

LEVEL I APPROVAL MEMORANDUM

Compiled here is the Level I memorandum containing items approved since the May 2017 Board of Regents Meeting. This memorandum from April, June, and July contains 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 2017 Level I Memorandum](#)
- [June 2017 Level I Memorandum](#)
- [July 2017 Level I Memorandum](#)

LEVEL I APPROVAL MEMORANDUM

DATE: May 3, 2017

TO: Chief Academic Officers, Montana University System

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

RE: April 2017 Level I Approvals

Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System or Community Colleges in April 2017. 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 16, 2017. Issues not resolved at that meeting should be submitted in writing to OCHE by noon on Friday, May 19. You will be notified of approved proposals by May 23th. The Board of Regents will be notified of the approved proposals at the July 2017 meeting of the Board.

1. Campus Approvals

Helena College

- Notification to re-title Professional Certificate in Human Resource Specialist to Human Resources
[Item # 175-1901-LI0417](#) | [Academic Proposal Request Form](#)
- Request for authorization to re-title Professional Certificate in Bookkeeping Specialist to Payroll
[Item # 175-1902-LI0417](#) | [Academic Proposal Request Form](#)

Flathead Valley Community College

- Notification of the establishment of an Electrical Apprentice C.T.S. program.
[Item # 175-301-LI0417](#) | [Academic Proposal Request Form](#)

Montana State University Northern

- Notification of the establishment of Diesel Technology-NARS Electrical Certificate
[Item # 174-2820-LI0417](#) | [Academic Proposal Request Form](#)

Great Falls College

- Notification of the placement of a CTS in Electrician Technician Tier I moratorium
[Item # 174-2920-LI0417](#) | [Academic Proposal Request Form](#) | [Program Termination Form](#)
- Notification of the placement of a CTS in Electronics Technician Tier II moratorium
[Item # 174-2921-LI0417](#) | [Academic Proposal Request Form](#) | [Program Termination Form](#)
- Notification of the placement of a C.T.S. in Industrial Maintenance Tier I into moratorium
[Item # 174-2922-LI0417](#) | [Academic Proposal Request Form](#) | [Program Termination Form](#)
- Notification of the placement of a C.T.S. in Machinist Technician Tier I into moratorium
[Item # 174-2923-LI0417](#) | [Academic Proposal Request Form](#) | [Program Termination Form](#)
- Notification of the placement of a C.T.S. in Machinist Technician Tier II into moratorium

LEVEL I APPROVAL MEMORANDUM

- [Item # 174-2924-LI0417](#) | [Academic Proposal Request Form](#) | [Program Termination Form](#)
Notification of the placement of a C.T.S. in Welding and Fabrication Tier II into moratorium
- [Item # 174-2925-LI0417](#) | [Academic Proposal Request Form](#) | [Program Termination Form](#)
Notification of the placement of a C.T.S. in Welding and Fabrication Tier IV into moratorium
- [Item # 174-2926-LI0417](#) | [Academic Proposal Request Form](#) | [Program Termination Form](#)

2. OCHE Approvals

Montana State University Billings

- Request for authorization to revise A.A.S. in Construction Technology-Carpentry
[Item # 174-2721-LI0417](#) | [Academic Proposal Request Form](#) | [Curriculum Proposal Form](#) | [Attachment #1](#) | [Attachment #2](#)
- Request for authorization to revise C.A.S. in Construction Technology-Carpentry
[Item # 174-2722-LI0417](#) | [Academic Proposal Request Form](#) | [Curriculum Proposal Form](#) | [Attachment #1](#) | [Attachment #2](#)
- Request for authorization to terminate the teaching minors in Speech Communication and Theater
[Item # 174-2723-LI0417](#) | [Academic Proposal Request Form](#) | [Program Termination Form](#)

April 2017

ITEM 175-1901-LI0417

Request for authorization to re-title Professional Certificate in Human Resource Specialist to Human Resources

THAT

Helena College University of Montana requests authorization from the Montana Board of Regents of Higher Education to re-title professional certificate in Human Resource Specialist to Human Resources.

EXPLANATION

Helena College Accounting and Business Technology area offers a Professional Certificate in Human Resource Specialist. The reference to Specialist can infer a level of expertise not generally gained by completing a professional certificate in the program area. To clarify the skills obtained through earning this P.C. and to offer a consistent title with the other professional certificate titles within the Accounting and Business Technology area, Helena College requests authorization to re-title the P.C. in Human Resource Specialist to Human Resources.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 175-1901-LI0417 Submission Month or Meeting: April 2017

Institution: Helena College CIP Code: 52.1001

Program/Center/Institute Title: Accounting and Business Technology Human Resource Specialist Professional Certificate

Includes (please specify below): Online Offering X Options Traditional delivery, hybrid, online

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**
- X 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:

Helena College Accounting and Business Technology area offers a Professional Certificate in Human Resource Specialist. The reference to Specialist can infer a level of expertise not generally gained by completing a professional certificate in the program area. To clarify the skills obtained through earning this P.C. and to offer a consistent title with the other professional certificate titles within the Accounting and Business Technology area, Helena College requests authorization to re-title the P.C. in Human Resource Specialist to Human Resources.

April 2017

ITEM 175-1902-LI0417

Request for authorization to re-title Professional Certificate in Bookkeeping Specialist to Payroll

THAT

Helena College University of Montana requests authorization from the Montana Board of Regents of Higher Education to re-title professional certificate in Bookkeeping Specialist to Payroll.

EXPLANATION

Helena College Accounting and Business Technology area offers a C.A.S. in Bookkeeping and a Professional Certificate in Bookkeeping Specialist. Students, advisors, and staff are often unclear of the differences between the two certificates. To reduce confusion and to properly represent the curriculum of each certificate, Helena College requests authorization to re-title the P.C. in Bookkeeping Specialist to Payroll as the courses offered support the skills needed for a payroll technician, whereas the courses offered in the C.A.S. Bookkeeping support the skills required for a bookkeeper.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 175-1902-LI0417 Submission Month or Meeting: April 2017

Institution: Helena College CIP Code: 52.0302

Program/Center/Institute Title: Accounting and Business Technology Professional Certificate in Bookkeeping Specialist

Includes (please specify below): Online Offering X Options Traditional delivery, hybrid, online

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**
- X 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:

Helena College Accounting and Business Technology area offers a C.A.S. in Bookkeeping and a Professional Certificate in Bookkeeping Specialist. Students, advisors, and staff are often unclear of the differences between the two certificates. To reduce confusion and to properly represent the curriculum of each certificate, Helena College requests authorization to re-title the P.C. in Bookkeeping Specialist to Payroll as the courses offered support the skills needed for a payroll technician, whereas the courses offered in the C.A.S. Bookkeeping support the skills required for a bookkeeper.

April 2017

ITEM 175-301-LI0417

Notification of the establishment of an Electrical Apprentice C.T.S. program.

THAT

Flathead Valley Community College is notifying the Montana Board of Regents of its intent to establish a 29-credit Electrical Apprentice certificate of technical studies.

EXPLANATION

FVCC was approached by local employers and the State of Montana Apprentice Board with a request to create this program to serve currently registered electrical apprentices. The program correlates with the number of work hours and culminating credential required by the state board.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 175-301-LI0417 Submission Month or Meeting: April 2017

Institution: Flathead Valley Community College CIP Code: _____

Program/Center/Institute Title: Electrical Apprentice C.T.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>.

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**

x _____ 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**

Proposal Summary [360 words maximum]

What: FVCC intends to offer an Electrical Apprentice C.T.S. program.

Why: FVCC was approached by local employers and the State of Montana Apprentice Board with a request to create this program to serve currently registered electrical apprentices. The program correlates with the number of work hours and culminating credential required by the state board.

Resources: No additional resources are necessary to support the addition of this program.

Relationship to similar MUS programs: There are no similar programs in Montana.

