

LEVEL I APPROVAL MEMORANDUM

Compiled here is the Level I memorandum containing items approved since the May 2018 Board of Regents Meeting. This memorandum from May, 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.

- [May 2018 Level I Memorandum](#)
- [June 2018 Level I Memorandum](#)
- [July 2018 Level I Memorandum](#)

LEVEL I MEMORANDUM

DATE: May 30, 2018

TO: Chief Academic Officers, Montana University System

FROM: Clayton Christian, Commissioner of Higher Education

RE: May 2018 Level I Academic Items

Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System in May 2018. 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 Tuesday, June 19. Issues not resolved at that meeting should be submitted in writing to OCHE by noon on Friday, June 22. You will be notified of approved proposals by Monday, June 25. The Board of Regents will be notified of the approved proposals at the September 2018 meeting of the Board.

1. Campus Approvals

The University of Montana Missoula:

- Notification of the establishment of a New West Art Certificate
[Item #179-1001-LI0518 | Academic Proposal Request Form](#)

2. OCHE Approvals

Montana State University Bozeman:

- Request for authorization to terminate the Early Childhood Education and Child Services major
[Item #179-2010-LI0518 | Academic Proposal Request Form | Program Termination/Moratorium Form](#)

May 2018

ITEM 179-1001-LI0518

Notification of the establishment of a New West Art Certificate

THAT

The University of Montana-Missoula notifies the Montana Board of Regents of the establishment of a New West Art Certificate.

EXPLANATION

Art provides a critical lens to explore the history, use, and contemporary stewardship of western American lands. Working independently and collaboratively in hands-on research, students will study in the field, studio, seminar and lecture. This certificate is appropriate for students from a wide range of disciplines and may be taken at the graduate and undergraduate level. Students learn visual expression skills for innovative interpretations and positive solutions.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 179-1001-R0518 Submission Month or Meeting: May 2018

Institution: University of Montana-Missoula CIP Code: 3.9999

Program/Center/Institute Title: New West Art 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

Art provides a critical lens to explore the history, use, and contemporary stewardship of western American lands. Working independently and collaboratively in hands-on research, students will study in the field, studio, seminar and lecture. This certificate is appropriate for students from a wide range of disciplines and may be taken at the graduate and undergraduate level. Students learn visual expression skills for innovative interpretations and positive solutions.

Why

Issues surrounding land and environment are a timely concern. Many students specifically attend the University of Montana because of its location at the intersection between population and natural resources. At the same time, art is a powerful form of communication and vehicle for social engagement. This certificate benefits a wide range of students. All classes will be co-convened at the undergraduate- and graduate-levels, and pre-requisites will be minimal, making it accessible to students outside of art.

Resources

No new resources are required.

Relationship to similar MUS programs

While other MUS institutions offer Art degrees, this certificate and its focus on the understanding of the intermountain west will be unique.

May, 2018

ITEM 179-2010-LI0518

Request authorization to terminate the Early Childhood Education and Child Services major (program code ECEC)

THAT

Montana State University requests authorization from the Montana Board of Regents to terminate the major Early Childhood Education and Child Services (program code ECEC-BS), which has been replaced by options of Early Childhood Education and Child Services Child Development (code ECCD-BS) and Early Childhood Education and Child Services Preschool-Grade 3 (code ECPT-BS)

EXPLANATION

The Board of Regents approved two options (Child Development and P3) in the Early Childhood Education & Child Services degree in September 2016. Beginning Fall 2017, all new students must declare either ECCD (Child Development) or ECPT (P3).

ATTACHMENTS

Academic Proposal Form
Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 179-2010-LI0518 Submission Month or Meeting: May, 2018

Institution: Montana State University CIP Code: 19.0101

Program/Center/Institute Title: Early Childhood Education & Child Services (ECEC-BS)

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 The Department of Health and Human Development at Montana State University is requesting termination of the existing degree BS in Early Childhood Education and Child Services.

Why Two options were approved in Fall 2016 to replace the BS in Early Childhood Education and Child Services: Child Development and Preschool-Grade 3. Failure to terminate the broader major was an oversight.

Resources N/A

Relationship to similar MUS programs N/A

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: **BS in Early Childhood Education & Child Services (ECEC-BS)**

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:

Freshman and sophomore students have been informed via email that they must declare an option within Early Childhood Education & Child Services, either Child Development (CD) or Preschool-Grade 3 (P3).

