Child and Adolescent Development, 4 credits *We will combine the lab and lecture classes.
	EDEC 230, Positive Child Guidance and Management, 4 credits	None
Second semester	EDEC 281, Early Childhood Curriculum Design and Implementation I, 2 credits EDEC 281, Early Childhood Curriculum Design and Implementation I Lab, 1 credit	EDEC XXX Early Childhood Curriculum and Environments part I, 4 credits *We will include half of the content of EDEC 220 with EDEC 281; we will combine a one-credit lab with the lecture class to make the course a 4-credit course.
	EDEC 220, Creating an Environment for Learning in ECE, 2 credits EDEC 221, Creating an Environment for Learning in ECE Lab, 1 credit	EDEC XXX Early Childhood Integrated Curriculum and Environments II, 4 credits *We will include half of the content of EDED 220 with EDEC 283, the Curriculum II course; we will combine a one-credit lab with the lecture class for 4 credits
Third semester	EDEC 283, Early Childhood Curriculum and Design II, 2 credits EDEC 284, Early Childhood Curriculum and Design Lab II, 1 credit	EDEC 265 Leadership and Professionalism in ECE, 4 credits *EDEC 265 is a capstone course for the ECE core classes and currently has a 1-credit lab. We propose combining 2 credits of lab work with the 2 credit lecture class. This will enable us to offer a capstone lab experience where students spend one week in a preschool setting as a lead teacher, implementing curriculum and conducting a mini action research project. On-campus students will need to be placed at a community Head Start program, a nationally accredited center, or a center that participates in the state STARS/Quality Program.
	EDEC 210, Meeting the Needs of the Family, 2 credits EDEC 211, Meeting the Needs of the Family Lab, 1 credit	EDEC 210, Meeting the Needs of the Family, 4 credits (instead of 2/1) *We will combine the 1 credit lab with the lecture course and add one credit to the lecture class. We want to enrich our course curriculum to include more content on working with diverse families.
Fourth semester	**EDEC 291A, Cultural Diversity in Early Childhood Education, 3 credits <b>** (A diversity class is required for the AAS but is not part of the core; however, we intended to offer this course in the rotation so we would still offer 2 courses per semester after dropping the ECE intro course.)</b>	
	Leadership and Professionalism in ECE, 2 credits Leadership and Professionalism in ECE Lab, 1 credit	

### Revised degree requirements

- **ECE Certificate:** the core classes will have 24 rather than 23 credits; there will be 6 rather than 7 elective credits.
- **ECE AAS:** the core will have 24 rather than 23 credits; the amount of professional elective credits will change from 10-15 to 9-14.
- **BS: Early Childhood Education:** the core will have 24 rather than 23 credits; the amount of elective credits will change from 6-7 to 5-6.
- **BS: Prekindergarten-Grade 3:** the core will have 24 rather than 23 credits; the amount of elective credits will change from 0-4 to 0-3.

### Course descriptions:

- **EDEC XXX, Curriculum and Environments I:** Focus will be on curriculum content and methods in the areas of language and literacy; science; mathematics; social studies; the performing and visual arts; health and well-being; and physical development, skills, and fitness. Additionally, students will explore the developmentally appropriate environment and its effect on the learner in the physical, cognitive and social domains. Students will develop, implement, and evaluate relevant and meaningful curriculum and environments for young children with an emphasis on providing for the unique needs of each child. Prereq: EDEC 247/8 and EDEC 230/231
- **EDEC XXX, Integrated Curriculum and Environments II:** Focus will be on integrating curriculum content, designing and implementing environments that support the development of the whole child, developing and implementing a project using the Project Approach, documentation of children's learning through the project, and the development of individual child portfolios. Prereq: EDEC XXX Curriculum and Environments
- **EDEC 210, Meeting the Needs of the Family:** Students will explore the complex characteristics of families and communities including home language, cultural values, ethnicity, socioeconomic conditions, family structures, relationships, stresses, childhood trauma and adverse experiences, supports, and community resources. Students will practice techniques that encouraging parent-teacher partnerships and implement home visits, parent teacher conferences, and a parent workshop or event. Prereq: EDEC 230;
- **EDED 265, Leadership and Professionalism in Early Childhood Education:** This course focuses on the early childhood education profession including awareness of value issues and ethical issues in working with children and their families in a variety of settings, legal issues which includes an overview of relevant school law, issues of salary and status, staff relations, and the importance of becoming an advocate for children and families, upgrading the profession and improving the services for children. During this Certificate/AAS capstone course, students complete a comprehensive oral interview, program portfolio, and participate in a one-week culminating field experience during which they complete a mini-action research project and assume the lead in curriculum planning and implementation. Prereq: EDEC XXX Integrated Curriculum and Environments II and EDEC 210

April, 2016

**ITEM 171-1604-LI0416**

**Request to Terminate three options in B.S. Mathematics Major**

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**THAT**

The University of Montana Western requests authorization to terminate three options in the B.S. Mathematics Major. The three options are: Mathematical Biology, Mathematical Ecology and Mathematical Geology.

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**EXPLANATION**

There are no students currently pursuing the three math options - Mathematical Biology, Mathematical Ecology and Mathematical Geology.

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**ATTACHMENTS**

Academic Proposal Request Form  
Termination Checklist

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-1604-LI0416 Meeting Date April, 2016

Institution: University of Montana Western CIP Code: 27.0101

Program/Center/Institute Title: B.S. Mathematics –terminate three options

Includes (please specify below): Online Offering \_\_\_\_\_ Options Mathematical Biology, Mathematical Ecology and Mathematical Geology

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

- 1a. **Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 1b. **Withdrawing a program from moratorium**
- 2. **Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- 3. **Adding a BAS/AA/AS Area of Study**
- 4. **Offering an existing program via distance or online delivery**

**OCHE Approvals**

- 5. **Re-titling an existing postsecondary educational program**
- x 6. **Terminating an existing postsecondary educational program** (Program Termination Checklist)
- 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- 8. **Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- 9. **Revising a program** (Curriculum Proposal Form)
- 10. **Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*



**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Reviewed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Reviewed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Request to terminate three options in the B.S. Mathematics Major. The three options are: Mathematical Biology, Mathematical Ecology and Mathematical Geology. There are no students currently pursuing the three math options.