April 2017

ITEM 174-2820-LI0417

Notification of the establishment of Diesel Technology-NARS Electrical Certificate

THAT

Montana State University Northern hereby notifies the Montana Board of Regents of the establishment of the diesel technology NARS electrical certificate of 12 credits.

EXPLANATION

MSU Northern proposes to implement this FRA approved program in cooperation with the National Academy of Railroad Science (NARS). This certificate has been requested by executives from the rail industry, and has been the subject of interest from BNSF, Montana RailLink and other short line railroads that operate in the state of Montana.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 174-2820-LI0417 Submission Month or Meeting: April 2017

Institution: MSU Northern CIP Code: 49.0208

Program/Center/Institute Title: Diesel Technology – NARS Electrical 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 postsecondary educational program into moratorium (Program Termination and Moratorium Form)

1b. Withdrawing a postsecondary educational program from moratorium

X **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**

Proposal Summary [360 words maximum]

What

Propose to implement an FRA approved program in cooperation with the National Academy of Railroad Science (NARS). The NARS curriculum includes a rail electrical and a rail mechanical certificate. Each certificate consists of 12 credits of specialized technical coursework, licensed through Johnson County Community College (JCCC).

Why

This certificate was requested by executives from the rail industry, and has been the subject of interest from BNSF, Montana RailLink and other short line railroads that operate in the state of Montana.

Resources

Existing engine trainers as well as donations from industry will provide the mechanical and electrical trainers needed, as well as a number of specialized tools. The new DTC under construction on the Northern Campus was designed with a big-bore lab that incorporates the heavy lift capacity needed to support the program. Major industry partners including both BNSF and GE Transportation have committed to supplying specialized electrical, brake, and other trainers and specialized tools specifically for the NARS program.

Relationship to similar MUS programs

There are no other similar programs in the state nor in neighboring states.

April 2017

ITEM 174-2920-LI0417

Notification of the placement of a C.T.S. in Electronics Technician Tier I into moratorium

THAT

Great Falls College MSU is notifying the Montana Board of Regents of its intent to place into moratorium the 16 credit certificate of technical studies in Electronics Technician Tier I.

EXPLANATION

Initially, course sharing with FVCC appeared to be a mutually beneficial endeavor. Unfortunately, any students who showed an interest in the program intended to enroll directly with FVCC and not with GFC MSU.

ATTACHMENTS

Academic Proposal Request Form
Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 174-2920-LI0417 Submission Month or Meeting: April, 2017

Institution: Great Falls College MSU CIP Code: 48.0105

Program/Center/Institute Title: C.T.S. in Electronics Technician Tier I

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 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**

Proposal Summary [360 words maximum]

Great Falls College MSU is notifying the Montana Board of Regents of its intent to place into moratorium the 16 credit certificate of technical studies in Electronics Technician Tier I. Initially, course sharing with FVCC appeared to be a mutually beneficial endeavor. Unfortunately, any students who showed an interest in the program intended to enroll directly with FVCC and not with GFC MSU.

Montana University System
PROGRAM TERMINATION/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: **Electronics Technician Tier I**

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:
 - 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 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 2017

ITEM 174-2921-LI0417

Notification of the placement of a C.T.S. in Electronics Technician Tier II into moratorium

THAT

Great Falls College MSU is notifying the Montana Board of Regents of its intent to place into moratorium the 16 credit certificate of technical studies in Electronics Technician Tier II.

EXPLANATION

Initially, course sharing with FVCC appeared to be a mutually beneficial endeavor. Unfortunately, any students who showed an interest in the program intended to enroll directly with FVCC and not with GFC MSU.

ATTACHMENTS

Academic Proposal Request Form
Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 174-2921-LI0417 Submission Month or Meeting: April 2017

Institution: Great Falls College MSU CIP Code: 48.0105

Program/Center/Institute Title: C.T.S. in Electronics Technician Tier II

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 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**

Proposal Summary [360 words maximum]

Great Falls College MSU is notifying the Montana Board of Regents of its intent to place into moratorium the 16 credit certificate of technical studies in Electronics Technician Tier II. Initially, course sharing with FVCC appeared to be a mutually beneficial endeavor. Unfortunately, any students who showed an interest in the program intended to enroll directly with FVCC and not with GFC MSU.

Montana University System
PROGRAM TERMINATION/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: **Electronics Technician Tier II**

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:

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 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 2017

ITEM 174-2922-LI0417

Notification of the placement of a C.T.S. in Industrial Maintenance Tier I into moratorium

THAT

Great Falls College MSU is notifying the Montana Board of Regents of its intent to place into moratorium the 18 credit certificate of technical studies in Industrial Maintenance Tier I.

EXPLANATION

Initially, course sharing with FVCC appeared to be a mutually beneficial endeavor. Unfortunately, any students who showed an interest in the program intended to enroll directly with FVCC and not with GFC MSU.

ATTACHMENTS

Academic Proposal Request Form
Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 174-2922-LI0417 Submission Month or Meeting: April 2017

Institution: Great Falls College MSU CIP Code: 48.0303

Program/Center/Institute Title: C.T.S. in Industrial Maintenance Tier I

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 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**

Proposal Summary [360 words maximum]

Great Falls College MSU is notifying the Montana Board of Regents of its intent to place into moratorium the 18 credit certificate of technical studies in Industrial Maintenance Tier I. Initially, course sharing with FVCC appeared to be a mutually beneficial endeavor. Unfortunately, any students who showed an interest in the program intended to enroll directly with FVCC and not with GFC MSU.

Montana University System
PROGRAM TERMINATION/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: **Industrial Maintenance Tier I**

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?

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 NA

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 2017

ITEM 174-2923-LI0417

Notification of the placement of a C.T.S. in Machinist Technician Tier I into moratorium

THAT

Great Falls College MSU is notifying the Montana Board of Regents of its intent to place into moratorium the 19 credit certificate of technical studies in Machinist Technician Tier I.

EXPLANATION

Initially, course sharing with FVCC appeared to be a mutually beneficial endeavor. Unfortunately, any students who showed an interest in the program intended to enroll directly with FVCC and not with GFC MSU.

ATTACHMENTS

Academic Proposal Request Form
Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 174-2923-LI0417 Submission Month or Meeting: April 2017

Institution: Great Falls College MSU CIP Code: 48.0510

Program/Center/Institute Title: C.T.S. in Machinist Technician Tier I

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 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**

Proposal Summary [360 words maximum]

Great Falls College MSU is notifying the Montana Board of Regents of its intent to place into moratorium the 19 credit certificate of technical studies in Machinist Technician Tier I. Initially, course sharing with FVCC appeared to be a mutually beneficial endeavor. Unfortunately, any students who showed an interest in the program intended to enroll directly with FVCC and not with GFC MSU.

Montana University System
PROGRAM TERMINATION/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: **Machinist Technician Tier I**

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:

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 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 2017

ITEM 174-2924-LI0417

Notification of the placement of a C.T.S. in Machinist Technician Tier II into moratorium

THAT

Great Falls College MSU is notifying the Montana Board of Regents of its intent to place into moratorium the 18 credit certificate of technical studies in Machinist Technician Tier II.

EXPLANATION

Initially, course sharing with FVCC appeared to be a mutually beneficial endeavor. Unfortunately, any students who showed an interest in the program intended to enroll directly with FVCC and not with GFC MSU.

ATTACHMENTS

Academic Proposal Request Form
Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 174-2924-LI0417 Submission Month or Meeting: April 2017

Institution: Great Falls College MSU CIP Code: 48.0510

Program/Center/Institute Title: C.T.S. in Machinist Technician Tier II

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 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**

Proposal Summary [360 words maximum]

Great Falls College MSU is notifying the Montana Board of Regents of its intent to place into moratorium the 18 credit certificate of technical studies in Machinist Technician Tier II. Initially, course sharing with FVCC appeared to be a mutually beneficial endeavor. Unfortunately, any students who showed an interest in the program intended to enroll directly with FVCC and not with GFC MSU.