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

Juniors and seniors currently listed in the major will graduate Fall 2018, Spring 2019, Fall 2019.

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

No required courses from the ECE&CS program have been deleted. The major was revised by adding the CD and P3 options and approved by the Board of Regents in September 2016.

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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 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

LEVEL I MEMORANDUM

DATE: July 3, 2018

TO: Chief Academic Officers, Montana University System

FROM: Clayton Christian, Commissioner of Higher Education

RE: June 2018 Level I Academic Items

Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System in June 2018. 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 17th. Issues not resolved at that meeting should be submitted in writing to OCHE by noon on Friday, July 20th. You will be notified of approved proposals by June 24th. The Board of Regents will be notified of the approved proposals at the September meeting of the Board.

1. Campus Approvals

Miles Community College:

- Notification of the establishment of a Certificate in PC Maintenance Assistant
[Item # 179-401-L10618 | Academic Proposal Request Form](#)
- Notification of the establishment of a Certificate in Graphic Design Assistant
[Item # 179-402-L10618 | Academic Proposal Request Form](#)

The University of Montana Missoula:

- Notification of the establishment of a graduate certificate in Cybersecurity Management
[Item #180-1001-LI0618 | Academic Proposal Request Form](#)

June 26, 2018

ITEM 179-401-L10618

Notification of the establishment of a Certificate in PC Maintenance Assistant

THAT

Miles Community College notifies the Montana Board of Regents of Higher Education of the establishment of a Certificate of 29 or fewer credits in PC Maintenance Assistant.

EXPLANATION

Miles Community College is striving to meet the workforce needs associated with Information Technology.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 179-401-L10618 Submission Month or Meeting: June 2018

Institution: Miles Community College CIP Code: 470104

Program/Center/Institute Title: Certificate in PC Maintenance Assistant

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/academicproposals.asp>.

 A. Level I:

Campus Approvals

- 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- 1b. **Withdrawing a postsecondary educational program from moratorium**
- 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: Miles Community College notifies the Montana Board of Regents of the establishment of a Certificate of 29 or fewer credits in PC Maintenance Assistant.

Why: Miles Community College is striving to meet the workforce needs associated with Information Technology.

Resources: No additional resources will be needed.

Relationship to similar MUS programs: N/A

June 26, 2018

ITEM 179-402-L10618

Notification of the establishment of a Certificate in Graphic Design Assistant

THAT

Miles Community College notifies the Montana Board of Regents the establishment of a Certificate of 29 or fewer credits in Graphic Design Assistant.

EXPLANATION

Miles Community College is striving to meet the workforce needs associated with Information Technology.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 179-402-L10618 Submission Month or Meeting: June 2018

Institution: Miles Community College CIP Code: 110801

Program/Center/Institute Title: Certificate in Graphic Design Assistant

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/academicproposals.asp>.

 A. Level I:

Campus Approvals

- 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- 1b. **Withdrawing a postsecondary educational program from moratorium**
- X 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
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- 5. **Re-titling an existing postsecondary educational program**
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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 notifies the Montana Board of Regents of the establishment of a Certificate of 29 or fewer credits in Graphic Design Assistant.

Why: Miles Community College is striving to meet the workforce needs associated with Information Technology.

Resources: No additional resources will be needed.

Relationship to similar MUS programs: N/A

June 2018

ITEM 180-1001-LI0618

Notification of the establishment of a graduate certificate in Cybersecurity Management

THAT

The University of Montana-Missoula notifies the Montana Board of Regents of its intent to establish a graduate certificate in Cybersecurity Management.

EXPLANATION

The Management Information Systems faculty in the College of Business propose a graduate certificate in Cybersecurity Management. This certificate is designed to align with the cyber defense knowledge units developed by the National Security Agency/Department of Homeland Security for information assurance. Students will gain skills in programming; networking technology and protocols; databases and analytics; probability and statistics; policy, legal, ethics, and compliance; cybersecurity fundamentals and practices; and cybersecurity management and planning. The Cybersecurity Management certificate focuses more on the management issues than the technical issues in cybersecurity.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 180-1001-LI0618 Submission Month or Meeting: June 2018

Institution: University of Montana-Missoula CIP Code: 52.0201

Program/Center/Institute Title: Cybersecurity Management 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>.

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Campus Approvals

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OCHE Approvals

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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*
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4. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What

The Management Information Systems faculty in the College of Business propose a graduate certificate in Cybersecurity Management. This certificate is designed to align with the Cyber Defense knowledge units developed by the National Security Agency/Department of Homeland Security for information assurance. Students will gain skills in programming; networking technology and protocols; databases and analytics; probability and statistics; policy, legal, ethics, and compliance; cybersecurity fundamentals and practices; and cybersecurity management and planning. The Cybersecurity Management Certificate focuses more on the management issues than the technical issues in cybersecurity

Why

The purpose of this graduate certificate in Cybersecurity Management is provide graduate students with technical and management skills in the area of cybersecurity. Expertise in cybersecurity is an important focus for MIS and graduate business students. The MIS Advisory Board has members that work in the cybersecurity field for KPMG, PwC, Moss Adams, and LMG Security. These companies have stressed that finding employees with skills in the cybersecurity area is one of their top priorities and they have immediate openings for students that receive a certificate in Cybersecurity Management. These companies provide consulting services for other businesses and organizations to help them comply with federal and state regulations, develop policies and procedures to increase security to meet business demands, and provide services to handle security breaches when they occur.

Resources

The leading methodologies for cybersecurity have been developed by the NSA/DHS Center of Academic Excellence in Information Assurance. This proposal addresses all of the Center of Academic Excellence (CAE) knowledge units with existing course offerings and does not require any new courses.

Relationship to similar MUS programs

Missoula College offers a professional certificate in Cybersecurity and the MIS Department has collaborated with them to allow a pathway for MIS students to receive the Missoula College Cybersecurity Professional Certificate. Unfortunately, graduate students cannot receive this certificate and count the courses toward their graduate degree because it is an undergraduate certificate, so this graduate certificate will also be beneficial. Other institutions in the MUS are planning to offer cybersecurity certificates as well, but not at the graduate level.

LEVEL I MEMORANDUM

DATE: August 1, 2018

TO: Chief Academic Officers, Montana University System

FROM: Clayton Christian, Commissioner of Higher Education

RE: July 2018 Level I Academic Items

Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System in July 2018. 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 21st. Issues not resolved at that meeting should be submitted in writing to OCHE by noon on Friday, July 24th. You will be notified of approved proposals by July 27th. The Board of Regents will be notified of the approved proposals at the September meeting of the Board.

1. Campus Approvals

Great Falls College Montana State University:

- Notification of the placement of the A.A.S. in Medical Assistant into Moratorium
[Item # 180-2902-LI0718](#)

The University of Montana Missoula:

- Notification of the placement of the Health Enhancement option in the Health and Human Performance B.S. in moratorium
[Item # 180-1001-LI0718](#)

Helena College University of Montana:

- Notification of placement of Automotive Technology A.A.S. into moratorium
[Item # 180-1902-LI0718](#)

2. OCHE Approvals

Montana Technological University:

- Request for authorization to terminate the Associate of Science in Nursing (ASN) Degree Program
[Item # 180-1501-LI0718](#)

Helena College:

- Request for authorization to terminate Interior Space Planning and Design Certificate
[Item # 180-1901-LI0718](#)

Helena College:

- Request for authorization to terminate Sheet Metal Apprenticeship A.A.S.
[Item # 180-1903-LI0718](#)

July 2018

ITEM 180-2902-LI0718

Notification of the placement of the A.A.S. in Medical Assistant into moratorium

THAT

Great Falls College MSU notifies the Montana Board of Regents of its intent to place the associate of applied science in Medical Assistant into moratorium.

EXPLANATION

Great Falls College MSU intends to place the A.A.S in Medical Assistant into moratorium due to low enrollment in the program.

ATTACHMENTS

Academic Proposal Request Form
Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 180-2902-LI0718 Submission Month or Meeting: July 2018

Institution: Great Falls College MSU CIP Code: 51.1009

Program/Center/Institute Title: A.A.S. in Medical Assistant

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/academicproposals.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)

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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 Great Falls College MSU notifies the Montana Board of Regents of its intent to place the associate of applied science in Medical Assistant into moratorium.

Why Great Falls College MSU intends to place the A.A.S in Medical Assistant into moratorium due to low enrollment in the program.

Resources

Relationship to similar MUS programs

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: **A.A.S. in Medical Assistant**

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

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

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

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

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

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

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

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

a.) Internal Curriculum Committees X

b.) Faculty Senate X

c.) Program Public Advisory Committee X

d.) Articulation Partners 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: X N:

Faculty feel there is a need within the community for the Medical Assistant Program.

July 2018

ITEM 180-1001-LI0718

Notification of the placement of the Health Enhancement option in the Health and Human Performance B.S. in moratorium

THAT

The University of Montana-Missoula is notifying the Montana Board of Regents of its intent to place the Health Enhancement option in the Health and Human Performance bachelor of science in moratorium.

EXPLANATION

The sole faculty member who taught within this concentration left the university and there are no plans for a replacement. There are few jobs in Health Enhancement in the state of Montana and students who earned this degree were often left to obtain additional certifications in Early Education or Special Education in order to be hired into Montana school districts. Because of the national decline in K-12 Physical Education and Elementary Education professionals tasked with teaching PE, career opportunities are decreasing in this teaching profession. For these reasons as well as the declining interest in this option, the faculty to unanimously voted to place this program in moratorium.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 180-1001-LI0718 Submission Month or Meeting: July 2018

Institution: University of Montana-Missoula CIP Code: 31.0501

Program/Center/Institute Title: Health Enhancement option (HHP BS) moratorium

Includes (please specify below): Online Offering Options Health Enhancement

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/academicproposals.asp>.

 A. Level I:

Campus Approvals

- 1a. Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- 1b. Withdrawing a postsecondary educational program from moratorium**
- 2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- 3. Establishing a B.A.S./A.A./A.S. area of study**
- 4. Offering an existing postsecondary educational program via distance or online delivery**

OCHE Approvals

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

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

B. Level II:

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What

The Health and Human Performance program is notifying the Board of Regents of its intent to place the Health Enhancement option in the Health and Human Performance B.S. into moratorium.

Why

The sole faculty member who taught within this concentration left the University and there are no plans for a replacement. There are few jobs in Health Enhancement in the state of Montana and students who earned this degree were often left to obtain additional certifications in Early Education or Special Education in order to be hired into Montana school districts. Because of the national decline in K-12 Physical Education and Elementary Education professionals tasked with teaching PE, career opportunities are decreasing in this teaching profession. For these reasons as well as the declining interest in this option, the faculty to unanimously voted to place this program in moratorium. We do not plan to take any new students into the program fall 2018. We are continually visiting with current students to ensure they complete the program requirements.

Resources

Placing this program in moratorium will not require resources.

Relationship to similar MUS programs

MSU-Bozeman, MSU-Northern, and UM Western all have Health Enhancement programs.

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: **Health Enhancement option, Health and Human Performance B.S.**

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

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

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

b.) What is the expected graduation date of all students from the program? **Spring 2021**

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

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

July 2018

ITEM 180-1902-LI0718

Automotive Technology A.A.S. moratorium; Helena College

THAT

Notification of placement of Automotive Technology A.A.S. into moratorium

EXPLANATION

Due to the resignation of one of the two faculty teaching in this program, Helena College has made the decision to suspend the intake of new students for the 2018-2019 academic year. Interest in the program is low, with only two new students registered for the upcoming year. The College is taking this opportunity to work closely with industry partners to revise, revamp, and rejuvenate our automotive program to better support our students and our community. Second year courses will be unaffected, as the remaining faculty member will be able to teach all classes as scheduled.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 180-1902-LI0718 Submission Month or Meeting: July 2018

Institution: Helena College CIP Code: 47.0604

Program/Center/Institute Title: Automotive Technology A.A.S.

Includes (please specify below): Online Offering _____ Options _____

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

Due to the resignation of one of the two faculty teaching in this program, Helena College has made the decision to suspend the intake of new students for the 2018-2019 academic year. Interest in the program is low, with only two new students registered for the upcoming year. The College is taking this opportunity to work closely with industry partners to revise, revamp, and rejuvenate our automotive program to better support our students and our community. Second year courses will be unaffected, as the remaining faculty member will be able to teach all classes as scheduled.

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: **Automotive Technology A.A.S.**

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

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

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

The Division Chair for Trades contacted all five students enrolled in second year courses in the program. There is no impact on this group of students. Calls were made to ensure the students understood the situation and their ability to complete the program during the 2018-2019 academic year. Letters were sent to those students we were unable to reach by phone.

There were two new student enrolled in the first year courses for this program. The Director of Admissions and Records contacted the students, and discussed options for moving into another program at Helena College or having the application fee refunded. One student has made the decision to move into another program at the college; the other is considering his options for either another program or the possibility of another college.

There were also applicants to the program for the 2018-2019 year, not yet registered for classes. These prospective students were also contacted by the Director of Admissions and Records. Only one application for the program was recent. Based on a phone conversation, this student will be moving into another program at the college. The prospective students who applied more than six months ago, with no further contact to the school, were sent a letter explaining the situation.

One student who began enrollment in the program during the 2017-2018 year was attempting to retake a course that was not successfully completed during his first attempt. He met with the Division Chair for Trades and the Associate Dean of Academic and Student Affairs to discuss options, and has decided to enroll in another trade program at Helena College.

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

All second year students have the ability to complete the program in May 2019. As this is a cohort-based program with the expectation of full-time enrollment, the normal expected completed date remains unchanged for all students in the program.

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

Second year classes remain unchanged from original schedule.

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:

The remaining faculty member has been included in planning conversations.

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

N/A

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

Email notification sent to committee chair.

b.) Faculty Senate X

Email notification sent to Senate chair.

c.) Program Public Advisory Committee X

A letter was mailed to all advisory committee member

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

d.) Articulation Partners _____

There is currently an articulation agreement with Montana State University Northern that creates a path for the students completing an A.A.S. in Automotive Technology to move into the B.S. in Automotive. MSUN was notified in writing.

- 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

Although the campus community is disappointed not to be taking in a new cohort of automotive students for the upcoming year, there is general agreement that this is in the best interest of the long-term sustainability of the program. The upcoming year will be used to work with the campus community and our industry partners to review the curriculum and delivery mode with the goal of restructuring the program to best meet the needs of students and the community.

July 2018

ITEM 180-1501-L10718

Notification of termination of Montana Tech's Associate of Science in Nursing (ASN) Degree Program

THAT

Montana Tech notifies the Montana Board of Regents of its intent to terminate the ASN program.

EXPLANATION

Montana Tech graduated its last ASN class in May 2017. In March 2015, the Montana Board of Regents granted Montana Tech the authority to offer a Bachelor of Science Nursing (BSN) degree (Item #166-1501-R0315) and the campus stopped admitting students into the ASN program at that time.

ATTACHMENTS

Academic Proposal Request Form
Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 180-1501-L10718 Submission Month or Meeting: July, 2018

Institution: Montana Technological University CIP Code: 51.3801

Program/Center/Institute Title: Termination of the Associate of Science Nursing (ASN) Degree

Includes (please specify below): Online Offering Options

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

 A. Level I:

Campus Approvals

- 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- 1b. **Withdrawing a postsecondary educational program from moratorium**
- 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- 3. **Establishing a B.A.S./A.A./A.S. area of study**
- 4. **Offering an existing postsecondary educational program via distance or online delivery**

OCHE Approvals

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

Montana Tech requests permission to terminate the ASN degree program. The campus graduated its last cohort of ASN students in May 2017 and stopped accepting students into the ASN program once the Montana Board of Regents approved the Bachelor of Science Nursing (BSN) program in 2015.

Why

The change from ASN education to BSN education was in response to demands for baccalaureate preparation for nurses within the local, state, and national community; demands from current and future students for registered nursing education at the baccalaureate degree; and reports by the Institute of Medicine calling for an increase in the number of baccalaureate nursing graduates. The establishment of an entry-level baccalaureate nursing program at Montana Tech was further supported by the academic goals of our students, employment opportunities, and recent clinical affiliates' hiring policies.

Resources

No additional resources are required to terminate the ASN program.

Relationship to similar MUS programs

N/A since this is a termination request. A number of Montana Schools currently offer the ASN degree.

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: **Associate of Science Degree in Nursing**

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?

July 2018

ITEM 180-1901-LI0718

Termination of Interior Space Planning and Design Advanced Certificate; Helena College

THAT

Request for authorization to terminate Interior Space Planning and Design Advanced Certificate

EXPLANATION

This program has been struggling with low enrollment for the past several years despite heavy recruiting efforts made by the full-time faculty member and the recruitment specialist. Various contributed factors to this low enrollment including the College's inability to articulate a transfer degree as no MUS institution offers a Bachelor's degree in interior space planning and design. As well, the Helena job market is saturated with students who have two-year Associate Degrees plus this advance certificate, but no Bachelor's degree. No new students will be admitted for the 2018-2019 academic year. Second year courses will be unaffected as the current faculty member and adjunct faculty will teach out the remaining courses as scheduled.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 180-1901-LI0718 Submission Month or Meeting: July 2018

Institution: Helena College CIP Code: 50.0408

Program/Center/Institute Title: Termination of Interior Space Planning and Design Advanced Certificate; Helena College

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/academicproposals.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]

This program has been struggling with low enrollment for the past several years despite heavy recruiting efforts made by the full-time faculty member and the recruitment specialist. Various contributed factors to this low enrollment including the College's inability to articulate a transfer degree as no Montana institution offers a Bachelor's degree in interior space planning and design. As well, the Helena job market is saturated with students who have two-year Associate Degrees plus this advance certificate, but no Bachelor's degree. No new students will be admitted for the 2018-2019 academic year. Second year courses will be unaffected as the current faculty member and adjunct faculty will teach out the remaining courses as scheduled.

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: **Interior Space Planning and Design Advanced Certificate**

Program is being Placed into moratorium Terminated

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

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

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

Most will complete the program in Spring 2019 with some completing in December 2019

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

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

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

No layoffs. Program faculty planning to retire May 2019.

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

a.) Internal Curriculum Committees X

b.) Faculty Senate X

c.) Program Public Advisory Committee X

d.) Articulation Partners NA

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

When the program termination was first announced, there was concern that students would not be able to finish the necessary courses in a reasonable time. Multiple meetings and discussions were held to not only alleviate these concerns, but to demonstrate institutional commitment to supporting students in the program with degree completion. Each student in the program was advised and has a degree plan for completion. All concerns were addressed.

July 2018

ITEM 180-1903-LI0718

Termination of Sheet Metal Apprenticeship A.A.S.; Helena College

THAT

Request for authorization to terminate Sheet Metal Apprenticeship A.A.S.

EXPLANATION

Helena College began offering this program in the 2014-2015 academic year. After the first year, it was determined by the instructors, industry, and advisory boards that this program would be better offered as a C.A.S. rather than an A.A.S. This was also supported by industry. As a C.A.S., students can complete the educational portion of the apprenticeship in a two-year timeframe versus a four-year timeframe, which is preferable. Industry also asked for some program course modification to include HVAC and refrigeration courses to meet industry needs, as well as less on-site time due to issues with students having to travel to the campus for specific training. The program now includes a stronger online component with quarterly meetings to address skills training and assessment. This program revision has been approved by our campus' Academic Standards and Curriculum Revision Committee and by Helena College Leadership, and the C.A.S. was approved by the Montana Board of Regents in May 2018. Helena College now request authorization to terminate the A.A.S. via a Level I submission.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 180-1903-LI0718 Submission Month or Meeting: July 2018

Institution: Helena College CIP Code: 48.0506

Program/Center/Institute Title: Sheet Metal Apprenticeship A.A.S.

Includes (please specify below): Online Offering _____ Options _____

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

X **A. Level I:**

Campus Approvals

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

OCHE Approvals

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

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

B. Level II:

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

Specify Request:

Helena College began offering this program in the 2014-2015 academic year. After the first year, it was determined by the instructors, industry, and advisory boards that this program would be better offered as a C.A.S. rather than an A.A.S. This was also supported by industry. As a C.A.S., students can complete the educational portion of the apprenticeship in a two-year timeframe versus a four-year timeframe, which is preferable. Industry also asked for some program course modification to include HVAC and refrigeration courses to meet industry needs, as well as less on-site time due to issues with students having to travel to the campus for specific training. The program now includes a stronger online component with quarterly meetings to address skills training and assessment. This program revision has been approved by our campus' Academic Standards and Curriculum Revision Committee and by Helena College Leadership, and the C.A.S. was approved by the Montana Board of Regents in May 2018. Helena College now request authorization to terminate the A.A.S. via a Level I submission.

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: **Sheet Metal Apprenticeship A.A.S.**

Program is being Placed into moratorium Terminated

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

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

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

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