**Montana University System**  
**PROGRAM TERMINATION CHECKLIST**  
**MATHEMATICAL BIOLOGY, MATHEMATICAL ECOLOGY, MATHEMATICAL GEOLOGY**

**Phase I- Complete with Step I of the Program Termination Process**

- x   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 currently are pursuing the three math options – Mathematical Biology, Mathematical Ecology, and Mathematical Geology.

- x   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 occur.

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

**Comments:** N/A No students are pursuing the options

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

**Comments:** All departments and faculty senate were notified in fall 2015 through the standard UM western curricular review process.

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

**Comments:** Union leadership has been notified.

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

**Comments:** N/A

- x   7. **File Notice of Intent to Terminate with the Board of Regents to ensure adequate public notice.**

**Comments:** Concurrent with this checklist.

**Montana University System**  
**PROGRAM TERMINATION CHECKLIST**  
**MATHEMATICAL BIOLOGY, MATHEMATICAL ECOLOGY, MATHEMATICAL GEOLOGY**

**Phase II- Complete with Step 2 of the Program Termination Process**

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

**Comments:** Communications managed through admissions, the office of student success, and the printed and electronic catalog.

  x   **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 registrar manages our curricular change processes and will make necessary changes in the catalog. No students will be adversely affected.

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

**Comments:** Concurrent with this proposal.

## LEVEL I APPROVAL MEMORANDUM

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**DATE:** June 7, 2016

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

**FROM:** John Cech, Deputy Commissioner for Academic and Student Affairs

**RE:** May 2016 Level I Approvals

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Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System in May 2016. These proposals include items for which approval authority has been designated by the Board of Regents to the individual institutions or the Commissioner of Higher Education. These Level I items are being sent to you for your review. If you have concerns about a particular proposal, you should share those concerns with your colleagues at that institution and try to come to some understanding. If you cannot resolve your concerns, raise them at the Level I Chief Academic Officer's conference call on June 21. Issues not resolved at that meeting should be submitted in writing to OCHE by noon on Friday, June 24. You will be notified of approved proposals by June 28. The Board of Regents will be notified of the approved proposals at the July 2016 meeting of the Board.

### 1. Campus Approvals

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

- Notification of the placement of the Emergency Dispatcher Certificate into moratorium  
[Item #171-301-LI0516](#) | [Academic Proposal Request Form](#) | [Program Termination and Moratorium Form](#)

#### **Montana State University Bozeman:**

- Notification of the Placement of the Land Surveying Non-Degree Certificate into Moratorium  
[Item #171-2011-LI0516](#) | [Academic Proposal Request Form](#) | [Program Termination and Moratorium Form](#)

### 2. OCHE Approvals

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

- Request for authorization to terminate the Heavy Equipment Operator, CAS program  
[Item #171-302-LI0516](#) | [Academic Proposal Request Form](#) | [Program Termination and Moratorium Form](#)
- Request for authorization to terminate the Heating, Ventilation, and Air Conditioning, CAS program  
[Item #171-303-LI0516](#) | [Academic Proposal Request Form](#) | [Program Termination and Moratorium Form](#)

#### **Montana State University Bozeman:**

- Request for Authorization to Terminate the Northern Plains Transition to Teaching Program  
[Item #171-2010-LI0516](#) | [Academic Proposal Request Form](#) | [Program Termination and Moratorium Form](#)
- Request for Authorization to Expand the Montana State University Accelerated Baccalaureate in Nursing Option to Missoula and Kalispell

## LEVEL I APPROVAL MEMORANDUM

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[Item #171-2012-LI0516](#) | [Academic Proposal Request Form](#) | [Curriculum Proposal Form](#) | [Attachment #1](#) | [Attachment #2](#)

### **Montana State University Northern**

- Request Authorization to Terminate the Bachelor of Science and the Minor in Computer Information Systems

[Item #171-2810-LI0516](#) | [Academic Proposal Request Form](#) | [Program Termination and Moratorium Form](#)

**May 2016**

**ITEM 171-301-LI0516**

**Notification of the placement of the Emergency Dispatcher Certificate into moratorium**

---

**THAT**

Flathead Valley Community College notifies the Board of Regents of the placement of the 16-credit Emergency Dispatcher Certificate into moratorium.

---

**EXPLANATION**

Because this program has never had any enrollment, FVCC would like to place it into moratorium.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-301-LI0516

Submission Month or Meeting: May 2016

Institution: Flathead Valley Community College

CIP Code: 43.0199

Program/Center/Institute Title: Emergency Dispatch, Certificate

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

x **1a. Placing a program into moratorium** (Program Termination and Moratorium Form)

\_\_\_\_\_ **1b. Withdrawing a program from moratorium**

\_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus certificate of 29 credits or less**

\_\_\_\_\_ **3. Adding a BAS/AA/AS area of study**

\_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ **5. Re-titling an existing program**

\_\_\_\_\_ **6. Terminating an existing program** (Program Termination and Moratorium Form)

\_\_\_\_\_ **7. Consolidating existing programs** (Curriculum Proposal Form)

\_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Adding a temporary certificate or AAS degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

- 1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
- 2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
- 3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
- 4. **Re-titling an academic, administrative, or research unit**

**Specify Request:**



**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Emergency Dispatcher, CT**

Program is being  **Placed into moratorium**  **Terminated**

1. **Are there currently students enrolled in the program? (If yes, please answer questions a - c below.)** Y:  N:

a.) **Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium?** Y:  N:

There are no students enrolled in the program.

b.) **What is the expected graduation date of all students from the program?**

There are no students enrolled in the program.

c.) **Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion?** Y:  N:

There are no students enrolled in the program.