Montana University System
PROGRAM TERMINATION/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: **Machinist Technician Tier II**

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:

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 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 2017

ITEM 174-2925-LI0417

Notification of the placement of a C.T.S. in Welding and Fabrication Tier II into moratorium

THAT

Great Falls College MSU is notifying the Montana Board of Regents of its intent to place into moratorium the 16 credit certificate of technical studies in Welding and Fabrication Tier II.

EXPLANATION

This is a duplication of credentials. The student currently receives a C.T.S. and a C.A.S. for the same semester of work. In theory a student could attend Great Falls College MSU for only Tier II, but that is not what is happening. The students are taking the tiers in succession.

ATTACHMENTS

Academic Proposal Request Form
Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 174-2925-LI0417 Submission Month or Meeting: April 2017

Institution: Great Falls College MSU CIP Code: 48.0508

Program/Center/Institute Title: C.T.S. in Welding and Fabrication Tier II

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 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**

Proposal Summary [360 words maximum]

Great Falls College MSU is notifying the Montana Board of Regents of its intent to place into moratorium the 16 credit certificate of technical studies in Welding and Fabrication Tier II. This is a duplication of credentials. The student currently receives a C.T.S. and a C.A.S. for the same semester of work. In theory a student could attend Great Falls College MSU for only Tier II, but that is not what is happening. The students are taking the tiers in succession.

Montana University System
PROGRAM TERMINATION/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: **Welding & Fabrication Certificate of Technical Studies Tier II**

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:

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 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 2017

ITEM 174-2926-LI0417

Notification of the placement of a C.T.S. in Welding and Fabrication Tier IV into moratorium

THAT

Great Falls College MSU is notifying the Montana Board of Regents of its intent to place into moratorium the 16 credit certificate of technical studies in Welding and Fabrication Tier IV.

EXPLANATION

This is a duplication of credentials. The student currently receives a C.T.S. and an A.A.S. for the same semester of work. In theory a student could attend Great Falls College MSU for only Tier VI, but that is not what is happening. The students are taking the tiers in succession.

ATTACHMENTS

Academic Proposal Request Form
Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 174-2926-LI0417 Submission Month or Meeting: April 2017

Institution: Great Falls College MSU CIP Code: 48.0508

Program/Center/Institute Title: C.T.S. in Welding and Fabrication Tier IV

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 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**

Proposal Summary [360 words maximum]

Great Falls College MSU is notifying the Montana Board of Regents of its intent to place into moratorium the 16 credit certificate of technical studies in Welding and Fabrication Tier II. This is a duplication of credentials. The student currently receives a C.T.S. and an A.A.S. for the same semester of work. In theory a student could attend Great Falls College MSU for only Tier IV, but that is not what is happening. The students are taking the tiers in succession.

Montana University System
PROGRAM TERMINATION/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: **Welding & Fabrication Certificate of Technical Studies Tier IV**

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:

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 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 2017

ITEM 174-2721-LI0417

Request for authorization to revise A.A.S. in Construction Technology-Carpentry

THAT

The Business, Construction, and Energy Technology Department at City College, Montana State University Billings requests authorization to rename the Associate of Applied Science in Construction Technology-Carpentry to Construction Management and to reduce the number of credits minimally.

EXPLANATION

Changes to the Construction Technology-Carpentry A.A.S. are in response to a steady decline in enrollment and calls from students and business leaders to revise the current curriculum. The strength of the local economy coupled with a very small labor pool has been a major factor in the program's enrollment decline. In an effort to both make the program more economically viable and meet the needs of our current and prospective students, we have developed several changes to the curriculum and plan of study:

- adding five currently offered accounting and business courses to the plan of study,
 - deleting three construction courses,
 - removing two non-construction courses from the plan of study,
 - changing the credits of seven construction courses, and
 - changing the name of the program to Construction Management.
-

ATTACHMENTS

Academic Proposal Request Form
Curriculum Proposal Form
Attachment 1-Existing Plan of Study
Attachment 2-Proposed Plan of Study

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 174-2721-LI0417 Submission Month or Meeting: April 2017

Montana State University
Institution: Billings CIP Code: 46.0415

Program/Center/Institute Title: A.A.S. Construction Management

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)
- X 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**

Proposal Summary [360 words maximum]

What

Request for authorization to change the name of the A.A.S. in Construction Technology-Carpentry to A.A.S. in Construction Management, with modest changes in credits.

Why

Changes to the Construction Technology-Carpentry A.A.S. are in response to a steady decline in enrollment and calls from students and business leaders to revise the current curriculum. The strength of the local economy coupled with a very small labor pool has been a major factor in the program's enrollment decline. In an effort to both make the program more economically viable and meet the needs of our current and prospective students, we have developed several changes to the curriculum and plan of study:

- adding five currently offered accounting and business courses to the plan of study,
- deleting three construction courses,
- removing two non-construction courses from the plan of study,
- changing the credits of seven construction courses, and
- changing the name of the program to Construction Management.

Resources

No changes

Relationship to similar MUS programs

No changes

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 Construction Management A.A.S. degree will provide students with a foundation necessary to obtain employment in the construction industry with skills in residential construction and construction management. Students will learn skills in blueprint reading, construction layout, safety, residential construction, estimating, construction management, accounting, QuickBooks, business management, and small business entrepreneurship. Students will apply these skills by performing a variety of hands-on building construction projects, field projects, and classroom projects.

2. Institutional and System Fit

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

This program is an update and revision of the Construction Technology: Carpentry program currently offered at City College.

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

No

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

There are no closely related programs at the institution.

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

The program will continue to offer career and technical education in the construction trades industry to the Billings community.

- 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 other Construction Technology: Carpentry programs around the state, but no Construction Management programs.

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.**

Montana Board of Regents

CURRICULUM PROPOSAL FORM

Please see attached curriculum outline.

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

Since this program is derived from an existing program, and the newly added curriculum already exists at City College, implementation will be fast and only one stage. Students will begin in Fall of 17 in the new program. All existing students will complete the current construction program in Spring 17. We anticipate a starting enrollment of 7-10 students in Fall 17.

4. Need

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

Changes to the Construction Technology-Carpentry A.A.S. and C.A.S are in response to a steady decline in enrollment and calls from students and business leaders to revise the current curriculum. The strength of the local economy coupled with a very small labor pool has been a major factor in the program's enrollment decline. Prospective construction students can find a job without an education. Students that do attend MSUB have entrepreneurial aspirations. They come to the university seeking both hands-on carpentry training and some business training. The proposed changes to curriculum have been proposed in an effort to both make the program more economically viable and meet the needs of our current and prospective students

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

Students will gain the desired business, management, and accounting skills, they are seeking when entering the construction program at city college.

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

This program has been created from the foundation of the current Construction Technology: Carpentry program at City College. The demand for the changed program was based on current enrollment in the program with the addition of students seeking management skills in the construction trade industry. We used program advisory committee meeting, industry, and student input to determine the program's demand.

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.

As stated previously, this is not a completely new program, but a major change to an existing program. The proposal was crafted with the input from department faculty, the Construction Technology: Carpentry Program Advisory Committee, and community business leaders.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

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.**

There are not additional resources required to implement 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.

7. Assessment

- A. How will the success of the program be measured?**

The success of the program will be measured by looking at both total enrollment and graduation rates.

