

LEVEL I APPROVAL MEMORANDUM

Compiled here is the Level I memorandum containing items approved since the September 14-15, 2016 Board of Regents Meeting. This memorandums from August and September 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.

- [August 2016 Level I Memorandum](#)
- [September 2016 Level I Memorandum](#)

LEVEL I APPROVAL MEMORANDUM

DATE: September 6, 2016

TO: Chief Academic Officers, Montana University System

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

RE: August 2016 Level I Approvals

Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System in August 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 September 20. Issues not resolved at that meeting should be submitted in writing to OCHE by noon on Friday, September 23. You will be notified of approved proposals by September 27. The Board of Regents will be notified of the approved proposals at the November 2016 meeting of the Board.

1. Campus Approvals

Great Falls College:

- Notification of intent to offer the Accounting A.A.S. via online delivery
[Item #172-2921-LI0816 | Academic Proposal Request Form](#)

August 2016

ITEM 172-2921-LI0816

Notification of intent to offer the Accounting A.A.S. via online delivery

THAT

Great Falls College, Montana State University is notifying the Montana Board of Regents of its intent to offer the Accounting associate of applied science degree via online delivery.

EXPLANATION

Moving the existing Accounting associate of applied science degree to an online delivery mode will allow more students to participate in the program, especially those in rural communities, those who are place-bound by their circumstances, or those who have other commitments, such as work schedules or family responsibilities, that require them to take online classes.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 172-2921-LI0816 Submission Month or Meeting: August 2016

Institution: Great Falls College Montana State University CIP Code: 52.0301

Program/Center/Institute Title: Accounting A.A.S.

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>.

A. Level I:

Campus Approvals

- _____ 1a. Placing a postsecondary educational program into moratorium (Program Termination and Moratorium Form)
- _____ 1b. Withdrawing a postsecondary educational program from moratorium
- _____ 2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less
- _____ 3. Establishing a B.A.S./A.A./A.S. area of study
- _____ 4. Offering an existing postsecondary educational 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. Establishing a new minor where there is a major or an option in a major (Curriculum Proposal Form)
- _____ 9. Revising a postsecondary educational program (Curriculum Proposal Form)
- _____ 10. Establishing a temporary C.A.S. or A.A.S. 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:

Great Falls College Montana State University requests approval to offer its Accounting A.A.S. via online delivery.

Moving the existing Accounting associate of applied science degree to an online delivery mode will allow more students to participate in the program, especially those in rural communities, those who are place-bound by their circumstances, or those who have other commitments, such as work schedules or family responsibilities, that require them to take online classes.

LEVEL I APPROVAL MEMORANDUM

DATE: October 4, 2016

TO: Chief Academic Officers, Montana University System

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

RE: September 2016 Level I Approvals

Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System in September 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 October 18. Issues not resolved at that meeting should be submitted in writing to OCHE by noon on Friday, October 21. You will be notified of approved proposals by October 25. The Board of Regents will be notified of the approved proposals at the November 2016 meeting of the Board.

1. OCHE Approvals

Montana State University:

- Request for authorization to terminate the Land Surveying Non-Degree Certificate
[Item #172-2028-LI0916](#) | [Academic Proposal Request Form](#) | [Program Termination and Moratorium Form](#)

Montana State University Billings:

- Request for authorization to retitle the A.A.S. in Administrative Assistant to A.A.S. in General Business
[Item #172-2710-LI0916](#) | [Academic Proposal Request Form](#)

September 2016

ITEM 172-2028-LI0916

Request for authorization to terminate the Land Surveying Non-Degree Certificate

THAT

Montana State University requests authorization from the Montana Board of Regents to terminate the Land Surveying Non-Degree Certificate program, offered through the Civil Engineering Department.

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.
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ATTACHMENTS

Academic Proposal Request Form
Program Termination and Moratorium Form

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 requests authorization from the Montana Board of Regents to terminate the Land Surveying Non-Degree Certificate program, offered through the Civil Engineering Department. 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 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:

Montana University System
PROGRAM TERMINATION AND MORATORIUM FORM

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

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 N/A

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

September 2016

ITEM 172-2710-LI0916

Request for authorization to retitle the A.A.S. in Administrative Assistant to A.A.S. in General Business

THAT

Montana State University Billings requests authorization from the Board of Regents of Higher Education to retitle their associate of applied science in Administrative Assistant program to associate of applied science in General Business.

EXPLANATION

The Administrative Assistant A.A.S. Degree program underwent a curriculum review and update that was undertaken in response to the requests of the business community, PAC, and students. The program was put on moratorium at the end of the 2014-2015 academic year due to low enrollment. The business community indicated that the degree curriculum was antiquated and required updates and revisions. The business community indicated they would like to see an associates of applied science degree program with curriculum that contains relevant business, management and marketing courses. Given the needs of the business community and the gravitation of students away from the Administrative Assistant A.A.S to other A.S. degrees that contain some curriculum that employer's value, we incorporated curriculum that addressed those needs and will help make the degree more relevant, substantive, and desired by both students and employers. The proposed name change will codify the changes made and better reflect the degree's changed curriculum to students and the business community.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 172-2710-LI0916 Submission Month or Meeting: September 2016

Institution: Montana State University Billings CIP Code: 52.0101

Program/Center/Institute Title: A.A.S. in General Business

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 postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- _____ **1b. Withdrawing a postsecondary educational program from moratorium**
- _____ **2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- _____ **3. Establishing a B.A.S./A.A./A.S. area of study**
- _____ **4. Offering an existing postsecondary educational 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. Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- _____ **9. Revising a postsecondary educational program** (Curriculum Proposal Form)
- _____ **10. Establishing a temporary C.A.S. or A.A.S. 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:

The Administrative Assistant A.A.S. Degree program underwent a curriculum review and update that was undertaken in response to the requests of the business community, PAC, and students. The program was put into moratorium at the end of the 2014-2015 academic year due to low enrollment. The business community indicated that the degree curriculum was antiquated and required updates and revisions. The business community indicated they would like to see an associate of applied science degree program with curriculum that contains relevant business, management and marketing courses. Given the needs of the business community and the gravitation of students away from the Administrative Assistant A.A.S to other A.S. degrees that contain some curriculum that employer's value, we incorporated curriculum that addressed those needs and will help make the degree more relevant, substantive, and desired by both students and employers. The proposed name change will codify the changes made and better reflect the degree's changed curriculum to students and the business community.