2. **Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.)** Y:  N:

a.) **Have the faculty affected by the program termination/moratorium been notified?** Y:  N:

No faculty will be affected.

b.) **Please describe any layoffs that will occur including the date expected?**



May 2016

**ITEM 171-2011-LI0516**

**Notification of the Placement of the Land Surveying Non-Degree Certificate into Moratorium**

---

**THAT**

Montana State University notifies the Board of Regents of the placement of the Land Surveying Non-Degree Certificate program, offered through the Civil Engineering Department, into moratorium.

---

**EXPLANATION**

This request is to deactivate the Land Surveying Non-Degree Certificate. Currently, two land surveying programs are offered through the Civil Engineering Department: a Land Surveying Minor and a Land Surveying Non-Degree Certificate. A primary motivation for both programs is to prepare individuals to pursue registration as professional land surveyors.

Reasons for this request to deactivate the certificate:

1. Recent changes in the educational requirements to sit for the Fundamentals of Surveying (FS) Exam enacted by the MT Board of Professional Engineers and Professional Land Surveyors have complicated satisfying these requirements through either a minor degree program or a certificate. Compliance with the educational requirements is more readily realized by completion of a minor in land surveying in conjunction with a major degree program, rather than completion of a standalone non-degree certificate. Thus, at this time, the CE Department has focused on revising the requirements of the land surveying minor, which when then coupled with coincident award of a four year degree, will qualify our students to sit for the FS Exam.
  2. Demand for the Land Surveying Certificate has been very low, with a single such certificate issued since its inception approximately 5 years ago (no students are currently enrolled in the certificate program). Several students have and continue to pursue the Land Surveying Minor.
- 

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2011-LI0516 Submission Month or Meeting: May, 2016

Institution: Montana State University CIP Code: 15.1102

Program/Center/Institute Title: Land Surveying Non-Degree Certificate

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

x **1a. Placing a program into moratorium** (Program Termination and Moratorium Form)

\_\_\_\_\_ **1b. Withdrawing a program from moratorium**

\_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**

\_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**

\_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ **5. Re-titling an existing program**

\_\_\_\_\_ **6. Terminating an existing program** (Program Termination and Moratorium Form)

\_\_\_\_\_ **7. Consolidating existing programs** (Curriculum Proposal Form)

\_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

Montana State University notifies the Board of Regents of the placement of the Land Surveying Non-Degree Certificate program, offered through the Civil Engineering Department, into moratorium. Currently, two land surveying programs are already offered through the Civil Engineering Department: a Land Surveying Minor and a Land Surveying Non-Degree Certificate. A primary motivation for both programs is to prepare individuals to pursue registration as professional land surveyors.

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: Land Surveying Non-Degree Certificate

Program is being  X  Placed into moratorium   Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:   N:  X

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:   N:

b.) What is the expected graduation date of all students from the program?

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:   N:

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:   N:  X

a.) Have the faculty affected by the program termination/moratorium been notified? Y:   N:



May 2016

**ITEM 171-302-LI0516**

**Request for authorization to terminate the Heavy Equipment Operator, CAS program**

---

**THAT**

Flathead Valley Community requests authorization to terminate the 31-credit Heavy Equipment Operator, CAS program.

---

**EXPLANATION**

In order to meet local industry as well as student needs, this program is now being offered as a Certificate program, eliminating the need for the existing CAS.

---

**ATTACHMENTS**

Academic Program Request Form  
Program Termination and Moratorium Form



**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-302-LI0516

Submission Month or Meeting: May 2016

Institution: Flathead Valley Community College

CIP Code: 47.0302

Program/Center/Institute Title: Heavy Equipment Operator, CAS

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- 1a. Placing a program into moratorium** (Program Termination and Moratorium Form)  
\_\_\_\_\_
- 1b. Withdrawing a program from moratorium**  
\_\_\_\_\_
- 2. Adding, re-titling, terminating or revising a campus certificate of 29 credits or less**  
\_\_\_\_\_
- 3. Adding a BAS/AA/AS area of study**  
\_\_\_\_\_
- 4. Offering an existing program via distance or online delivery**  
\_\_\_\_\_

**OCHE Approvals**

- 5. Re-titling an existing program**  
\_\_\_\_\_
- 6. Terminating an existing program** (Program Termination and Moratorium Form)  
\_\_\_\_\_
- 7. Consolidating existing programs** (Curriculum Proposal Form)  
\_\_\_\_\_
- 8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)  
\_\_\_\_\_
- 9. Revising a program** (Curriculum Proposal Form)  
\_\_\_\_\_
- 10. Adding a temporary certificate or AAS degree program** *Approval limited to 2 years*  
\_\_\_\_\_

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

- 1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
- 2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
- 3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
- 4. **Re-titling an academic, administrative, or research unit**

**Specify Request:**

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Heavy Equipment Operator, CAS**

Program is being  Placed into moratorium  Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  N:

b.) What is the expected graduation date of all students from the program?

Students will graduate either December 2016 or May 2017.

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  N:

Yes, courses are still being offered for students to finish the CAS program, as the program still exists at the CT level.

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  N:

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  N:

No faculty will be affected.

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

**b.) Please describe any layoffs that will occur including the date expected?**

No layoffs will occur.