Current

**Construction Technology- Carpentry
Associate of Applied Science Degree**

Required Courses	Credits
CAPP 120 Introduction to Computers	3
COMX 106 Communicating in a Dynamic Workplace	3
CSTN 100 Fundamentals of Construction Technology	3
CSTN 101 Introduction to Concrete	2
CSTN 120 Carpentry Basics and Rough-in Framing	5
CSTN 145 Exterior Finishing, Stair Construction, and Metal Stud Framing	5
CSTN 147 Blueprint Reading	3
CSTN 160 Construction Concepts and Building Laboratory	4
CSTN 161 Construction Concepts and Building Laboratory II	4
CSTN 171 Site Prep, Foundations, and Concrete Installation	3
CSTN 220 Interior Finishing	5
CSTN 230 Advanced Roof, Floor, Wall, and Stair Systems	5
CSTN 270 Foundations of Construction Project Management	3
CSTN 272 Construction Estimating Using Databases	1
CSTN 295 Construction Concepts and Building Laboratory III	6
CSTN 299 Capstone: Carpentry	6
DDSN 114 Introduction to CAD	3
M 114 Extended Technical Mathematics	
TRID 151 Welding	2
WRIT 121 Introduction to Technical Writing	
Total minimum credits required for degree	72

Suggested Plan of Study
Construction Technology-Carpentry
Associate of Applied Science Degree

First Semester	Credits
CSTN 100	3
CSTN 120	5
CSTN 147	3
CSTN 160	4
M 114	3
Total	18
Second Semester	Credits
COMX 106	3
CSTN 145	5
CSTN 161	4
CSTN 171	3
WRIT 121	3
Total	18
Third Semester	Credits
CSTN 101	2
CSTN 230	5
CSTN 295	6
DDSN 114	3
TRID 151	2
Total	18
Fourth Semester	Credits
CAPP 120	3
CSTN 270	3
CSTN 272	1
CSTN 220	5
CSTN 299	6
Total	18
Total for degree	72

Proposed
revised 12/1/16

**Construction Management
Associate of Applied Science Degree (proposed)**

Required Courses	Credits
ACTG 101 Accounting Procedures I	3
ACTG 125 QuickBooks	3
BGEN 105 Introduction to Business	3
BGEN 281 Risk Management, Safety and Security	3
BMGT 210 Small Business Entrepreneurship	3
CSTN 100 Fundamentals of Construction Technology	3
CSTN 101 Introduction to Concrete	2
CAPP 120 Introduction to Computers	3
COMX 106 Communicating in a Dynamic Workplace	3
CSTN 120 Carpentry Basics and Rough-in Framing	4
CSTN 145 Exterior Finishing, Stair Construction, and Metal Stud Framing	4
CSTN 147 Blueprint Reading	3
CSTN 160 Construction Concepts and Building Laboratory	5
CSTN 161 Construction Concepts and Building Laboratory II	4
CSTN 171 Site Prep, Foundations, and Concrete Installation	3
CSTN 220 Interior Finishing	4
CSTN 230 Advanced Roof, Floor, Wall, and Stair Systems	4
CSTN 270 Foundations of Construction Project Management	3
CSTN 272 Construction Estimating Using Databases	1
CSTN 295 Construction Concepts and Building Laboratory III	5
CSTN 299 Capstone: Carpentry	4
DDSN 114 Introduction to CAD	3
M 114 Extended Technical Mathematics	3
TRID 151 Welding	2
WRIT 121 Introduction to Technical Writing	3
Total minimum credits required for degree	68

! Proposed changes are Bolded!
~~Removed courses are struck through~~

**Suggested Plan of Study
(proposed)**

*Construction Management
Associate of Applied Science
Degree*

First Semester	Credits
ACTG 101	3
CSTN 120	4
CSTN 147	3
CSTN 160	5
M 114	3
Total	18
Second Semester	Credits
BGEN 105	3
COMX 106	3
CSTN 145	4
CSTN 161	4
WRIT 121	3
Total	17
Third Semester	Credits
CSTN 272	1
CSTN 230	4
CSTN 295	5
BGEN 281	3
ACTG 125	3
Total	16
Fourth Semester	Credits
BMGT 210	3
CAPP 120	3
CSTN 270	3
CSTN 220	4
CSTN 299	4
Total	17
Total for degree	68

April 2017

ITEM 174-2722-LI0417**Request for authorization to revise C.A.S. in Construction Technology-Carpentry**

THAT

The Business, Construction, and Energy Technology Department at City College, Montana State University Billings requests authorization to rename the Certificate of Applied Science in Construction Technology-Carpentry to Construction Management and to reduce the number of credits minimally.

EXPLANATION

Changes to the Construction Technology-Carpentry C.A.S. are in response to a steady decline in enrollment and calls from students and business leaders to revise the current curriculum. The strength of the local economy coupled with a very small labor pool has been a major factor in the program's enrollment decline. In an effort to both make the program more economically viable and meet the needs of our current and prospective students, we have developed several changes to the curriculum and plan of study:

- adding five currently offered accounting and business courses to the plan of study,
 - deleting three construction courses,
 - removing two non-construction courses from the plan of study,
 - changing the credits of seven construction courses, and
 - changing the name of the program to Construction Management.
-

ATTACHMENTS

Academic Proposal Request Form
Curriculum Proposal Form
Attachment 1-Existing Plan of Study
Attachment 2-Proposed Plan of Study

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 174-2722-LI0417 Submission Month or Meeting: April 2017

Montana State University
Institution: Billings CIP Code: 46.0415

Program/Center/Institute Title: C.A.S. Construction Management

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)
- X 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**

Proposal Summary [360 words maximum]

What

Request for authorization to change the name of the C.A.S. in Construction Technology-Carpentry to C.A.S. in Construction Management, with modest changes in credits.

Why

Changes to the Construction Technology-Carpentry A.A.S. are in response to a steady decline in enrollment and calls from students and business leaders to revise the current curriculum. The strength of the local economy coupled with a very small labor pool has been a major factor in the program's enrollment decline. In an effort to both make the program more economically viable and meet the needs of our current and prospective students, we have developed several changes to the curriculum and plan of study:

- adding five currently offered accounting and business courses to the plan of study,
- deleting three construction courses,
- removing two non-construction courses from the plan of study,
- changing the credits of seven construction courses, and
- changing the name of the program to Construction Management.

Resources

No changes

Relationship to similar MUS programs

No changes

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 Construction Management C.A.S. degree will provide students with a foundation necessary to obtain employment in the construction industry with skills in residential construction and construction management. Students will learn skills in blueprint reading, construction layout, safety, residential construction, estimating, construction management, accounting, QuickBooks, business management, and small business entrepreneurship. Students will apply these skills by performing a variety of hands-on building construction projects, field projects, and classroom projects.

2. Institutional and System Fit

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

This program is an update and revision of the Construction Technology: Carpentry program currently offered at City College.

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

No

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

There are no closely related programs at the institution.

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

The program will continue to offer career and technical education in the construction trades industry to the Billings community.

- 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 other Construction Technology: Carpentry programs around the state, but no Construction Management programs.

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.**

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Please see attached curriculum outline.

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

Since this program is derived from an existing program, and the newly added curriculum already exists at City College, implementation will be fast and only one stage. Students will begin in Fall of 17 in the new program. All existing students will complete the current construction program in Spring 17. We anticipate a starting enrollment of 7-10 students in Fall 17.

4. Need

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

Changes to both the Construction Technology-Carpentry A.A.S. and C.A.S are in response to a steady decline in enrollment and calls from students and business leaders to revise the current curriculum. The strength of the local economy coupled with a very small labor pool has been a major factor in the program's enrollment decline. Prospective construction students can find a job without an education. Students that do attend MSUB have entrepreneurial aspirations. They come to the university seeking both hands-on carpentry training and some business training. The proposed changes to curriculum have been proposed in an effort to both make the program more economically viable and meet the needs of our current and prospective students

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

Students will gain the desired business, management, and accounting skills, they are seeking when entering the construction program at City College.

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

This program has been created from the foundation of the current Construction Technology: Carpentry program at City College. The demand for the changed program was based on current enrollment in the program with the addition of students seeking management skills in the construction trade industry. We used program advisory committee meeting, industry, and student input to determine the program's demand.

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.

As stated previously, this is not a completely new program, but a major change to an existing program. The proposal was crafted with the input from department faculty, the Construction Technology: Carpentry Program Advisory Committee, and community business leaders.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

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.**

There are not additional resources required to implement 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.

7. Assessment

- A. How will the success of the program be measured?**

The success of the program will be measured by looking at both total enrollment and graduation rates.

current

Construction Technology - Carpentry

Certificate of Applied Science

Required Courses	Credits
COMX 106 Communicating in a Dynamic Workplace.....	3
CSTN 100 Fundamentals of Construction Technology.....	3
CSTN 120 Carpentry Basics and Rough-in Framing	5
CSTN 145 Exterior Finishing, Stair Construction, and Metal Stud Framing.....	5
CSTN 147 Blueprint Reading	3
CSTN 160 Construction Concepts and Building Laboratory	4
CSTN 161 Construction Concepts and Building Laboratory II	4
CSTN 171 Site Prep, Foundations, and Concrete Installation.....	3
M 111 Technical Mathematics	
OR	
M 114 Extended Technical Mathematics	3
WRIT 104 Workplace Communications	
OR	
WRIT 121 Introduction to Technical Writing	3
Total minimum credits required for degree.....	36

Suggested Plan of Study

First Semester	Credits
CSTN 100.....	3
CSTN 120.....	5
CSTN 147.....	3
CSTN 160.....	4
M 111 or 114.....	3
Total.....	18

Second Semester

COMX 106.....	3
CSTN 145.....	5
CSTN 161.....	4
CSTN 171.....	3
WRIT 104 or 121	3
Total.....	18

Proposed

revised 12/1/16

**Construction Management
Certificate of Applied Science Degree (proposed)**

Required Courses	Credits
ACTG 101 Accounting Procedures I	3
CAPP 120 Introduction to Computers	3
COMX 106 Communicating in a Dynamic Workplace	3
CSTN 120 Carpentry Basics and Rough-in Framing	4
CSTN 145 Exterior Finishing, Stair Construction, and Metal Stud Framing	4
CSTN 147 Blueprint Reading	3
CSTN 160 Construction Concepts and Building Laboratory	5
CSTN 161 Construction Concepts and Building Laboratory II	4
M 114 Extended Technical Mathematics OR M 111 Technical Mathematics	3
WRIT 121 Introduction to Technical Writing OR WRIT 104 Introduction to Technical Writing	3
Total minimum credits required for degree	35

! Proposed changes are Bolded!

**Suggested Plan of Study
(proposed)**

*Construction Management
Certificate of Applied Science
Degree*

First Semester	Credits
ACTG 101	3
CSTN 120	4
CSTN 147	3
CSTN 160	5
M 114 or 111	3
Total	18
Second Semester	Credits
CAPP 120	3
COMX 106	3
CSTN 145	4
CSTN 161	4
WRIT 104 or 121	3
Total	17
Total for degree	35

ITEM 174-2723-LI0417**Request for Authorization to terminate the Teaching Minors in Speech Communication and Theater**

THAT

The Communication and Theater Department at Montana State University Billings requests authorization to terminate the Teaching Minors in both Speech Communication and Theater.

EXPLANATION

MSU Billings is seeking authorization to terminate the Teaching Minors in Speech Communication and Theater due to a number of factors. Both programs lost their primary impetus for the programs in the first place when they lost their secondary education endorsements several years ago. Moreover, as programs in the Communication and Theater Department have shifted focus, both of these teaching minor programs have lost the requisite faculty to offer these programs. Finally, the Theater program was placed in moratorium a couple years ago and is slated for termination itself. Neither of these programs currently have any students enrolled in them.

ATTACHMENTS

Academic Proposal Request Form
Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 174-2723-LI0417 Submission Month or Meeting: April 2017

Montana State University
Institution: Billings CIP Code: 36.01117 and 09.0101

Program/Center/Institute Title: Teaching Minors in Theater and Speech Communication

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

- _____ **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. 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**

Proposal Summary [360 words maximum]

What: MSU Billings is seeking authorization to terminate two programs, Teaching Minors in Theater and Speech Communication, because they are no longer

Why: MSU Billings is seeking authorization to terminate the Teaching Minors in Speech Communication and Theater due to a number of factors. Both programs lost their primary impetus for the programs in the first place when they lost their secondary education endorsements several years ago. Moreover, as programs in the Communication and Theater Department have shifted focus, both of these teaching minor programs have lost the requisite faculty to offer these programs. Finally, the Theater program was placed in moratorium a couple years ago and is slated for termination itself. Neither of these programs currently have any students enrolled in them.

Resources: None

Relationship to similar MUS programs: None

Montana University System
PROGRAM TERMINATION/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: **Teaching Minors in Theater and Speech Communication**
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: 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: 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 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

LEVEL I APPROVAL MEMORANDUM

DATE: June 28, 2017

TO: Chief Academic Officers, Montana University System

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

RE: June 2017 Level I Approvals

Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System in June 2017. 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 July 18. Issues not resolved at that meeting should be submitted in writing to OCHE by noon on Friday, July 21. You will be notified of approved proposals by July 25. The Board of Regents will be notified of the approved proposals at the September meeting of the Board.

1. Campus Approvals

Flathead Valley Community College:

- Notification of the establishment of a C.T.S. in Firearms Finishing
[Item #175-301-L10617 | Academic Proposal Request Form](#)

2. OCHE Approvals

Miles Community College:

- Request for authorization to revise the C.A.S. in Building Construction to a Competency-based Apprenticeship Model
[Item #175-401-L10617 | Academic Proposal Request Form | Curriculum Proposal Form](#)

June 2017

ITEM 175-301-L10617

Notification of the establishment of a C.T.S. in Firearms Finishing

THAT

Flathead Valley Community College is notifying the Montana Board of Regents of its intent to establish a 29-credit certificate of technical studies in Firearms Finishing.

EXPLANATION

Both student and local employer interest is driving the development of this program as an addition to the current Firearms Technologies C.T.S. program.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 175-301-L10617 Submission Month or Meeting: June 2017

Institution: Flathead Valley Community College CIP Code: 47.0402

Program/Center/Institute Title: Firearms Finishing C.T.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>.

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**

x _____ 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**

Proposal Summary [360 words maximum]

What: Flathead Valley Community College intends to establish a 29-credit C.T.S. in Firearms Finishing.

Why: In response to student and employer interest as a follow-up program to our existing Firearms Technologies C.T.S. program.

Resources: N/A

Relationship to similar MUS programs: None

June 2017

ITEM #175-401-L10617

Request for authorization to revise the C.A.S. in Building Construction to a Competency-based Apprenticeship Model

THAT

Miles Community College requests piloting the delivery of the Building Construction certificate of applied science program using a competency-based apprenticeship model. MCC proposes to pilot this program with Jackson Contractor Group, Inc., in partnership with Missoula College.

EXPLANATION

Miles Community College recently brought the C.A.S. in Building Construction out of moratorium so that the proposed competency-based apprenticeship model could be piloted for the 2017-2018 academic year.

ATTACHMENTS

Academic Proposal Request Form
Curriculum Proposal Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM # 175-401-L10617 Submission Month or Meeting: June 2017

Institution: Miles Community College CIP Code: 460201

Program/Center/Institute Title: C.A.S. Building Construction

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

- 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)
- X 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**

Proposal Summary [360 words maximum]

What: Miles Community College requests piloting the delivery of the Building Construction C.A.S. and A.A.S. Program using a competency-based apprenticeship model. This model would make use of online delivery of theory modules/classes plus on-site supervision and assessment of modules/class lab skills/outcomes.

Why: The Building Construction C.A.S. (and A.A.S.) had been placed into moratorium. The C.A.S. program was removed from moratorium so that this pilot program with Jackson Contractor Group, Inc. could be implemented fall 2017.

Resources: Jackson Contractor Group, Inc., is partnering with Miles Community College and Missoula College to provide training to Jackson Contractor Group, Inc. and assistance with Dr. Kirk Lacy (OCHE/DOL) can provide a pilot model in Montana for competency based and apprentice model in Building Construction C.A.S and A.A.S to JCG, Inc. employees. After the pilot program is run (one – two year period) then further approval with OCHE and NWCCU to offer it as a permanent program would be pursued.

Relationship to similar MUS programs: Miles Community College is collaborating with Missoula College and assistance from Dr. Kirk Lacy (OCHE/DOL) to develop the competency-based apprenticeship model for delivery of the Building Construction C.A.S. and A.A.S.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

- 1. Overview of the request and resulting changes.** Provide a one-paragraph description of the proposed program. Will this program be related or tied to other programs on campus? Describe any changes to existing program(s) that this program will replace or modify. *[100 words]*

Miles Community College (MCC) is requesting to bring back a C.A.S. in Building Construction under a competency-based apprenticeship model. This is a pilot project with Jackson Contracting Group, Inc. (JCG) for one year. This is a partnership with JCG and Missoula College along with the assistance with Dr. Kirk Lacy from the DOL/OCHE on building a competency-based apprenticeship model. This would be 30 credit C.A.S. in Building Construction. This would replace MCC prior traditional model of Building Construction C.A.S. that was placed on moratorium due to low enrollment as students were hired by employers before finishing the C.A.S. This new model of competency-based apprenticeship with JCG will allow the employee of JCG and student in this program to work full-time while pursuing this Building Construction C.A.S. The next step would be to continue this Building Construction competency-based apprenticeship model with on to complete an A.A.S.

- 2. Relation to institutional strategic goals.** Describe the nature and purpose of the new program in the context of the institution's mission and core themes. *[200 words]*

This competency-based apprenticeship model of a Building Construction C.A.S. fits multiple strategic goals of MCC including: response to local industry educational goals; provide cost effective education to local citizens of Miles City and surrounding counties, expand educational opportunities in modalities such as competency-based apprenticeship models that are more accessible to working adult students, join partnerships in education with other institutions such as Missoula College/University of Missoula.

- 3. Process leading to submission.** Briefly detail the planning, development, and approval process of the program at the institution. *[100 words]*

There have been multiple discussions with all faculty by Vice President of Academic Affairs and Dr. Kirk Lacy regarding the models of competency-based and apprenticeship over the academic year of 2016-2017. The moratorium program of MCC in C.A.S. Building Construction was approved by MCC Academic Standards in to be removed from moratorium in Spring 2017 and replaced with the competency based apprenticeship model. During the spring and summer of 2017 several conference and web-based meetings have occurred with Missoula College in regards to joint building of the new competency-based apprenticeship curriculum. The draft curriculum will be developed in July 2017 and a few modules will be ready for delivery in Fall 2017. Remaining modules will be developed during fall 2017 for spring 2018 delivery. The curriculum and models for delivery will be reviewed by MCC Academic Standards in August 2017 for pilot approval. Furthermore, MCC is in conversation with NWCCU regarding pilot status (one year on pilot program) to offer competency-based model in C.A.S Building Construction with JCG with intentions to complete full approval to offer competency-based education approval by NWCCU the subsequent following year.

- 4. Program description.** Please include a complete listing of the proposed new curriculum in Appendix A of this document.

Note: This 30 credit C.A.S. is being developed in conjunction with Missoula College during July 2017, so a full listing of curriculum in not currently complete.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

- a. List the program requirements using the following table.

	Credits
Credits in required courses offered by the department offering the program	24
Credits in required courses offered by other departments	0
Credits in institutional general education curriculum	6
Credits of free electives	0
Total credits required to complete the program	30

- b. List the program learning outcomes for the proposed program. Use learner-centered statements that indicate what students will know, be able to do, and/or value or appreciate as a result of completing the program.

Note: The curriculum and outcomes are currently being developed between MCC and Missoula College so are not currently complete.

5. **Need for the program.** To what specific student, regional, and statewide needs is the institution responding to with the proposed program? How will the proposed program meet those needs? Consider workforce, student, economic, societal, and transfer needs in your response as appropriate. *[250 words]*

The local industry in Miles City, Montana and partnering Missoula College, are in high demand for skilled construction workers. Additionally, there is a need for entry-level construction workers to progress with education, skills building and experience to move into higher level leadership/supervision of project roles. Thus, the need to have a competency-based apprenticeship model that allows the entry-level workers to gain basic construction skills and educational back-ground to move from a C.A.S. to A.A.S. and further Construction Management bachelor degree in Montana. JCG, Inc. has offices in Miles City and Missoula and will enroll 10+ students in this pilot C.A.S. competency-based apprenticeship model with intentions to add that many or more each academic year, and move the cohorts through the C.A.S. to the A.A.S. and further as students desire.

6. **Similar programs.** Use the table below to identify and describe the relationship between any similar programs within the Montana University System.

Institution Name	Degree	Program Title
Miles Community College	C.A.S. and A.A.S.	Competency-based apprenticeship model
Missoula College/UM	C.A.S. and A.A.S.	Currently, have these degrees in a traditional model, but seeking to add the competency-based model as pilot with JCG, Inc.
See below ...		

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Great Falls College/MSU	Professional certificate	Offer a professional certificate with Anderson Construction
City College/MSU Billings	C.A.S and A.A.S	Traditional model of instruction in building construction
Highlands College; Montana Tech	C.A.S and A.A.S.	Traditional model of instruction in building construction
Other two-year or associate level construction programs listed with plans to intent include:	C.A.S. and/or A.A.S	Western, UM;

- a. If the proposed program substantially duplicates another program offered in the Montana University System, provide a rationale as to why any resulting duplication is a net benefit to the state and its citizens. [200 words]

There is not a duplication as this pilot is a new model competency-based apprenticeship model unlike others offered in the state for a C.A.S and A.A.S, plus is a pilot as requested by industry partner with Jackson Contracting Group, Inc. It is also a model that OCHE and DOL are seeking educational institutions to explore in order to meet the demands of employment needs in Montana.

- b. Describe any efforts that were made to collaborate with similar programs at other institutions. If no efforts were made, please explain why. [200 words]

Efforts are being exercised between Miles Community College and Missoula College/UM along with industry partner JCG, Inc. and DOL to explore building this partnership under a new model of competency-based and apprenticeship model. This was first explored via use of Perkins funds in November 2016 when at Missoula College hosted the DACUM process with representatives from all public colleges in Montana and organized by Dr. Kirk Lacy. Other institutions are exploring competency-based and apprenticeship models in various programs outside of construction, (i.e. welding at Helena).

7. Implementation of the program. When will the program be first offered? If implementation will occur in phases, please describe the phased implementation plans. [100 words]

- a. Complete the following table indicating the projected enrollments in and graduates from the proposed program.

Fall Headcount Enrollment					Graduates				
AY_17__	AY_18__	AY__	AY__	AY__	AY_18__	AY_19__	AY__	AY__	AY__
5-10 C.A.S.	5-10 A.A.S.				5-10 C.A.S.	5-10 A.A.S.			

Montana Board of Regents
CURRICULUM PROPOSAL FORM

- b. Describe the methodology and sources for determining the enrollment and graduation projections above. *[200 words]*

The source of the pilot group is employees of JCG, Inc. at Miles Community College and Missoula College, too. JCG, Inc. is funding these pilot students/employees. This project will run for one year for the C.A.S. and let the same students continue under the pilot for the next year for those seeking the full A.A.S.

- c. What is the initial capacity for the program?

5- 10 students at Miles Community College and 5- 10 students are also anticipated for Missoula College

- 8. Program assessment.** How will success of the program be determined? What action would result if this definition of success is not met? *[150 words]*

This is a pilot project joint with industry (JCG, Inc. and DOL) to explore the industry need for employees in construction to pursue their education and skills building while employed via a competency-based apprenticeship model. Success will be measured in both development and approval processes for competency-based apprenticeship academic programs with OCHE and NWCCU; successful completion of students in the C.A.S and A.A.S. competency-based apprenticeship model with JCG, Inc. Success in these efforts will lead to full approval by NWCCU with MCC offering competency-based educational programs and graduates in the Building Construction program that could then be opened to students outside the pilot project.

- a. What direct and indirect measures will be used to assess student learning? *[100 words]*

While specific examples will be provided when curriculum is completed, give the competency based apprenticeship model will include both course model outcomes that will be offered online with faculty; skills assessment measures by lab/apprenticeship supervisor/adjunct faculty.

- b. How will you ensure that the assessment findings will be used to ensure the quality of the program? *[100 words]*

The outcomes of the course/modules outcomes will align with the DACUM and current Missoula construction outcomes for like content and skills assessment.

- c. Where appropriate, describe applicable specialized accreditation and explain why you do or do not plan to seek accreditation. *[100 words]*

We are seeking full NWCCU accreditation with competency-based education, via the approval to pilot this C.A.S./A.A.S. Building Construction Pilot project with JCG, Inc. and Missoula College.

9. Physical resources.

- a. Describe the existing facilities, equipment, space, laboratory instruments, computer(s), or other physical equipment available to support the successful implementation of the program. What will be the impact

Montana Board of Regents
CURRICULUM PROPOSAL FORM

on existing programs of increased use of physical resources by the proposed program? How will the increased use be accommodated? *[200 words]*

MCC has the existing lab, supplies, tools and LMS (CANVAS) to offer this building construction program under the new competency-based apprenticeship model. However, given this includes the apprenticeship model, most of the lab or hands on skills will be done via JCG, Inc. on the job site overseen by JCG, Inc. site supervisor and MCC adjunct faculty. The theory/course content will be offered online via MCC LMS (CANVAS) and run/assessed via adjunct faculty member.

- b. List needed facilities, equipment, space, laboratory instruments, etc., that must be obtained to support the proposed program. (Enter the costs of those physical resources into the budget sheet.) How will the need for these additional resources be met? *[150 words]*

No additional facilities, equipment, space or laboratory instruments, etc. will need to be obtained to support this proposed program given the apprentice model. The LMS system is already in place as well to offer the online course content.

10. Personnel resources.

- a. Describe the existing instructional, support, and administrative resources available to support the successful implementation of the program. What will be the impact on existing programs of increased use of existing personnel resources by the proposed program? How will quality and productivity of existing programs be maintained? *[200 words]*

Adjunct Faculty have been identified and will be hired to offer the online content delivery and JCG, Inc. will supply the site supervisor who will work with the MCC Adjunct faculty to assess the lab/skills assessment measures of outcomes with the on the job apprentice model where lab skills will occur at the various JCG, Inc. job sites per student/employee.

- b. Identify new personnel that must be hired to support the proposed program. (Enter the costs of those personnel resources into the budget sheet.) What are the anticipated sources or plans to secure the needed qualified faculty and staff? *[150 words]*

Contract services have been secured between MCC and Missoula College to pay current Missoula College faculty to develop the curriculum/modules in alignment with the DACUM study and needed CCN system with OCHE for online delivery of theory/course work and lab modules that will occur on the job site with JCG, Inc. under this competency-based apprenticeship model.

11. Other resources.

- a. Are the available library and information resources adequate for the proposed program? If not, how will adequate resources be obtained? *[100 words]*

Current library supplies/information are still fully adequate from the prior traditional model program and accessible via the online services of MCC Library. The Library Director is fully versed in assisting the faculty in how to use and incorporate library resources/information on the program via LMS as well as onsite visit by students.

- b. Do existing student services have the capacity to accommodate the proposed program? What are the implications of the new program on services for the rest of the student body? *[150 words]*

Montana Board of Regents
CURRICULUM PROPOSAL FORM

MCC student services is fully functional to accommodate these additional 5-10 students/employees to enroll and serve their program service needs. There is free online and on campus tutoring available. Additional, support via JCG, Inc. with supervisor, co-worker, mentorship is also available to these pilot students/employees of JCG, Inc.

12. Revenues and expenditures. Describe the implications of the new program on the financial situation of the institution. *[100 words]*

- a. Please complete the following table of budget projections using the corresponding information from the budget template for the first three years of operation of the new program.

	Year 1	Year 2	Year 3
Revenues	.5 FTE	.5 FTE	1 FTE
Expenditures	Adjunct faculty \$1200.00 Curriculum Development \$2000.00	Same as Year 1	Adjunct faculty only \$1200.00
Net Revenue (revenues-expenditures)			Break even and grow after year 3

- b. Describe any expenses anticipated with the implementation of the new program. How will these expenses be met? *[200 words]*
- i. If funding is to come from the reallocation of existing state appropriated funds, please indicate the sources of the reallocation. What impact will the reallocation of funds in support of the program have on other programs? *[150 words]*

The filling of two vacant faculty lines hired, there is a reduction in adjunct faculty budget so those savings in adjunct faculty line will cover the adjunct funds needed to run the building construction program. Program budget line were reserved from the moratorium old program over the last two years and are being used to cover funds needed for curriculum development

- ii. If an increase in base funding is required to fund the program, indicate the amount of additional base funding and the fiscal year when the institution plans to include the base funding in the department's budget.

NA

- iii. If the funding is to come from one-time sources such as a donation, indicate the sources of other funding. What are the institution's plans for sustaining the program when that funding ends? *[150 words]*

Funding from JCG, Inc. will cover the tuition/fees, etc. for each of their students/employees. Desire would be that once NWCCU has full accredited MCC to offer competency based apprentice model

Montana Board of Regents
CURRICULUM PROPOSAL FORM

of Building Construction, that JCG, Inc. would not only continue to fund students/employees in this program, but offer scholarships for outside students to participate in this program, too.

- iv. Describe the federal grant, other grant(s), special fee arrangements, or contract(s) that will be valid to fund the program. What does the institution propose to do with the program upon termination of those funds? [150 words]

NA

- 13. Student fees.** If the proposed program intends to impose new course, class, lab, or program fees, please list the type and amount of the fee.

No new fees are anticipated with this program. Currently, online fees will be applicable due to the online delivery of the courses but this is an existing fee of \$35.00/per credit.

- 14.** Complete the budget template below with the following information:

- Indicate all resources needed including the planned FTE enrollment, projected revenues, and estimated expenditures for the first three fiscal years of the program.
- Include reallocation of existing personnel and resources and anticipated or requested new resources.
- Amounts should reconcile subsequent pages where budget explanations are provided.

Signature/Date

College or School Dean:

Chief Academic Officer: Dr. Rita Kratky, VPAA at Miles Community College



Chief Executive Officer:



Flagship Provost*:

Flagship President*:

*Not applicable to the Community Colleges.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

I. PROJECTED STUDENT ENROLLMENT

	FY <u>17</u>		FY <u>18</u>		FY <u>19</u>	
	FTE	Headcount	FTE	Headcount	FTE	Headcount
Projected enrollments	<u>.5</u>	<u>5-10</u>	<u>.5</u>	<u>5-10</u>	<u>1.0</u>	<u>10-20</u>

II. REVENUE

	FY <u>17</u>		FY <u>18</u>		FY <u>19</u>	
	On-going	One-time	On-going	One-time	On-going	One-time
1. New Appropriated Funding Request						
2. Institution Funds						
3. Federal						
4. New Tuition Revenues from Increased Enrollments	\$5000.00		\$5000.00		\$10,000	
5. Student Fees						
6. Other (i.e., Gifts)						
Total Revenue	<u>\$5000.00</u>	<u>\$0</u>	<u>\$5000.00</u>	<u>\$0</u>	<u>\$10,000.00</u>	<u>\$0</u>

Ongoing is defined as ongoing operating budget for the program which will become part of the base.

One-time is defined as one-time funding in a fiscal year and not part of the base.

III. EXPENDITURES

	FY <u>17</u>		FY <u>18</u>		FY <u>19</u>	
	On-going	One-time	On-going	One-time	On-going	One-time
A. Personnel Costs						
1. FTE	<u>.5</u>		<u>.5</u>		<u>1.0</u>	
2. Faculty						
3. Adjunct Faculty	\$1200.00		\$1200.00		\$1200.00	
4. Graduate/Undergrad Assistants						

Montana Board of Regents
CURRICULUM PROPOSAL FORM

5. Research Personnel	_____	_____	_____	_____	_____	_____
6. Directors/Administrators	_____	_____	_____	_____	_____	_____
7. Administrative Support Personnel	_____	_____	_____	_____	_____	_____
8. Fringe Benefits	_____	_____	_____	_____	_____	_____
9. Other: _____	_____	_____	_____	_____	_____	_____
Total Personnel and Costs	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>

	FY 17		FY 18		FY 19	
	On-going	One-time	On-going	One-time	On-going	One-time
B. Operating Expenditures						
1. Travel	_____	_____	_____	_____	_____	_____
2. Professional Services	_____	<u>\$2000.00</u>	_____	<u>\$2000.00</u>	_____	_____
3. Other Services	_____	_____	_____	_____	_____	_____
4. Communications	_____	_____	_____	_____	_____	_____
5. Materials and Supplies	_____	_____	_____	_____	_____	_____
6. Rentals	_____	_____	_____	_____	_____	_____
7. Materials & Goods for Manufacture & Resale	_____	_____	_____	_____	_____	_____
8. Other: _____	_____	_____	_____	_____	_____	_____
Total Operating Expenditures	<u><u>\$0</u></u>	<u><u>\$2000.00</u></u>	<u><u>\$0</u></u>	<u><u>\$2000.00</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>

	FY 17		FY 18		FY 19	
	On-going	One-time	On-going	One-time	On-going	One-time
C. Capital Outlay						
1. Library Resources	_____	_____	_____	_____	_____	_____
2. Equipment	_____	_____	_____	_____	_____	_____
Total Capital Outlay	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>

Montana Board of Regents
CURRICULUM PROPOSAL FORM

	FY _____		FY _____		FY _____	
	On-going	One-time	On-going	One-time	On-going	One-time
D. Capital Facilities Construction or Major Renovation	_____	_____	_____	_____	_____	_____
	FY <u>17</u>		FY <u>18</u>		FY <u>19</u>	
	On-going	One-time	On-going	One-time	On-going	One-time
E. Other Costs						
1. Utilities	_____	_____	_____	_____	_____	_____
2. Maintenance & Repairs	_____	_____	_____	_____	_____	_____
3. Other: _____	_____	_____	_____	_____	_____	_____
Total Other Costs	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL EXPENDITURES:	<u>\$3200.00</u>	<u>\$0</u>	<u>\$3200.00</u>	<u>\$0</u>	<u>\$1200.00</u>	<u>\$0</u>
Net Income (Deficit)	<u>\$1800.00</u>	<u>\$0</u>	<u>\$1800.00</u>	<u>\$0</u>	<u>\$6800.00</u>	<u>\$0</u>

The signature of the campus Chief Financial Officer signifies that he/she has reviewed and assessed the fiscal soundness of the proposal and provided his/her recommendations to the Chief Academic Officer as necessary.



Campus Chief Financial Officer Signature

Chief Financial Officer comments:

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Appendix A – Proposed New Curriculum

Currently under development between MCC and Missoula College (sample available in August 2017).

LEVEL I APPROVAL MEMORANDUM

DATE: August 1, 2017

TO: Chief Academic Officers, Montana University System

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

RE: July 2017 Level I Approvals

Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System in July 2017. 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 August 15, 2017. Issues not resolved at that meeting should be submitted in writing to OCHE by noon on Friday, (August 18). You will be notified of approved proposals by August 22. The Board of Regents will be notified of the approved proposals at the September meeting of the Board.

OCHE Approvals

Montana State University Billings:

- Request for authorization of the re-titling of the B.A. and minor degree in Communication Arts, Mass Communication Option to Communication Arts, Media Studies Option
[Item # 176-2720-LI0717 | Academic Proposal Request Form](#)

The University of Montana Missoula:

- Request for authorization to terminate the four options in the Education M.A.
[Item # 176-1001-LI0717 | Academic Proposal Request Form | Program Termination Form](#)

July 2017

ITEM 176-2720-L10717

Request for authorization of the re-titling of the B.A. and minor degree in Communication Arts, Mass Communication Option to Communication Arts, Media Studies Option

THAT

Montana State University Billings requests authorization from the Montana Board of Regents of the intent to retitle their Bachelor of Arts and minor degree in Communication Arts, Mass Communication Option to Bachelor of Arts and minor degree in Communication Arts, Media Studies Option.

EXPLANATION

The Department of Communication and Theater proposes to change the name of the Mass Communication Option for a Major in Communication Arts and the Mass Communication Option for a Minor in Communication to the Media Studies Option for a Major in Communication Arts and the Media Studies Option for a Minor in Communication Arts. Renaming the major and minor "Media Studies" more accurately reflects the updated pedagogical commitment to teaching new and social media alongside more traditional "mass media" (print, radio, and television) curriculum. Additionally, teaching traditional mass media curriculum necessitates offering accompanying media production curriculum, which the Department of Communication and Theater does not offer. Finally, the "Media Studies" designation brings the program in line with the National Communication Association's definition of an electronic and digital media concentration of Communication study (please see <http://www.natcom.org/Secondary.aspx?id=7062>).

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 176-2720-L10717 Submission Month or Meeting: July 2017

Institution: Montana State University- Billings CIP Code: 09.0100

Program/Center/Institute Title: B.S. and minor in Mass Communication

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

- 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

Proposal Summary [360 words maximum]

What

Montana State University-Billings requests authorization to retitle their Bachelor of Arts and minor degree in Communication Arts, Mass Communication Option to Bachelor of Arts and minor degree in Communication Arts, Media Studies Option

Why

The Department of Communication and Theater proposes to change the name of the Mass Communication Option for a Major in Communication Arts and the Mass Communication Option for a Minor in Communication to the Media Studies Option for a Major in Communication Arts and the Media Studies Option for a Minor in Communication Arts. Naming the major and minor "Media Studies" more accurately reflects the updated pedagogical commitment to teaching new and social media alongside more traditional "mass media" (print, radio, and television) curriculum. Additionally, teaching traditional mass media curriculum necessitates offering accompanying media production curriculum, which the Department of Communication and Theater does not offer. Finally, the "Media Studies" designation brings this program in line with the National Communication Association's definition of an electronic and digital media concentration of Communication study (please see <http://www.natcom.org/Secondary.aspx?id=7062>).

Resources

No new resources are required to implement this change.

Relationship to similar MUS programs

This is a stand-alone program at MSU-Billings, though programs in Communication and Media Studies are ubiquitous across MUS institutions.

July 2017

ITEM 176-1001-LI0717

Request for authorization to terminate the four options in the Education M.A.

THAT

The University of Montana requests authorization from the Montana Board of Regents to terminate the four options in the Master of Arts in Education.

EXPLANATION

The department requests to terminate the four options in the M.A. in Education:

- Critical Social Issues
- Diversity
- Educational Research
- Learning and Assessment

The M.A. in Education will remain with no options.

ATTACHMENTS

Academic Request Form
Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 176-1001-LI0717 Submission Month or Meeting: July 2017

Institution: University of Montana CIP Code: 13.0301

Program/Center/Institute Title: Education M.A. options

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 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**
- X _____ 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**

Proposal Summary [360 words maximum]

What

Request to terminate the four options in the M.A. in Education:

- Critical Social Issues
- Diversity
- Educational Research
- Learning and Assessment

Why

The Education M.A. was recently approved (March 2016). The proposers were unaware that the term “option” indicated an official degree option that would appear in the academic inventory and on student transcripts. They were intended to serve as advising tracks, or areas of focus for students, not official options. So, we would like to remove the options from the degree; the program will not change. The MA will remain with no options. No students are currently enrolled in the options (just the M.A. itself).

Resources

NA

Relationship to similar MUS programs

NA

Montana University System
PROGRAM TERMINATION/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: **Terminate four options in Education M.A. (only terminate the options—the M.A. will remain without options)**

Program is being Placed into moratorium Terminated

This is a request to terminate the following options in the Education M.A. as they were never intended to be official options:

- Critical Social Issues
- Diversity
- Educational Research
- Learning and Assessment

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:

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

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 n/a

b.) Faculty Senate n/a

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