**3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):**

a.) Internal Curriculum Committees       x      

b.) Faculty Senate       x      

c.) Program Public Advisory Committee       x      

d.) Articulation Partners       x      

**4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)**    Y:           N:   x

May 2016

**ITEM 171-303-LI0516**

**Request for authorization to terminate the Heating, Ventilation, and Air Conditioning, CAS program**

---

**THAT**

Flathead Valley Community College is requesting authorization to terminate the 30-credit Heating, Ventilation and Air Conditioning, CAS program.

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**EXPLANATION**

In order to meet local industry as well as student needs, this program is now being offered as a Certificate program, eliminating the need for the existing CAS.

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**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-303-LI0516

Submission Month or Meeting: May 2016

Institution: Flathead Valley Community College

CIP Code: 47.0201

Program/Center/Institute Title: Heating, Ventilation, and Air Conditioning, CAS

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- 1a. **Placing a program into moratorium** (Program Termination and Moratorium Form)
- 1b. **Withdrawing a program from moratorium**
- 2. **Adding, re-titling, terminating or revising a campus certificate of 29 credits or less**
- 3. **Adding a BAS/AA/AS area of study**
- 4. **Offering an existing program via distance or online delivery**

**OCHE Approvals**

- 5. **Re-titling an existing program**
- X          6. **Terminating an existing program** (Program Termination and Moratorium Form)
- 7. **Consolidating existing programs** (Curriculum Proposal Form)
- 8. **Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- 9. **Revising a program** (Curriculum Proposal Form)
- 10. **Adding a temporary certificate or AAS degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

- 1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
- 2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
- 3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
- 4. **Re-titling an academic, administrative, or research unit**

**Specify Request:**

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Heating, Ventilation, and Air Conditioning, CAS**

Program is being  Placed into moratorium  Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  N:

b.) What is the expected graduation date of all students from the program?

Students will graduate either December 2016 or May 2017.

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  N:

Yes, courses are still being offered for students to finish the CAS program, as the program still exists at the CT level.

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  N:

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  N:

No faculty will be affected.



**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

**b.) Please describe any layoffs that will occur including the date expected?**

No layoffs will occur.

**3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):**

a.) Internal Curriculum Committees     x    

b.) Faculty Senate     x    

c.) Program Public Advisory Committee     x    

d.) Articulation Partners     x    

**4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)** Y:      N:   x

May 2016

**ITEM 171-2010-LI0516**

**Request for Authorization to Terminate the Northern Plains Transition to Teaching Program**

---

**THAT**

Montana State University requests permission to terminate the Northern Plains Transition to Teaching in Master of Education.

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**EXPLANATION**

The public statement that we have prepared for the program's various constituents and stakeholders contains this essential information as follows:

*Montana State University announces the closing of innovative teacher licensure program. After fourteen years of operation the **Northern Plains Transition to Teaching** program at MSU is coming to an end. Program Director Dr. Robert Carson explained, "We are pleased that this NPTT program has had such a great run, and contributed as much as it has to the production of high quality teachers over the years. We created the program to serve a particular niche audience of adult learners, and to address specific recruiting needs of public schools during the era of No Child Left Behind. The need for this particular program has diminished with time, while interesting new challenges now beckon. With mixed feelings of both pride and sorrow, we recognize that it is time to bring NPTT to an end so we can focus our energies on the challenges facing Montana's public schools today."*

The NPTT program had a mission-specific design based on unique structural, programmatic, curricular and operational features that are no longer aligned with national accreditation standards, and could not be reconciled without a complete overhaul. Having fulfilled its intended mission, it is time to reallocate the assets of this program to address the current needs of Montana's educational community.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination/Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2010-LI0516 Meeting Date May 2016

Institution: Montana State University CIP Code: \_\_\_\_\_

Program/Center/Institute Title: Northern Plains Transition to Teaching

Includes (please specify below): Online Offering X Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ **1a. Placing a program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ **1b. Withdrawing a program from moratorium**
- \_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- \_\_\_\_\_ **3. Adding a BAS/AA/AS Area of Study**
- \_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**
- X \_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)
- \_\_\_\_\_ **10. Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

The Northern Plains Transition to Teaching (NPTT) program had a mission-specific design based on unique structural, programmatic, curricular and operational features that are no longer aligned with national accreditation standards, and could not be reconciled without a complete overhaul. Having fulfilled its intended mission, it is time to reallocate the assets of this program to address the current needs of Montana's educational community.

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Northern Plains Transition to Teaching (NPTT)**

Program is being  Placed into moratorium  Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  N:

b.) What is the expected graduation date of all students from the program?

Spring 2018 (May Graduation Date)

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  N:

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  N:

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  N:

b.) Please describe any layoffs that will occur including the date expected?

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):

a.) Internal Curriculum Committees                      NA

b.) Faculty Senate    NA

c.) Program Public Advisory Committee                      NA

d.) Articulation Partners    X

4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)      Y:             N:   x

May 2016

**ITEM 171-2012-LI0516**

**Request for Authorization to Expand the Montana State University Accelerated Baccalaureate in Nursing Option to Missoula and Kalispell**

---

**THAT**

Montana State University requests that the Board of Regents authorize Montana State University College of Nursing to expand the accelerated baccalaureate in Nursing option to Missoula and Kalispell.

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**EXPLANATION**

The College of Nursing at Montana State University is seeking approval to offer the existing accelerated baccalaureate in nursing (ABSN) option in Missoula and Kalispell. We seek to place 8 students in each community. We currently admit 16 ABSN students per year to the Bozeman campus and 16 students per year to the Great Falls campus. The existing ABSN option provides opportunities for individuals who have already earned a bachelor's degree in an academic discipline other than nursing to be able to accelerate the time it takes to complete a second degree in nursing. Instead of taking 29 months to complete the BSN in the traditional program, ABSN students are able to complete the degree requirements in 15 months.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Curriculum Proposal Form  
Attachment 1 – Letters of Support  
Attachment 2 – Board of Nursing Letter of approval

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2012-LI0516 Submission Month or Meeting: May 2016

Institution: Montana State University CIP Code: 51.3801

Program/Center/Institute Title: Accelerated Baccalaureate in Nursing Option Expansion to Missoula and Kalispell

Includes (please specify below): Online Offering  Options Distance delivery from Missoula <-> Kalispell; Interactive Video; Clinical learning experiences in home community

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- 1a. **Placing a program into moratorium** (Program Termination and Moratorium Form)
- 1b. **Withdrawing a program from moratorium**
- 2. **Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less**
- 3. **Adding a BAS/AA/AS Area of Study**
- X 4. **Offering an existing program via distance or online delivery**

**OCHE Approvals**

- 5. **Re-titling an existing postsecondary educational program**
- 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- 8. **Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- 9. **Revising a program** (Curriculum Proposal Form)
- 10. **Adding a temporary Certificate or AAS Degree Program** *Approval limited to 2 years*



**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

**Specify Request:**

The College of Nursing at Montana State University is seeking approval to offer the existing accelerated baccalaureate in nursing (ABSIN) option in Missoula and Kalispell. We seek to place 8 students in each community. We currently admit 16 ABSIN students per year to the Bozeman campus and 16 students per year to the Great Falls campus. The existing ABSIN option provides opportunities for individuals who have already earned a bachelor's degree in an academic discipline other than nursing to be able to accelerate the time it takes to complete a second degree in nursing. Instead of taking 29 months to complete the BSN in the traditional program, ABSIN students are able to complete the degree requirements in 15 months.

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

**1. Overview**

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

The College of Nursing at Montana State University is seeking approval to offer the existing accelerated baccalaureate in nursing (ABSN) option in Missoula and Kalispell. We seek to place 8 students in each community. We currently admit 16 ABSN students per year to the Bozeman campus and 16 students per year to the Great Falls campus. The existing ABSN option provides opportunities for individuals who have already earned a bachelor's degree in an academic discipline other than nursing to be able to accelerate the time it takes to complete a second degree in nursing. Instead of taking 29 months to complete the BSN in the traditional program, ABSN students are able to complete the degree requirements in 15 months.

**2. Institutional and System Fit**

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

This is an expansion of an existing program (ABSN) to two sites where the MSU College of Nursing already admits students to the traditional undergraduate BSN program. We currently admit 32 traditional undergraduate students to the Missoula campus per academic year and 16 to the Kalispell site per academic year.

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

There will be no changes required in the existing baccalaureate program in the College of Nursing including both the traditional program and the accelerated option.

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

There is no programmatic difference. This proposal is an expansion of an existing program (ABSN) to two communities: Missoula and Kalispell.

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

This expansion serves to advance the strategic goals of the institution in the same way the ABSN program currently offered in Bozeman and Great Falls, and the traditional program offered in five communities throughout Montana. The Mission of MSU is: "Montana State University, the state's land-grant institution, educates students, creates knowledge and art, and serves communities by integrating learning, discovery and engagement." The ABSN option educates students, who are prepared to serve the state, by providing leadership for professional nursing through excellence in education, research, practice and service. Specifically, the program will advance the following goals stated in the Montana State University Strategic Plan 2012.

**Learning**

- *"By 2019, the percent of graduate employed full time in their field or in positions of their choosing will increase from an average of 62 percent to 70 percent" (Metric L.3.1).*
  - Almost 100% of baccalaureate graduates (ABSN option or traditional program) are employed in nursing within three months of graduation.

## Montana Board of Regents CURRICULUM PROPOSAL FORM

### Access

- “By 2019, the number of Montana undergraduate students enrolled will surpass 9,900 (a 15 percent increase)” (Metric A.1.1).
  - This expansion will increase the number of students enrolled in nursing each year by 16.
- “By 2019, the number of nontraditional students enrolled in undergraduate and Gallatin College programs will increase to 3,200 (a 20 percent increase)” (Metric A.2.4).
  - The expansion of the ABSN option will increase the number of nontraditional students enrolled in the College of Nursing by 16. All students enrolling in this option are nontraditional in that they must have an earned baccalaureate degree thus they will bring more life experiences and educational background to the College.

**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 is no accelerated baccalaureate entry program in to nursing offered by any other program in Montana, thus there is no duplication.

### 3. 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 curriculum for students who enroll in the ABSN option in Missoula and Kalispell will be no different than the curriculum the other ABSN students take. The curriculum for the accelerated option is no different than the approved curriculum the traditional students take. The courses, number of credits, and clinical hours are the same. The schedule of courses is different, in that students complete the accelerated option in four intense academic terms (summer, fall, spring, and summer), as opposed to the five academic terms that a basic student needs to complete.

The didactic portion of the curriculum will be taught as we currently teach the traditional students in Missoula and Kalispell. All content will be delivered from either Missoula to Kalispell or vice versa using the existing interactive video network. Some courses may be taught in larger sections including cohorts of ABSN students from other campuses using either the video network or online. The College of Nursing has a history of teaching courses across campuses at various times, making full use of the expertise of faculty in the college across the state.

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

We have already started planning for initiating the expansion of the ABSN option to Missoula and Kalispell campuses in May 2017. The Missoula campus director and Kalispell site coordinator, the associate dean, and dean have met with leadership at our major clinical partners in Missoula and Kalispell and have their support. The proposal has received approval from the Montana Board of Nursing (see Attachment 1). The Missoula campus director and Kalispell site coordinator have begun discussions as to the recruitment of faculty to teach this new cohort of students.

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

We plan to begin marketing this expansion once we have Board of Regents approval. The application deadline for all ABSN students is being changed to fall from a spring deadline for this next cohort of ABSN students, thus applicants for this first cohort of ABSN students in Missoula and Kalispell will need to apply by the new deadline of October 15, 2016 and will begin studies in early May, 2017.

**4. Need**

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

The need to increase the number of ABSN students has been evident throughout the history of this option. The first cohort of 16 ABSN students began studies in spring of 2011 on the Bozeman campus. With the next cycle of applications (spring 2012) we received over 100 applications. In response to that high number we increased the number accepted with 32 students beginning studies in the spring of 2013 (16 on the Bozeman campus; 16 on the Great Falls campus). The number of applicants we receive has continued to be high since that time – generally over 100 so it is clearly evident there is a need to expand the number of students admitted to the option. ABSN graduates have a first time pass rate on the licensing exam (NCLEX-RN®) of nearly 100% and employers report they do very well in the work place.

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

It is anticipated that this expansion will have no impact on other students. Nursing directors of all educational programs in the state collaborate on a regular basis to assure that clinical experiences are scheduled in a manner that does not negatively impact students. College of Nursing administrators have had discussions with directors of other nursing programs that use clinical learning sites in Missoula and Kalispell regarding the impact of this expansion on their students. The director of the Missoula College program has provided a letter of support for this expansion; the director of the Flathead Valley Community College program spoke at the Board of Nursing meeting when this expansion was reviewed and stated she was in support as long as we continue to collaborate to assure adequate clinical learning experiences for all students. Section 5 provides detail related to letters of support for this expansion from the chief nurse administrators of our clinical partners in Missoula and Kalispell. These nurse executives have expressed confidence in the clinical capacity for learning experiences for an additional cohort of ABSN students in their facilities. Letters of support are included in Attachment 2.

Montana residents will be positively impacted by this expansion. The College of Nursing has now graduated four classes of ABSN students. Their first time pass rate on the licensing exam is almost 100% and feedback from employers indicates these are excellent nurses. This purposed expansion will result in 16 more BSN prepared nurses entering the workforce who are educated to provide high quality professional nursing care. The majority of our graduates stay in the state to work.

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

It is anticipated that applications for admission to the ABSN program will remain at 100 or perhaps increase as more potential applicants learn the program will be offered in northwestern Montana. Even if the number remains at approximately 100, this expansion will allow for the College of Nursing to admit 48 students per year to the ABSN option (16 – Bozeman; 16 – Great Falls; 8 – Missoula; 8 – Kalispell) as opposed to the 32 that we currently admit to that option per year.

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

**5. Process Leading to Submission**

**A. 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 expansion of the ABSN program began discussions in spring 2015. The dean discussed this option with faculty on the Missoula campus and Kalispell site during her visits to those sites. The general consensus was to move forward with this expansion. The dean also consulted with the provost throughout the 2015-2016 academic year and the campus director in Missoula and site coordinator in Kalispell.

The dean, associate dean of undergraduate programs, Missoula campus director, and Kalispell site coordinator met with Joyce Dombrowski, chief operating officer at St. Patrick's Hospital, Pat Wilson, Executive Director Education Service at Kalispell Regional Healthcare, and Jan Perry, Vice President for Patient Care Services at Community Medical Center. All three nurse executives have provided letters of support for this proposal (see Appendix A), stating they believe there are adequate clinical resources at their respective facilities to support this increase in the number of nursing students. Both the Missoula campus and Kalispell site have adequate space to support this expansion. Both sites have new AV technology supported by HEIM network to support transmission of didactic content from campus to campus.

The request to expand the number of ABSN students in Missoula and Kalispell was reviewed by the Montana Board of Nursing in March and approved. The College of Nursing remains fully accredited by Commission on Collegiate Nursing Education (CCNE) through 2018. Nursing programs are required to notify CCNE of any "substantive change" which includes a significant change in enrollment. Notification must be submitted "no earlier than 90 days prior to implementation or occurrence of the change, but no later than 90 days after implementation or occurrence of the change" (CCNE; 2009; *Procedures for Accreditation of Baccalaureate and Graduate Degree Programs*). It is not yet determined if this increase of 16 students constitutes a substantive change, but if it does, the College will notify CCNE of this change in summer 2016.

**6. Resources**

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

Additional faculty will be needed to teach the didactic and clinical courses associated with this expansion of the ABSN program. These additional course sections will be covered by increasing part-time faculty to full-time (if desired), use of Graduate Teaching Assistants (GTA) and Clinical Resource Registered Nurses (CRRNs) in college labs and clinical settings, and recruitment of additional full or part-time faculty, either non-tenure track or tenure track, as may be needed. Recruitment of faculty is an ongoing effort for the college but we are generally quite successful at finding the faculty we need to teach at the undergraduate level. We have a standing search committee with the charge of recruiting tenure track faculty. Faculty/student ratios never exceed 1:10 in any clinical nursing courses as required by Montana Board of Nursing rules.

**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.**

Currently, the campus director in Missoula has a .75 FTE workload designated to administration and the site coordinator in Kalispell has a .50 FTE designated to administration. If this proposal is approved and we enroll a cohort of 8 ABSN students on our Kalispell site, the site coordinator's administrative responsibilities will

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

increase to .75 FTE. The same funding model will be used to support the additional cohort of accelerated students in Missoula and Kalispell as is currently being used for the ABSN option on the Bozeman and Great Falls campuses. This program currently operates on base dollars that were added to the College of Nursing state allocation based on projected expenditures for the program including instructional faculty, one month additional summer salary for the campus director in both Missoula and Kalispell, and additional staff support during the summer months in each community. As with the current nursing students, additional program fees will be used to cover, for example, the cost of non-reusable supplies, educational materials, and maintenance and upkeep of simulation equipment.

**7. Assessment**

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

The College of Nursing's program evaluation plan is found in the college's Policy Manual (Policy A-9) which is available on the college's Web site at: <http://www.montana.edu/nursing/pdf/A9.pdf>. It is designed around the Commission on Collegiate Nursing Education (CCNE) Standards for Accreditation most recently revised in April 2013. This plan will continue to be used to assess outcomes of this new cohort of students as it is for all graduates from the College of Nursing.

March 1, 2016

Montana Board of Nursing  
301 South Park, 4<sup>th</sup> Floor  
P.O. Box 200513  
Helena, MT 59620-0513

Dear Members of the Montana Board of Nursing:

This letter is in support of the proposal from the Montana State University College of Nursing (CON) to expand their accelerated bachelor of science in nursing (ABSN) option to Missoula and Kalispell. The CON is proposing to place 8 students in Kalispell and 8 in Missoula.

The need for an adequate number of registered nurses who can meet the increasing demands for safe, high-quality, and effective health care continues to be a concern in Montana – especially rural Montana – as well as nationally. The MSU CON proposal would result in an additional 16 baccalaureate prepared nursing graduates per year. It would also move our state a bit closer to the Institute of Medicine’s goal “to increase the proportion of nurses with a baccalaureate degree from 50 to 80 percent by 2020.”

Part of the challenge of expanding programs in Missoula is the need to meet clinical hour requirements at a limited number of clinical sites. Missoula College Nursing Program collaborates with the College of Nursing at MSU as we share clinical facilities for student placements in Missoula. MC and MSU Nursing Programs must continue to work collaboratively in order for all nursing students to continue to have quality clinical learning experiences.

Thank you.

Sincerely,

Dixie G. McLaughlin MSN, RN

Nursing Program Director





310 Sunnyview Lane, Kalispell MT 59901  
(406) 752-1724/www.kalispellregional.org

March 7, 2016

Dear Dean Melland,

It is with great pleasure that Kalispell Regional Healthcare offers our full support towards the start of Montana State University's Accelerated Bachelor of Science in Nursing (BSN) Program in western Montana. Our organization will commit to providing clinic experiences for eight Kalispell students. We are also growing and feel we will offer the nursing students a robust experience, especially in light of our expanding pediatric services.

We commend your vision to continue to seek to increase the number of baccalaureate prepared nurses for our state. Our demand for RNs continues to grow both as our services expand and our current RN workforce ages and retires. The accelerated program offers a great opportunity for students who have a baccalaureate degree in a discipline other than nursing to be BSNs.

We have been very pleased with the quality of our new BSN RNs who are graduates from MSU's College of Nursing. We have full confidence that this quality will continue in the Accelerated BSN Program.

We wish you well in this endeavor and will provide support in any way possible.

Sincerely,

A handwritten signature in black ink that reads "Deborah".

Deborah Wilson, BSN, RN, MBA  
Chief Operating Officer

A handwritten signature in black ink that reads "Karen Lee".

Karen Lee, BSN, RN, MHA  
Chief Nursing Officer

A handwritten signature in blue ink that reads "Pat Wilson".

Pat Wilson, MN, RN  
Executive Director Education Services



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



March 3, 2016

Montana Board of Nursing  
301 South Park, Suite 401  
Helena, MT 59620

To Whom It May Concern:

I am writing this letter to express my deep commitment to and support of the proposed launch of the MSU College of Nursing Accelerated Bachelor of Science in Nursing (ABSN) Cohort. This program consists of eight students each from Missoula and Kalispell.

As Chief Operations Officer of St. Patrick Hospital and the CNO for Providence Health & Services Western Montana Region, I know that adequate clinical capacity is a critical component to the success of any healthcare facility, and the MSU program helps ensure that those in nursing roles are better prepared to take on the increasing responsibility in these settings.

The ABSN program is designed for students who already have a baccalaureate degree in any discipline but nursing. They must complete the same pre-requisite courses that traditional students complete prior to admission. The curriculum is the same as that of traditional students, but the program is completed in 15 months as opposed to the 2.5 academic years taken by the traditional student. They progress through the curriculum in a cohort.

This option began in 2011, when 16 students were admitted onto the Bozeman CON campus. Applicants were so numerous that the program was expanded to Great Falls, with 16 students admitted to that campus. Today, MSU receives 100 or more applicants per year, so expansion of the cohort is the next logical step, increasing students admitted to the program to 48: 8 in Kalispell, 8 in Missoula, 16 in Bozeman, and 16 in Great Falls. Clinical partners in Missoula and Kalispell are supportive of this expansion.

The first time pass rate on the NCLEX-RN by graduates of this program is nearly 100%. Employer feedback on graduates is very positive, stating that these nurses provide excellent care and have particular strength in critical thinking.

I hope you will support MSU in their goal to begin taking applications for students placed in Missoula or Kalispell in the fall of 2016, with studies to begin in May 2017. This program is vital to creating exceptional nurses to meet Montana's challenging healthcare landscape.

Sincerely,

Joyce Dombrowski, RN, MHA, CENP  
COO, St. Patrick Hospital  
CNO – Providence Health & Services, Western Montana Region



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

From day one.

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March 3, 2106

MSU College of Nursing  
Attn: Helen Melland, PhD, RN  
115 Sherrick Hall  
P.O. Box 173560  
Bozeman, MT 59717-3560

RE: Expansion of the ABSN Program

It is my pleasure to write a letter in support of MSU College of Nursing's proposal to expand the Accelerated Bachelor of Science in Nursing (ABSN) program to students in Missoula and Kalispell. I have supported the program since its inception in 2011 and have reviewed the curriculum and outcomes with MSU College of Nursing, Dean and Professor, Helen Melland, PhD, RN. I strongly believe the ABSN program fosters the critical thinking skills necessary for nursing students and prepares the entry-level professional nurse for hospital inpatient and community-based primary care.

As healthcare shifts to more primary and preventive care, hospitals will experience a rise in patient acuity. To meet healthcare's changing needs, employers will seek nurses who can practice with more independence in clinical decision making and case management. Although both an associate degree in nursing (ADN) and bachelor of science in nursing (BSN) prepare nurses for basic bedside clinical care of patients, the BSN prepared nurse possess greater knowledge of health promotion, disease prevention, risk reduction, and is more likely to be an independent worker with leadership skills. The role of ADN is slowly moving into the realm of the nursing assistant or licensed practice nurse. Hospital funding through the Affordable Care Act means patient outcomes are extremely and the literature indicates that baccalaureate-prepared nurses positively impact patient outcomes. Patients deserve the best educated nursing workforce possible and BSN are becoming the preferred candidate for entry level nursing positions nationwide.

The ABSN program is designed for students who have previously received a baccalaureate degree and would like to pursue a career in nursing. Students complete the same pre-requisite and curriculum as traditional students, but in a shorter time span. The accelerated program produces students with exemplary critical thinking skills as noted by employers of ABSN graduates. Additionally, the program boasts a nearly 100 percent first time pass rate on the NCLEX-RN. Outcomes such as these illuminate the scrupulous admission process of MSU College of Nursing. In fact, the ABSN program typically receives more than 100 applicants per year to fulfill 16 student openings in Bozeman and the 16 student openings in Great Falls. Given the demand for baccalaureate-prepared nurses, I am in agreement with MSU College of Nursing's proposal to expand the program to forty-eight students; eight additional students in Kalispell and eight students in Missoula. The ABSN



program is an attractive option for baccalaureate-prepared individuals to pursue career in nursing,

In conclusion, I fully support the efforts of the MSU College of Nursing as they seek approval from the Board of Nursing to expand the Accelerated Bachelor of Science in Nursing (ABSN) program to students in Missoula and Kalispell. Rapidly expanding clinical knowledge and mounting complexities in health care mandate nurses possess educational preparation commensurate with the diversified responsibilities required of them. There is demand for BSN nurses in the State of Montana and I applaud MSU College of Nursing for meeting that need through the expansion of the ABSN program. Any program that enhances the educational preparation of the nursing workforce is a benefit to serving the healthcare needs of the people of Montana.

Sincerely,

A handwritten signature in cursive script that reads "Jan Perry". The signature is written in black ink and is positioned above the typed name and title.

Jan Perry, RN, BSN, MHA  
Chief Nursing Officer  
Community Medical Center  
Regional Care Health Partners

**Heard, Julia**

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**From:** Gustafson, Cynthia <CGustafson@mt.gov>  
**Sent:** Friday, April 22, 2016 2:26 PM  
**To:** Melland, Helen  
**Subject:** Approval for Substantive Change

April 22, 2016

Dear Dr. Melland,

Please consider this email as official notice that the Board of Nursing approved the request for an increase in enrollment to add 8 admissions into the accelerated nursing programs at the Kalispell and Missoula campuses. The approval of this substantive change was done at the April 13, 2016 meeting of the Board.

The Board is pleased with the commitment of MSU – College of Nursing to increase the number of baccalaureate degree nurses working in MT and also congratulates your program on the success of these accelerated graduates.

On behalf of the Board,  
Cynthia Gustafson

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Cynthia Z. Gustafson, RN, PhD  
Executive Director, Montana Board of Nursing  
PO Box 200513, Helena, MT 59620-0513  
[cgustafson@mt.gov](mailto:cgustafson@mt.gov) (406) 841-2380  
[www.nurse.mt.gov](http://www.nurse.mt.gov)  
check out the Future of Nursing in MT at [mtcahn.org](http://mtcahn.org)



May 2016

**ITEM 171-2810-LI0516**

**Request Authorization to Terminate the Bachelor of Science and the Minor in Computer Information Systems**

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**THAT**

Montana State University Northern requests authorization from the Board for Regents to approve the termination of the Bachelor of Science and the minor in Computer Information Systems (CIS).

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**EXPLANATION**

Montana State University Northern has experienced shrinking numbers in the CIS programs and would like to terminate both the Bachelor of Science degree and the Minor.

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**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination and Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2810-LI0516 Submission Month or Meeting: May 2016

Institution: Montana State University Northern CIP Code: 11.0101

Program/Center/Institute Title: Computer Information Systems (CIS) – Major and Minor

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ **1a. Placing a program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ **1b. Withdrawing a program from moratorium**
- \_\_\_\_\_ **2. Adding, re-titling, terminating or revising a campus certificate of 29 credits or less**
- \_\_\_\_\_ **3. Adding a BAS/AA/AS area of study**
- \_\_\_\_\_ **4. Offering an existing program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ **5. Re-titling an existing program**
- X \_\_\_\_\_ **6. Terminating an existing program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ **7. Consolidating existing programs** (Curriculum Proposal Form)
- \_\_\_\_\_ **8. Adding a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ **9. Revising a program** (Curriculum Proposal Form)
- \_\_\_\_\_ **10. Adding a temporary certificate or AAS degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Specify Request:**

Montana State University Northern requests permission to terminate the CIS Bachelor degree and Minor program due to low enrollment in the CIS programs.

**Montana University System**  
**PROGRAM TERMINATION AND MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Computer Information Systems (CIS) - Major and Minor**

Program is being        **Placed into moratorium**   **X**   **Terminated**

**1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.)** Y:   **X**   N:       

**a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium?** Y:   **X**   N:       

**b.) What is the expected graduation date of all students from the program?**

Spring, 2016

**c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion?** Y:   **X**   N:       

We have been conducting program teach-outs for more than 2 years. Basic computer courses and MS Office courses will continue to be offered at MSUN, but there will be no major or minor in CIS.

**2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.)** Y:   **X**   N:       

**a.) Have the faculty affected by the program termination/moratorium been notified?** Y:   **X**   N:



