

LEVEL I APPROVAL MEMORANDUM

Compiled here is the Level I memorandum containing items approved since the March 2019 Board of Regents Meeting. This memorandum from March and April 2019 contains items for which approval authority has been designated by the Board of Regents to the individual institutions or the Commissioner of Higher Education. There were no Level I items submitted for February 2019. The items before you have been approved and are now being shared with you for your notification.

- March 2019 Level I Memorandum
- April 2019 Level I Memorandum

LEVEL I MEMORANDUM

DATE: March 29, 2019

TO: Chief Academic Officers, Montana University System

FROM: Brock Tessman, Deputy Commissioner for Academic, Research, and Student Affairs

RE: March 2019 Level I Academic Items

Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System in March 2019. 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 April 16th. Issues not resolved at that meeting should be submitted in writing to OCHE by noon on Friday, April 19th. You will be notified of approved proposals by Tuesday, April 23rd. The Board of Regents will be notified of the approved proposals at the May meeting of the Board.

1. Campus Approvals

Montana State University Billings:

- Notification of the establishment of a certificate in Digital Health Communication
[Item #182-2704-LI0319](#) | [Request Form](#) | [Attachment](#)

The University of Montana Missoula:

- Notification of online delivery of the Anthropology B.A.
[Item #182-1002-LI0319](#) | [Request Form](#)
- Notification of the establishment of a Health Communication certificate
[Item #182-1003-LI0319](#) | [Request Form](#)
- Notification of placing the Mountain Studies minor into moratorium
[Item #182-1004-LI0319](#) | [Request Form](#) | [Moratorium Form](#)
- Notification of the establishment of a World Competencies Certificate
[Item #182-1008-LI0319](#) | [Request Form](#)
- Notification of online delivery of the Parks, Tourism, and Recreation Management M.S.
[Item #182-1009-LI0319](#) | [Request Form](#)

Helena College University of Montana:

- Notification of offer of the C.A.S Accounting and Business Technology, Entrepreneurship via online delivery
[Item # 182-1903-L10319](#) | [Request Form](#)
- Notification of offer of the A.A.S Accounting and Business Technology, Business Technology via online delivery
[Item # 182-1904-L10319](#) | [Request Form](#)

Flathead Valley Community College

- Notification of establishment of a Pharmacy Technician C.T.S.
[Item # 182-301-L10319](#) | [Request Form](#)

2. OCHE Approvals

Miles Community College:

- Request for temporary authorization to offer a C.A.S. in Meat Processing
[Item #182-401-LI0319](#) | [Request Form](#)

Montana State University Billings:

- Request for authorization to terminate the Energy Technician C.T.S.
[Item #182-2701-LI0319](#) | [Request Form](#) | [Termination Form](#)
- Request for authorization to rename the Sustainable Energy Technician A.A.S to Instrument and Electrical Technician A.A.S.
[Item #182-2702-LI0319](#) | [Request Form](#)
- Request for authorization to terminate the Pharmacy Technician C.A.S.
[Item #182-2703-LI0319](#) | [Request Form](#) | [Termination Form](#)
- Request for authorization to terminate the Supervisory Endorsement in Reading
[Item #182-2705-LI0319](#) | [Request Form](#) | [Termination Form](#)

Montana State University Bozeman:

- Request for authorization to establish a minor in Data Science
[Item #182-2011-LI0319](#) | [Request Form](#) | [Curriculum Form](#) | [Fiscal Analysis Form](#)

The University of Montana Missoula:

- Request for authorization to terminate the Advanced Early Childhood option in the Curriculum and Instruction M.Ed.
[Item #182-1001-LI0319](#) | [Request Form](#) | [Termination Form](#)
- Request for authorization to terminate the Political Science-History B.A.
[Item #182-1006-LI0319](#) | [Request Form](#) | [Termination Form](#)
- Request for authorization to retitle the Speech Language Pathology Ph.D. to become the Speech, Language, and Hearing Sciences Ph.D.
[Item #182-1007-LI0319](#) | [Request Form](#)

Helena College University of Montana:

- Request for authorization to terminate the Professional Certificate in Payroll
[Item # 182-1901-L10319](#) | [Request Form](#) | [Termination Form](#)
- Request for authorization to terminate the Professional Certificate in Human Resources
[Item # 182-1902-L10319](#) | [Request Form](#) | [Termination Form](#)

March 2019

ITEM 182-2704-LI0319

Notification of the establishment of a certificate in Digital Health Communication

THAT

Montana State University Billings notifies the Montana Board of Regents of the establishment of a certificate in Digital Health Communication

EXPLANATION

The proposed certificate would provide students from a variety of fields the ability to apply communication skills and research to achieve health education outcomes.

ATTACHMENTS

Academic Proposal Request form
Program and Course Descriptions

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-2704-LI0319 Submission Month or Meeting: March 2019

Institution: Montana State University
Billings CIP Code: 090905

Program/Center/Institute Title: Digital Health Communication Certificate

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/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
- 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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What: Montana State University Billings Department of Communication and Theatre seeks approval from the Montana Board of Regents to offer a certificate in Digital Health Communication. The proposed certificate would combine courses offered through Extended Campus with existing courses offered through the College of Arts & Sciences. The certificate would be available to any student, university-wide, with a focus on non-student professionals in the fields of health administration, and health and human performance. The program will be available in both live and online formats. No additional staffing or resources would be required. The new certificate begins with an off-campus Digital Badge in Social Media, slated to be offered via Extended Campus in Fall 2019

Why: The health care industry is the fastest growing sector of the Yellowstone County economy, and in the United States. Recent growth in technology has multiplied communications needs among these health industries. Thirty percent of new job growth is in the health care sector nationwide, including the state of Montana. The health industry is the largest employer in Montana and particularly Eastern Montana. Health literacy is a growing concern for appropriate and efficient delivery of health services - a need which health communication experts can address. Knowledge of how to communicate health information across cultures is also a growing need as the region and country become increasingly diverse. Given the great potential of communication skills to address serious public health problems occurring both locally and nationally, this program may provide a vital skill and knowledge set to student graduates who may go on to help change the world. The University is in need of offering students and professionals specialized options that reflect personal interests and employment opportunities. The program would attract any of the 1,191 majors in the College of Arts and Sciences.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Resources: The certificate will not require any new resources.

Relationship to similar MUS programs: There is no existing program within the MSU-Billings nor the state university system in Montana that emphasizes the intersection between the health and communication fields of study. University of Montana is currently developing its Health Communication curriculum and they are supportive on this certificate.

Plan of Study

Catalogue Copy

For students who are gaining certification in health communication to enhance their expertise in marketing, health administration, health and human performance, communications and other disciplines.

Spring Semester

COMX 231 (1 cr.) - Introduction to New Media Skills

COMX 232 (1 cr.) - Introduction to Visual Storytelling

Summer Semester

COMX 280 (1 cr.) - Introduction to Health Communication

COMX 340 (3 cr.) - Visual Rhetoric

Fall Semester

COMX 480 (3 cr.) - Health Communication

COMX 431 (3 cr.) - New Media Skills

Digital Health Communication Certificate-Class Descriptions:

COMX 231 Intro to new Media Skills 1 er. Introduces students to social media strategies and new media.

COMX 232 Intro to Visual Storytelling 1 er. Introduces students to key concepts influencing visual communication and persuasion, addressing examples of media practices effectively and ineffectively employed to convey organization objectives with images.

COMX 280 Intro to Health Communication 1 er. Introduces students to key concepts in strategic health communication, including how to identify and establish health communication goals, how to apply communication research methods to identify appropriate communication strategies, and how to apply research findings to strategic health communication messages and campaigns.

COMX 480/580 Health Communication 3 er. Explores key findings in health communication research and practice, focusing on a wide range of media (e.g., brochures, posters, radio, television, telephone hotlines, Internet) and a wide range of health objectives (e.g., STD/HIV prevention, smoking cessation, cardiovascular disease prevention). We will examine the literature and key health communication campaigns to determine what are the key ingredients of successful or effective approaches in each medium, for different types of messages and target audiences.

COMX 431 New Media Skills 3 er. Examines the major principles influencing the construction and dissemination of online communication. May address topics such as the conventions of web page design, effective utilization of the internet as a communication channel, differentiating useful messages from spam, and identifying the strengths and limitations of online communication.

COMX 340 Visual Rhetoric 3 er. Surveys the entire spectrum of visual media, and introduces students to the fundamentals of communication (theoretical models, the role of codes and conventions, etc.). Addresses formal developments in visual communication. Serves as a springboard to several of the more specialized offerings in the Media Studies program.

March 2019

ITEM 182-1002-LI0319

Notification of the online delivery of the Anthropology B.A.

THAT

The University of Montana is notifying the Montana Board of Regents of its intent to deliver the Anthropology B.A. online

EXPLANATION

Online B.A. or B.S. degrees in Anthropology are offered by major national universities. However, no such online degree is offered in Montana, Wyoming, Washington, Idaho, North Dakota, South Dakota, or Nevada. We anticipate an increase in student demand in Anthropology due to the online course format, especially among students living remotely from the Mountain Campus. We anticipate that many of our existing Anthropology majors will also be able to supplement their on-campus course work with the online classes, ultimately making it more convenient and perhaps quicker to complete the requirements for the degree (ultimately reducing student costs). Our initial advertising of the possibility of an online degree option has been warmly received, so we expect it to be popular.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-1002-LI0319 Submission Month or Meeting: March 2019

Institution: University of Montana-Missoula CIP Code: 45.0201

Program/Center/Institute
Title: Anthropology B.A. Online Delivery

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**
- x _____ 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. Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
- _____ **3. Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
- _____ **4. 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)
- _____ **5. Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What

Online delivery of the Anthropology B.A.

Why

Online B.A. or B.S. degrees in Anthropology are offered by major national universities. However, no such online degree is offered in Montana, Wyoming, Washington, Idaho, North Dakota, South Dakota, or Nevada. We anticipate an increase in student demand in Anthropology due to the online course format, especially among students living remotely from the Mountain Campus. We anticipate that many of our existing Anthropology majors will also be able to supplement their on-campus course work with the online classes, ultimately making it more convenient and perhaps quicker to complete the requirements for the degree (ultimately reducing student costs). Our initial advertising of the possibility of an online degree option has been warmly received, so we expect it to be popular.

Resources

No additional resources are required to implement this new online degree program. Between the School of Extended and Lifelong Learning and Anthropology, all faculty and staff are hired and able/willing to participate.

Relationship to similar MUS programs

There are no other online Anthropology degrees offered within the MUS. This will provide a unique opportunity for students to achieve the required Anthropology courses for a B.A. degree in a completely online format. Both MSU campuses and UM Western offer undergraduate Anthropology degrees, but not in the online format or in combination

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

with face-to-face coursework. We feel that students from other MUS campuses could be a market for UM's expanded repertoire of online Anthropology courses (if not the entire degree itself).

March 2019

ITEM 182-1003-LI0319

Notification of the establishment of a Health Communication certificate

THAT

The University of Montana is notifying the Montana Board of Regents of its intent to establish a Health Communication certificate.

EXPLANATION

The Department of Communication Studies proposes a 12 credit certificate in Health Communication with the objective of educating students as to how communication about health is constructed, transmitted, managed and improved in a variety of contexts. We anticipate this program being of interest to majors in communication studies as well as to students in a wide-range of health- related educational programs.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-1003-LI0319 Submission Month or Meeting: March 2019

Institution: University of Montana-Missoula CIP Code: 09.0905

Program/Center/Institute Title: Health Communication certificate

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/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**
- 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**
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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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What

The Department of Communication Studies proposes a 12-credit certificate program in Health Communication with the objective of educating students as to how communication about health is constructed, transmitted, managed and improved in a variety of contexts. We anticipate this program being of interest to majors in communication studies as well as to students in a wide-range of health related educational programs.

Why

In the Communication Studies discipline, health communication represents a growing field of study as the need for communication skills has been linked to such health-related outcomes as managing medical errors, improving doctor-patient communication, using relationships to manage health, advocating for public health, and improving organizational performance to enhance healthcare. While there are two health communication courses listed in common course numbering, there is currently no higher education program in the state of Montana that provides education and training related to health communication. For UM, this health communication program will complement the UMHM initiative as well as provide specialized training relative to growing career opportunities to UM students.

Universities across the country are adding health communication programs including majors, minors, certificates and graduate programs. Universities such as San Diego State University, USC, Cleveland State, and Cincinnati developed major, minor or master's degree programs. In addition, certificate programs have been developed in communication studies departments at public universities like the University of North Carolina, University of Utah and University of Kentucky and in schools of public health in places like Johns Hopkins and Harvard. The proposed certificate program at the University of Montana will provide much needed education in this area to students pursuing a variety of health-related careers.

Resources

The Department of Communication Studies does not anticipate needing any additional resources to launch the health communication certificate program. The courses needed to complete the certificate already exist and other health communication courses are currently being developed by faculty. All courses will be taught by current faculty members as part of their regular teaching loads.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Relationship to similar MUS programs

No other certificate in Health Communication is currently offered.

March 2019

ITEM 182-1004-LI0319

Notification of placing the Mountain Studies minor into moratorium

THAT

The University of Montana is notifying the Montana Board of Regents of its intent to place the Mountain Studies minor into moratorium.

EXPLANATION

Given the current instructional capacity in the Department of Geography, the department would like to place this minor into moratorium. During the moratorium, the department will explore potential reconfigurations for the minor as well as future student interest. This minor articulates well with university priorities and the “Environment and Sustainability” community of excellence but the department and other UM stakeholders could use the time in moratorium to assess the minor’s viability beyond 2022 in relation to instructional staffing and UM priorities.

ATTACHMENTS

Academic Proposal Request Form
Program Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-1004-LI0319 Submission Month or Meeting: March 2019

Institution: University of Montana-Missoula CIP Code: 45.0701

Program/Center/Institute Title: Mountain Studies minor moratorium

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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What

The University of Montana intends to place the Mountain Studies minor into moratorium.

Why

Given the current instructional capacity in the Department of Geography, the department would like to place this minor into moratorium. During the moratorium, the department will explore potential reconfigurations for the minor as well as future student interest.

Resources

This minor articulates well with university priorities and the "Environment and Sustainability" community of excellence but the department and other UM stakeholders could use the time in moratorium to assess the minor's viability beyond 2022 in relation to instructional staffing and UM priorities.

Relationship to similar MUS programs

This program is unique in the nation.

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: **Mountain Studies Minor (Department of Geography, University of Montana)**

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 2022

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?

March 2019

ITEM 182-1008-LI0319

Notification of the establishment of a World Competencies certificate

THAT

The University of Montana is notifying the Montana Board of Regents of its intent to establish a World Competencies certificate.

EXPLANATION

The Department of Modern and Classical Languages and Literatures plans to offer a certificate in World Competencies. The coursework will include four semesters of one language, one culture course pertaining to that language, and one course in global/regional issues. This will require 21-26 credits, depending upon the language chosen.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-1008-LI0319 Submission Month or Meeting: March 2019

Institution: University of Montana-Missoula CIP Code: 16.0101

Program/Center/Institute Title: World Competencies 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/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**

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**

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_____ 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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What

The Department of Modern and Classical Languages and Literatures plans to offer a certificate in World Competencies.

Why

The certificate in World Competencies will pair well with the courses already offered by the department and will complement many other majors and programs in other departments. The coursework will include four semesters of one language, one culture course pertaining to that language, and one course in global/regional issues. This will require 21-26 credits, depending upon the language chosen. This certificate has 21-26 required credits, depending on the choice of language.

Resources

This certificate will not require new resources. It relies heavily on existing coursework.

Relationship to similar MUS programs

There are no other similar certificates offered in the MUS.

March 2019

ITEM 182-1009-LI0319

Notification of online delivery of the Parks, Tourism, and Recreation Management M.S.

THAT

The University of Montana notifies the BOR of online delivery of the the Parks, Tourism and Recreation Management master of science online.

EXPLANATION

There is a growing need among professionals to continue their education and strengthen and diversify their skillset in parks, tourism, and recreation management. Earning a professional masters offers an opportunity for professionals to apply these skills to their current jobs and the areas they work including national and state parks, forests, and tourism destinations. The degree provides theoretical concepts and principles that transfer to practical applications in a real-world context through a combination of classroom and field experience.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-1009-LI0319 Submission Month or Meeting: March 2019

Institution: University of Montana-Missoula CIP Code: 03.0207

Program/Center/Institute Title: Parks, Tourism and Recreation Management M.S.

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/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**
- X _____ 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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What

The University of Montana requests authorization to offer the Parks, Tourism and Recreation Management M.S. online.

Why

There is a growing need among professionals to continue their education and strengthen and diversify their skillset in parks, tourism, and recreation management. Earning a professional masters offers an opportunity for professionals to apply these skills to their current jobs and the areas they work including national and state parks, forests, and tourism destinations. The degree provides theoretical concepts and principles that transfer to practical applications in a real world context through a combination of classroom and field experience.

There currently is a lack of graduate options targeting current working professionals in Montana and the region for parks, tourism, and recreation management. University of Montana is poised as an ideal university to house a professional masters program and can utilize the vast partnerships the faculty currently have with the National Park Service, National Forest Service, Montana State Parks, and the network associated with the Institute for Tourism and Recreation Research. By offering this program, University of Montana and the W.A. Franke College of Forestry and Conservation is fulfilling a unique and relevant niche to the state and region, strengthening our valuable partnerships, and supporting growth of the Masters in Parks, Tourism, and Recreation Management.

Resources

No new resources are required. The online degree program will rely heavily on existing courses.

Relationship to similar MUS programs

There are no similar online programs in the MUS.

04/01/2019

ITEM 182-1903-LI0319

Request for authorization to offer C.A.S. Accounting and Business Technology, Entrepreneurship via online delivery

THAT

Helena College University of Montana requests authorization from the Montana Board of Regents of Higher Education to offer C.A.S. Accounting and Business Technology, Entrepreneurship via online delivery.

EXPLANATION

The student demographic seeking a C.A.S. Entrepreneurship has historically been working adults. Offering the certificate in a fully online format allows working adults to complete courses without having to disrupt work schedules. Offering the certificate online also makes it easier for students living in town just outside of Helena (Townsend, Boulder, etc.) to complete courses.

The Accounting and Business Technology program faculty completed its mid-review of its last self-study. One of the recommendations from the self-study was to review the program for recognition for student success in industry and higher education. One strategy to accomplish the recommendation was to research offering the A.A.S. Business Technology, C.A.S. Entrepreneurship, or A.S. with Accounting/Business electives fully through online delivery.

As part of a campus-wide Strategic Enrollment Planning process (SEP), Accounting and Business Technology has been identified as a program for online delivery for one or more of its certificate/degrees. Accounting and Business Technology faculty have selected the C.A.S. Entrepreneurship and A.A.S. Business Technology for investigation into offering total online delivery. Faculty would also work with other staff on the campus for an all-encompassing approach for the online learning student including campus services to complement online course delivery.

The request to offer Accounting and Business Technology C.A.S. Entrepreneurship via online delivery is part of the process toward meeting the S.E.P. and program self-study recommendations.

ATTACHMENTS

Attachment #1: Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-1903-LI0319 Submission Month or Meeting: 04/01/2019

Institution: Helena College CIP Code: 52.0701

Program/Center/Institute Title: Accounting and Business Technology, Entrepreneurship Certificate of Applied Science

Includes (please specify below): Online Offering Options Hybrid and 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/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**
- x 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. Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
- _____ **3. Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
- _____ **4. 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)
- _____ **5. Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What:

Request to offer Accounting and Business Technology C.A.S. Entrepreneurship via online delivery; Helena College.

Why:

The student demographic seeking a C.A.S. Entrepreneurship has historically been working adults. Offering the certificate in a fully online format allows working adults to complete courses without having to disrupt work schedules. Offering the certificate online also makes it easier for students living in town just outside of Helena (Townsend, Boulder, etc.) to complete courses.

The Accounting and Business Technology program faculty completed its mid-review of its last self-study. One of the recommendations from the self-study was to review the program for recognition for student success in industry and higher education. One strategy to accomplish the recommendation was to research offering the A.A.S. Business Technology, C.A.S. Entrepreneurship, or A.S. with Accounting/Business electives fully through online delivery.

As part of a campus-wide Strategic Enrollment Planning process (SEP), Accounting and Business Technology has been identified as a program for online delivery for one or more of its certificate/degrees. Accounting and Business Technology faculty have selected the C.A.S. Entrepreneurship and A.A.S. Business Technology for investigation into offering total online delivery. Faculty would also work with other staff on the campus for an all-encompassing approach for the online learning student including campus services to complement online course delivery.

The request to offer Accounting and Business Technology C.A.S. Entrepreneurship via online delivery is part of the process toward meeting the S.E.P. and program self-study recommendations.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Resources:

Current Accounting and Business Technology program faculty will create online courses over the FY 2020 academic year. Training in online design and delivery will be provided for faculty teaching in the program. Marketing and promotion of the fully online degree option will begin prior to Fall 2020 start date. 16 of the 17 required and electives courses of the certificate are currently offered online; only 1 course would need to have online delivery developed for the C.A.S. Entrepreneurship to be fully available through online delivery.

Relationship to similar MUS programs:

The Helena College C.A.S. Entrepreneurship is different from other certificates in business offered throughout the M.U.S. system. Each serves the unique needs of their local/surrounding area.

04/01/2019

ITEM 182-1904-LI0319

Request for authorization to offer A.A.S. Accounting and Business Technology, Business Technology via online delivery

THAT

Helena College University of Montana requests authorization from the Montana Board of Regents of Higher Education to offer A.A.S. Accounting and Business Technology, Business Technology via online delivery.

EXPLANATION

The student demographic seeking an A.A.S. Business Technology has historically been working adults. Offering the degree in a fully online format allows working adults to complete courses without having to disrupt work schedules. Offering the degree online also makes it easier for students living in town just outside of Helena (Townsend, Boulder, etc.) to complete courses.

The Accounting and Business Technology program faculty completed its mid-review of its last self-study. One of the recommendations from the self-study was to review the program for recognition for student success in industry and higher education. One strategy to accomplish the recommendation was to research offering the A.A.S. Business Technology, C.A.S. Entrepreneurship, or A.S. with Accounting/Business electives fully through online delivery.

As part of the campus-wide Strategic Enrollment Planning process (S.E.P.), Accounting and Business Technology was identified as a program for online delivery for one or more of its certificate/degrees. Accounting and Business Technology faculty selected the C.A.S. Entrepreneurship and A.A.S. Business Technology for investigation into offering total online delivery. Faculty would also work with other staff on the campus for an all-encompassing approach for the online learning student including campus services to complement online course delivery.

The request to offer Accounting and Business Technology A.A.S. Business Technology via online delivery is part of the process toward meeting the program self-study and S.E.P. recommendations.

ATTACHMENTS

Attachment #1: Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-1904-LI0319 Submission Month or Meeting: 04/01/2019

Institution: Helena College CIP Code: 52.0201

Program/Center/Institute Title: Accounting and Business Technology, Business Technology Associate of Applied Science

Includes (please specify below): Online Offering Options Hybrid and 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/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**
- x 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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What:

Request to offer Accounting and Business Technology A.A.S. Business Technology via online delivery; Helena College.

Why:

The student demographic seeking an A.A.S. Business Technology has historically been working adults. Offering the degree in a fully online format allows working adults to complete courses without having to disrupt work schedules. Offering the degree online also makes it easier for students living in town just outside of Helena (Townsend, Boulder, etc.) to complete courses.

The Accounting and Business Technology program faculty completed its mid-review of its last self-study. One of the recommendations from the self-study was to review the program for recognition for student success in industry and higher education. One strategy to accomplish the recommendation was to research offering the A.A.S. Business Technology, C.A.S. Entrepreneurship, or A.S. with Accounting/Business electives fully through online delivery.

As part of the campus-wide Strategic Enrollment Planning process (S.E.P.), Accounting and Business Technology was identified as a program for online delivery for one or more of its certificate/degrees. Accounting and Business Technology faculty selected the C.A.S. Entrepreneurship and A.A.S. Business Technology for investigation into offering total online delivery. Faculty would also work with other staff on the campus for an all-encompassing approach for the online learning student including campus services to complement online course delivery.

The request to offer Accounting and Business Technology A.A.S. Business Technology via online delivery is part of the process toward meeting the program self-study and S.E.P. recommendations.

Resources:

Current Accounting and Business Technology program faculty will create online courses over the FY 2020 academic year. 24 of the 31 required and electives courses of the degree are currently offered online; only 7 courses would need to have online delivery developed for the A.A.S. Business Technology to be fully available through online delivery. Training in online design

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

and delivery will be provided for faculty teaching in the program. Marketing and promotion of the fully online degree option will begin prior to Fall 2020 start date.

Relationship to similar MUS programs:

The Helena College A.A.S. Business Technology is different from other associate of applied degrees in business offered throughout the M.U.S. system. Each serves the unique needs of their local/surrounding area.

March 2019

ITEM 182-301-L10319

Item Name

Notification of termination of a C.T.S in Pharmacy Technology.

THAT

Flathead Valley Community College is notifying the Montana Board of Regents of its intent to terminate a 27-credit certificate of technical studies in Pharmacy Technology.

EXPLANATION

This program has suffered from low enrollment and lack of student interest. In addition, pharmacy technician positions require only a high school diploma, and many local pharmacists provide on-the-job training. There is no longer a community need for this program.

ATTACHMENTS

182-301-L10319 AP

182-301-L10319 Term

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-301-L10319 Submission Month or Meeting: March 2019

Institution: FVCC CIP Code: _____

Program/Center/Institute Title: Pharmacy Technology CTS

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

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

 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 terminate a CTS program in Pharmacy Technology.

Why This program is no longer serving student or community needs.

Resources N/A

Relationship to similar MUS programs N/A

March 2019

ITEM 182-401-L10319

Item Name

Notification of the establishment of a C.A.S. in Meat Processing

THAT

Miles Community College notifies the Montana Board of Regents of Higher Education of the establishment of a temporary C.A.S. in Meat Processing

EXPLANATION

The Chief Academic Officer of Miles Community College has been leading discussions with local meat processing business owners on the feasibility of establishing a C.A.S. in Meat Processing. The College has applied for a grant to obtain financial assistance for begin this program. If the grant application is successful, the College wishes the OCHE to be apprised of the College's intent to begin the establishment of this program.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-401-L10319 Submission Month or Meeting: March 2019

Institution: Miles Community College CIP Code: 12.0506

Program/Center/Institute Title: C.A.S. in Meat Processing

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

 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)

 X **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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What: Miles Community College is seeking to establish a C.A.S. in Meat Processing.

Why: The Vice President of Academic Affairs has been meeting with area meat packing companies to explore the feasibility of establishing a program in meat processing.

Resources: Miles Community College has applied for a grant to secure funding to help establish the C.A.S. in Meat Processing. If the grant application is successful, the College is hoping to begin the program in Fall 2019.

Relationship to similar MUS programs:

Currently, contacted University of Missoula, but responses from Interim Missoula College Dean's referral to a contact has had no response. I will now be contacting the Provost for clarification on how to proceed.

Contact with Dawson Community College and their program has a different focus and approach to delivery so express support for MCC to proceed.

MSU Bozeman has a Meat Science Lab and our MCC CAS would be a good preparation to those wishing to go on to a four year program, such as MSU Bozeman. Kim Gibbs our Ag faculty has reached out to MSU Bozeman and had no response, so I am reaching out to the Provost.

We recently heard some meat processing instruction or community outreach instruction may be taking place in MSU Northern, so I am contacting their Provost for clarification on what they are doing and what MCC is looking to do.

March 2019

ITEM 182-2701-LI0319

Request for authorization to terminate the Energy Technician Certificate of Technical Studies

THAT

Montana State University Billings requests authorization from the Montana Board of Regents to terminate the Energy Technician Certificate of Technical Studies.

EXPLANATION

The one semester certificate does not serve students and is causes confusion. It does not serve as an effective exit point for students in the AAS degree.

ATTACHMENTS

Academic Proposal Form
Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-2701-LI0319 Submission Month or Meeting: March 2019

Institution: Montana State University
Billings CIP Code: 150503

Program/Center/Institute Title: Energy Technician Certificate of Technical Studies

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

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/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. Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
- _____ **3. Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
- _____ **4. 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)
- _____ **5. Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What : Montana State University Billings requests authorization from the Montana Board of Regents to terminate the Certificate of Technical Studies in Energy Technician.

Why The one semester certificate does not serve students and is causes confusion. It does not serve as an effective exit point for students in the AAS degree.

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: **Certificate of Technical Studies in Energy Technician**

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?

March 2019

ITEM 182-2702-LI0319

Request for authorization to rename the Sustainable Energy Technician Associate of Applied Science to Instrument and Electrical Technician Associate of Applied Science

THAT

Montana State University Billings requests authorization from the Montana Board of Regents to to rename the Sustainable Energy Technician Associate of Applied Science to Instrument and Electrical Technician Associate of Applied Science

EXPLANATION

The current Sustainable Energy Technician AAS has suffered from low student enrollment. The proposed change to Instrument and Electrical Technician AAS will expand the number of employers that the degree serves.

ATTACHMENTS

Academic Proposal Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-2702-LI0319 Submission Month or Meeting: March 2019

Institution: Montana State University
Billings CIP Code: 150503

Program/Center/Institute Title: Sustainable Energy Technician Associate of Applied Science

Includes (please specify below): Online Offering Options

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

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

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

B. Level II:

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What : Montana State University Billings requests authorization from the Montana Board of Regents to rename the Sustainable Energy Technician Associate of Applied Science to Instrument and Electrical Technician Associate of Applied Science

Why: The current Sustainable Energy Technician AAS has suffered from low student enrollment. The proposed change to Instrument and Electrical Technician AAS will expand the number of employers that the degree serves. The I & E degree will be applicable to refineries, gas plants and other manufacturing industries

Resources : n/a

Relationship to similar MUS programs:

- Electronics Technology AAS at Missoula College. Many courses are not offered due to limited resources according to their website
- Electrical Technology AAS at MSU Northern. Focus is on wiring rather than instrumentation

March 2019

ITEM 182-2703-LI0319

Request for authorization to terminate the Pharmacy Technician CAS

THAT

Montana State University Billings requests authorization from the Montana Board of Regents to terminate the Certificate of Applied Science in Pharmacy Technician

EXPLANATION

There has been insufficient enrollment to sustain this program. Additionally, Pharmacy Technician training is available at no cost at several pharmacies in the local community, which is likely the reason this program has not generated student interest.

ATTACHMENTS

Academic Proposal Form
Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-2703-LI0319 Submission Month or Meeting: March 2019

Institution: Montana State University
Billings CIP Code: 510805

Program/Center/Institute Title: Certificate of Applied Science in Pharmacy Technician

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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What : Montana State University Billings requests authorization from the Montana Board of Regents to terminate the Certificate of Applied Science in Pharmacy Technician

Why: There has been insufficient enrollment to sustain this program. Additionally, Pharmacy Technician training is available at no cost at several pharmacies in the local community, which is likely the reason this program has not generated student interest.

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: **Certificate of Applied Science in Pharmacy Technician**

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?

One part-time faculty member was released effective May 2018.

March 2019

ITEM 182-2705-LI0319

Request for authorization to terminate the Supervisory Endorsement in Reading

THAT

Montana State University Billings requests authorization from the Montana Board of Regents to terminate the Supervisory Endorsement in Reading.

EXPLANATION

The Supervisor of Reading Program (a graduate Program) in a supervisory endorsement that has had no enrolled students for more than 5 years. There is no position for such a person in local or state school districts

ATTACHMENTS

Academic Proposal Form
Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-2075-LI0319 Submission Month or Meeting: March 2019

Institution: Montana State University
Billings CIP Code: 131315

Program/Center/Institute Title: Supervisory Endorsement in Reading

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. Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
- _____ **3. Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
- _____ **4. 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)
- _____ **5. Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What: Montana State University Billings requests authorization from the Montana Board of Regents to terminate the Supervisory Endorsement in Reading.

Why: The Supervisor of Reading Program (a graduate Program) in a supervisory endorsement that has had no enrolled students for more than 5 years. There is no position for such a person in local or state school districts.

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: **Supervisory Endorsement in Reading**

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 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

March - 2019

ITEM 182-2011-LI0319

Request for authorization to establish a minor in Data Science

THAT

Montana State University requests authorization from the Montana Board of Regents to establish a Data Science minor.

EXPLANATION

Data Science skills are increasingly needed within Montana and across the country. The Bureau of Labor Statistics projects employment of Data Science occupations to grow 19% from 2016 to 2026, significantly faster than the average for all occupations. Traditional industries such as agriculture and healthcare are increasingly data-driven. Other sectors such as biotechnology and software development leverage data and require data-savvy workers. Problems related to data, modeling, and computation are fundamental to virtually all STEM-related fields, and these STEM fields are facing increasing demands with respect to handling large data problems. Fields not traditionally regarded as STEM, such as business, political science, music technology, and history, also handle large amounts of structured and unstructured data.

ATTACHMENTS

Academic Proposal Request Form
Curriculum Proposal Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-2011-LI0319 Submission Month or Meeting: March 2019

Institution: Montana State University CIP Code: 30.0801

Program/Center/Institute Title: Data Science - Minor

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

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

X **A. Level I:**

Campus Approvals

- _____ **1a. Placing a 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)
- X _____ **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 proposal seeks to authorize a 30-credit minor in Data Science at Montana State University that includes coursework from Computer Science, Statistics and Mathematics. The minor will be administered by the School of Computing, in close consultation with the Department of Mathematics.

Why

Data Science skills are increasingly needed within Montana and across the country. The Bureau of Labor Statistics projects employment of Data Science occupations to grow 19% from 2016 to 2026, significantly faster than the average for all occupations. Traditional industries such as agriculture and healthcare are increasingly data-driven. Other sectors such as biotechnology and software development leverage data and require data-savvy workers. Problems related to data, modeling, and computation are fundamental to virtually all STEM-related fields, and these STEM fields are facing increasing demands with respect to handling large data problems. Fields not traditionally regarded as STEM, such as business, political science, music technology, and history, also handle large amounts of structured and unstructured data.

Resources

The program makes use of existing courses in computer science, statistics and mathematics and the available capacity in those courses. For the first four years, the demands of the program can be met with minimal additional investment in GTAs.

Relationship to similar MUS programs

Other programs include a Masters in Business Analytics (UM), an approved M.S. in Data Science (MSU), a Data Science B.S. (Montana Tech) and a certificate in Big Data Analytics (UM). As a minor, this program differentiates itself by serving undergraduates and offering more depth than a certificate, but less depth than a major. Note: As Data Science emerges not only as a necessary tool for various businesses on a national and international scale, but also as an essential enabling tool for every science and technology field, every university needs to develop capability in this essential area.

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]*

The proposal seeks to authorize a 30-credit minor in Data Science at Montana State University that includes coursework from Computer Science, Statistics and Mathematics. Data Science is an interdisciplinary field that extracts knowledge and insights from diverse data. According to the Bureau of Labor Statistics, employment of data scientists is projected to rise by 19% from 2016 to 2026 (in comparison to 7% for all occupations, <https://www.bls.gov/ooh/computer-and-information-technology/computer-and-information-research-scientists.htm#tab-6>). The minor would be developed and administered within MSU's School of Computing in close collaboration with the Department of Mathematical Sciences.

- 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]*

The Data Science minor is interdisciplinary, relying on existing programs in Computer Science, Mathematics and Statistics. The ability to understand data and deal with large data sets is increasingly vital in disciplines such as healthcare, business analytics, and engineering. The proposed Data Science minor provide students with knowledge and skills related to data, modeling, and computation. It contributes to MSU's mission and core themes in several ways, including:

- Learning Objective L.3: Increase job placement and further education rates. As mentioned in the response to question one, employment opportunities for data scientists are rising faster than employment opportunities in general.
- Discovery Objective D.2: Enhance infrastructure in support of research, discovery and creative activities. The proposed Data Science minor educates students in the fundamentals of Data Science and provides skills that are valuable for undertaking undergraduate research and/or pursuing future academic training such as the newly created Masters in Data Science program.
- Integration Objective I.2: Increase work across disciplines. Data Science is applicable to any discipline. In addition to coursework that spans two academic units, students can apply the knowledge to problems within their majors.

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

For the past couple of years, MSU's School of Computing faculty have discussed how to advance Data Science for the benefit of undergraduates. A minor is a good entry point since it can serve students by providing core Data Science skills with existing Computer Science, Mathematics and Statistics courses. (Eventually, we hope to propose a Data Science major.) We consulted the Department of Mathematical Sciences as we developed the course requirements. The proposed curriculum was also shared for feedback with parties in the MSU Library, the Jake Jabs College of Business and Entrepreneurship, University Information Technology, the Data Infrastructure & Scholarly Communication (DISC) group and Computer Science Departments at both UM and Montana Tech.

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

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	15 - 21
Credits in required courses offered by other departments	9 - 15
Credits in institutional general education curriculum	6 (Q)
Credits of free electives	
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.

Upon completion of the Data Science minor, a student will be able to

- Articulate key elements of the data science cycle (e.g. data acquisition, data storage, data cleaning, data exploration, data visualization, data modeling and data communications).
- Write a 100-line program that solves a Data Science problem.
- Produce data visualizations with a computer program.
- Utilize basic mathematical (e.g. linear algebra) and statistical (e.g. statistical models and/or statistical tests) concepts to understand or model data.

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]*

Data Science skills are increasingly needed within Montana and across the country. As mentioned in question one, the Bureau of Labor Statistics projects employment of Data Science occupations to grow 19% from 2016 to 2026, significantly faster than the average for all occupations. Traditional industries such as agriculture and healthcare are increasingly data-driven. Other sectors such as biotechnology and software development leverage data and require data-savvy workers. Problems related to data, modeling, and computation are fundamental to virtually all STEM-related fields, and these STEM fields are facing increasing demands with respect to handling large data problems. Fields not traditionally regarded as STEM, such as business, political science, music technology, history and the digital humanities also handle large amounts of structured and unstructured data.

A 2017 IBM report, <https://www.forbes.com/sites/louiscolombus/2017/05/13/ibm-predicts-demand-for-data-scientists-will-soar-28-by-2020/#5caec13f7e3b>, predicts that in 2020 the United States will need to hire 700,000 data scientists to fill a total of 2.7 million Data Science positions. As Data Science emerges not only as a necessary tool for various businesses on a national and international scale, but also as an essential enabling tool for every science and technology field, every university needs to develop capability in this essential area.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

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
University of Montana	Masters	Masters in Business Analytics
University of Montana	Certificate	Undergraduate Big Data Analytics Certificate
Montana State Univ.	Masters	Masters in Data Science
Montana Tech	B.S.	Data Science

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]

The proposed Data Science minor is more in depth (30 credits vs 12 credits) than a certificate and less in depth than a bachelor's degree. Minors serve undergraduates, not graduate students.

There is a shortage of trained professionals with Data Science knowledge in Montana and nationally. Thus, it is strategic for the entire MUS to increase its production of graduates with Data Science knowledge. These graduates will contribute to the growth of the Montana economy and benefit from impactful, in-demand careers.

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]

Because Data Science is increasingly important to (1) Montana's economy, (2) the success of every university's research enterprise and (3) career opportunities for individuals, it is important to increase Data Science capability throughout the MUS system. MSU's School of Computing and UM's Computer Science Department support each other's growth in this area, knowing that it can lead to future opportunities to share courses or engage in research collaborations. Furthermore, building capacity across the MUS should result in the future ability to offer new Data Science B.S. and Ph.D. degrees.

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]

We hope to begin offering the Data Science minor during Fall Semester 2019.

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

Fall Headcount Enrollment					Graduates				
AY 20	AY 21	AY 22	AY 23	AY 24	AY 20	AY 21	AY 22	AY 23	AY 24
10	20	30	40	40	2	5	7	10	10

Montana Board of Regents
CURRICULUM PROPOSAL FORM

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

Initially, many of the students who pursue this new minor will likely be Computer Science majors (508 in Fall 2017) or Mathematics and Statistics majors (140 in Fall 2017). Because of the relevance of Data Science to all STEM disciplines and many non-STEM disciplines, we anticipate that future growth will come from students throughout the university as knowledge of the new minor spreads. Our estimates are conservative ones, based on student interest in acquiring Data Science skills and knowledge.

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

Because the Data Science minor uses existing courses, an initial capacity of 40 students is projected. However, a greater number of students can potentially be served using standard MSU mechanisms that respond to growth.

- 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]*

The program will be deemed a success starting in AY 2023, if (1) at least 5 students per year graduate with the Data Science minor and (2) at least 20 students per year are enrolled in the Data Science minor. If the minor does not meet this objective, deactivation can be considered. Once the program is established, we hope to see the minor serve a range of majors.

- a. Describe the assessment process that will be used to evaluate how well students are achieving the intended learning outcomes of the program. When will assessment activities occur and at what frequency? *[150 words]*

The courses that make up the minor are established courses at Montana State University. Courses under the CSCI rubric are assessed through the School of Computing's ABET accreditation process. Courses in Mathematics and Statistics are assessed through MSU's NWCCU accreditation process. A student fulfills the learning outcomes of the minor by completing the required courses.

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

Direct measurements include evaluated course materials such as projects, quizzes, exams, presentations and papers. Indirect measurements include items such as course grades, course feedback, informal conversations and graduation surveys.

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

After three years, Computer Science, Mathematics and Statistics faculty will review the curriculum with input from relevant industry advisory boards. As part of this review, the initial cohort of students will be contacted to provide feedback and to explain how they are using data science in their careers.

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

Not applicable. Minors do not have specialized accreditation.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

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

The courses that make up the proposed Data Science minor are existing courses at Montana State University. If increased classroom space is needed, requests will be managed by the Registrar's Office, taking advantage of available classroom times and locations.

- 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 initial facilities or space is needed. If the program grows and results in additional faculty or staff, then office space will be requested and allocated using standard procedures.

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]*

The courses that make up the Data Science minor are existing, regularly offered courses. A Computer Science faculty member will serve as the primary advisor for students who pursue the minor. Due to recent growth in School of Computing faculty members (12 in Fall 2017, 15 in Fall 2018), capacity exists to perform this additional advising. The advisor will coordinate with the Department of Mathematical Sciences' Program Coordinator (currently Katie Sutich) regarding placement in Math and Stat courses.

The quality and productivity of the Data Science courses will be maintained by adding additional course support (such as GTAs for new lab sections of lower division courses) as needed. The response to question 10b provides more details.

- 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]*

We anticipate that many of the initial students who undertake the Data Science minor will be Computer Science, Math or Statistics majors. Therefore, the initial enrollment increases are likely to primarily occur in lower division course as Math/Statistics majors take the required Computer Science courses or as Computer Science majors take the required Math/Statistics courses.

For every 10 students pursuing the Data Science minor, we anticipate that enrollment growth in the lower division courses can be met with one full-time, one-semester GTA per Academic Year. The GTA would be in either Computer Science, Mathematics, or Statistics, and the specific area will be requested as course enrollment needs dictate. Based on GTA salary structures in the relevant departments, the estimated cost of this GTA is \$8,232 (\$7,500 stipend plus \$650 from the CBA with a 1% benefit rate). Rationale: We

Montana Board of Regents
CURRICULUM PROPOSAL FORM

anticipate that a student will complete the Data Science minor over a three-year period. Therefore, a student will average three courses of relevant coursework per year. In the first year, when there are 10 students, this translates into 30 additional enrollments in Data Science courses across the minor. These 30 additional enrollments can be served by the resources that a one-semester, full-time GTA provides. Following this same logic, two one-semester GTAs are needed in the second year, three in the third year, and four in the fourth and fifth years.

Note: Because of the large selection of upper division courses and because many of the initial students who pursue the Data Science minor will be Math, Statistics or Computer Science majors, students will be able to satisfy the upper division requirement through strategic advising and course placement. If the Data Science minor is more popular than projected and the university wishes to invest in its growth, resources to hire additional NTT faculty to add new sections of upper division courses will be needed.

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]*

Existing library and information resources are adequate.

- 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]*

Students who pursue the Data Science minor will come from the existing body of MSU students. Thus, there are no expected implications on services for the rest of the student body.

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

The Data Science minor is projected to be net revenue positive. Thus, there are no significant implications for MSU's financial situation.

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

	Year 1	Year 2	Year 3
Revenues	18,178	36,356	54,535
Expenses	8,732	17,464	26,196
Net Income/Deficit (revenues-expenses)	9,446	18,892	28,338

- b. Describe any expenses anticipated with the implementation of the new program. How will these expenses be met? *[200 words]*

The initial expense associated with the Data Science minor is the need for additional GTAs to expand the capacity of required lower division courses. More information about this expense appears in the response to question 10b. In addition, minor additional operating expenses (e.g. copying) will be incurred. Because the proposed minor is anticipated to be revenue positive, new expenses can be met with the new revenues.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

- 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]*

Not applicable.

- 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.

No initial base funding increase is requested. However, the fiscal analysis form shows that the Data Science minor is potentially net positive. If the projections are accurate, one-time requests for required additional resources can be made during the early years of the program. Once the program has a proven track record, base funding requests can be made as needed.

Note 1: The tuition revenue for the Data Science minor in the fiscal analysis form was determined in consultation with MSU's Budget and Fiscal Manager, Megan Bergstedt Lasso. We plugged the following information into the appropriate MSU spreadsheet. In the first year, assume that slightly less than 25% of the 100 student credit hours are growth SCH (since other enrollments might come from CS or Math or Statistics majors who are required to take the course). Assume that 2/3 of the new credits are in-state and 1/3 of the new credits are out-of-state.

Note 2: The additional program tuition/fees were calculated by assuming that 40% of the growth credits are taught by the Department of Mathematical Sciences, where there is a \$6.05 per credit program fee.

- 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]*

Not applicable.

- 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]*

Not applicable.

- 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.

Not applicable.

- 14.** Complete the fiscal analysis form.

Signature/Date

College or School Dean:

March 2019


3/22/19

Level I Memorandum

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Montana Board of Regents
CURRICULUM PROPOSAL FORM

Chief Academic Officer: *Rh Mohua* 3-26-19

Chief Executive Officer: *Rh Mohua for President Waded Cruzado*
3-26-19

Flagship Provost*: *Rh Mohua* 3-26-19

Flagship President*: *Rh Mohua for President Waded Cruzado*
3-26-19

*Not applicable to the Community Colleges.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Appendix A – Proposed New Curriculum

Course	Credits
CSCI 127, The Joy and Beauty of Data	4
CSCI 132, Basic Data Structures and Algorithms	4
CSCI 232, Data Structures and Algorithms	4
CSCI 246, Discrete Structures OR M 242, Methods of Proof OR M 221, Introduction to Linear Algebra	3
STAT 216Q, Introduction to Statistics	3
STAT 217Q, Intermediate Statistical Concepts	3
Three upper-division courses (at least 3 computer science credits and at least 3 math or stat credits) from <ul style="list-style-type: none"> • CSCI 432, Advanced Algorithm Topics • CSCI 440, Database Systems • CSCI 447, Machine Learning • CSCI 451, Computational Biology • M 386, Software Applications in Mathematics • M 441, Numerical Linear Algebra & Optimization • STAT 408, Statistical Computing and Graphical Analysis • STAT 411, Methods for Data Analysis I • STAT 412, Methods for Data Analysis II • STAT 425, Biostatistical Data Analysis • STAT 439, Introduction to Categorical Data Analysis • STAT 441, Experimental Design • STAT 446, Sampling 	9
Total Credits	30

Note 1: Additional relevant, upper-division courses will be added as options as they become available. For example, the following courses are under discussion: a Library Science (LSCI) Data Curation course, a Mathematics (M) Discrete Optimization course and a Computer Science (CSCI) Data Mining course.

Note 2: 490R (Undergraduate Research), 491 (Special Topics), 492 (Independent Study) or 494 (Seminar) credits related to data science also count. These credits must be applied via DegreeWorks Exceptions.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Course Descriptions

CSCI 127. Joy and Beauty of Data. 4 Credits. (3 Lec, 1 Lab) F,S

COREQUISITE: M 151Q Provides a gentle introduction to the exciting world of big data and data science. Students expand their ability to solve problems with Python by learning to deploy lists, files, dictionaries and object-oriented programming. Data science libraries are introduced that enable data to be manipulated and displayed. To succeed in this course, either basic computer literacy or CSCI 107 is recommended.

CSCI 132. Basic Data Structures and Algorithms. 4 Credits. (3 Lec, 1 Lab) F,S

PREREQUISITE: CSCI 111 or CSCI 127 and M 151Q. An examination of advanced Java and basic data structures and their application in problem solving. Data structures include stacks, queues and lists. An introduction to algorithms employing the data structures to solve various problems including searching and sorting, and recursion. Understanding and using Java class libraries. The laboratory uses Java. Introduces Big-O Notation.

CSCI 232. Data Structures and Algorithms. 4 Credits. (3 Lec, 1 Lab) S

PREREQUISITE: CSCI 132. Advanced data structures and programming techniques and their application. Topics include: trees, balanced trees, graphs, dictionaries, hash tables, heaps. Examines the efficiency and correctness of algorithms. The laboratory uses Java. CSCI 246 is recommended as a prerequisite.

CSCI 246. Discrete Structures. 3 Credits. (3 Lec) F

PREREQUISITE: M 171Q. COREQUISITE: CSCI 132. This course covers logic, discrete probability, recurrence relations, Boolean algebra, sets, relations, counting, functions, maps, Big-O notation, proof techniques including induction, and proof by contradiction.

CSCI 432. Advanced Algorithm Topics. 3 Credits. (3 Lec) F

PREREQUISITE: CSCI 246 and CSCI 232. A rigorous examination of advanced algorithms and data structures. Topics include average case analysis, probabilistic algorithms, advanced graph problems and theory, distributed and parallel programming. CSCI 338 is recommended as a prerequisite.

CSCI 440. Database Systems. 3 Credits. (3 Lec) F

PREREQUISITE: CSCI 232. DBMS architecture; major database models; relational algebra fundamentals; SQL query language; index file structures, data modeling and management, entity relationship diagrams.

CSCI 447. Machine Learning: Soft Computing. 3 Credits. (3 Lec) F odd years

PREREQUISITE: CSCI 232 and CSCI 246. An exploration of biologically inspired machine learning models and algorithms, including evolutionary algorithms, neural networks, swarm intelligence, and fuzzy systems. An emphasis is placed on results from current research in computational intelligence. Students engage in class discussions and team projects.

CSCI 451. Computational Biology. 3 Credits. (3 Lec) F odd years.

PREREQUISITE: CSCI 232 and CSCI 246. This course surveys classic and recent problems from computational biology. Topics covered include algorithms for genomic sequencing and searching, protein structure prediction, and regulatory network discovery. Co-convened with CSCI 551.

M 221. Introduction to Linear Algebra. 3 Credits. (3 Lec) F,S,Su

PREREQUISITE: M 166Q or M 172Q. Matrix algebra, systems of linear equations, determinants, vector algebra and geometry in Euclidean 3-space, eigenvalues, eigenvectors.

M 242. Methods of Proof. 3 Credits. (3 Lec) F,S

PREREQUISITE: M 172Q. Reasoning and communication in mathematics, including logic, generalization, existence,

Montana Board of Regents
CURRICULUM PROPOSAL FORM

definition, proof, and the language of mathematics. Topics include functions, relations, set theory, recursion, algebra, number theory, and other areas of mathematics.

M 441. Numerical Linear Algebra & Optimization. 3 Credits. (3 Lec) F

PREREQUISITE: M 221 and M 273Q. Numerical solution of nonlinear equations. Numerical solutions of linear systems and eigenvalue problems. Least squares, data smoothing, and optimization techniques.

STAT 216Q. Introduction to Statistics. 3 Credits. (3 Lec) F,S,Su

PREREQUISITE: Level 3 Math Placement Test within the past 12 months, B or better in M 096/097 or a C- or better in any 100 level or above M course. Traditional and resistant estimators of location and spread, fundamentals of inference using randomization and classical methods, confidence intervals, and tests of hypotheses. This course is taught in the TEAL format. COMMON EXAMS.

STAT 217Q. Intermediate Statistical Concepts. 3 Credits. (3 Lec) F,S,Su

PREREQUISITE: C- or better in STAT 216Q. One- and two-sample tests and associated confidence intervals for means and proportions; analysis of variance; F-tests, correlation, regression, contingency tables. Statistical analysis using the computer. COMMON FINAL ONLY.

STAT 408. Statistical Computing and Graphical Analysis. 1-3 Credits. (1-3 Lec; 3 cr max) F,S

PREREQUISITE: One of the following: STAT 217Q, STAT 332, or STAT 401. Introduction to statistical packages R or SAS, including data importation, cleaning, graphing, and basic programming. Emphasis on use of graphical displays to explore, understand, and present data, and on organization of code.

STAT 411. Methods for Data Analysis I. 3 Credits. (2 Lec, 1 Lab) F,S

PREREQUISITE: STAT 217Q or STAT 332, or equivalent and consent of instructor. Introduction to statistical inference and design, t-tools, non-parametric alternatives, one-way ANOVA, simple linear regression, multiple linear regression, with an emphasis on statistical thinking, appropriate inference, interpretation of results, and writing. Co-convened with STAT 511.

STAT 412. Methods for Data Analysis II. 3 Credits. (2 Lec, 1 Lab) F,S

PREREQUISITE: STAT 411. Continuation of STAT 411/STAT 511 to cover principles of experimental design, multi-factor ANOVA, repeated measures, logistic regression, Poisson log-linear regression, and introductions to multivariate and time series analyses, with an emphasis on statistical thinking, appropriate inference and interpretation, and writing. Co-convened with STAT 512.

STAT 425. Biostatistical Data Analysis. 3 Credits. (3 Lec) F even years.

PREREQUISITE: STAT 411 Statistical methodology applicable to vital statistics, life tables and survival curves, clinical trials, epidemiologic investigations, and cause-effect studies. Co-convened with STAT 525.

STAT 439. Introduction to Categorical Data Analysis. 3 Credits. (3 Lec) S alternate years, to be offered even years.

PREREQUISITE: STAT 412/STAT 512. Contingency table analysis, Poisson regression, logistic regression, log-linear models, multicategory logit models.

STAT 441. Experimental Design. 3 Credits. (3 Lec) S

PREREQUISITE: STAT 411/STAT 511 and M 221 or M 333 or M 441 or consent of instructor. An introduction to the design and analysis of experiments: topics include analysis of variance methods, matrix forms, multiple comparisons, fixed and random effects, factorial designs, balanced complete and incomplete blocking designs, designs with nested effects, and split plot designs. Co-convened with STAT 541.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

STAT 446. Sampling. 3 Credits. (3 Lec) F

PREREQUISITE: One of the following: STAT 217Q, STAT 332, or STAT 401. Probability sampling, sources of bias and uncertainty, survey design, methods for the natural sciences, simple random sampling, stratified random sampling, systematic sampling, cluster sampling.

Academic Degree Program Proposal - Fiscal Analysis Form

CAMPUS: MSU
AWARD LEVEL: UG
PROGRAM NAME: Data Science Minor
PROGRAM CODE: DSMI

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
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ENROLLMENT PROJECTIONS

Headcount

annual unduplicated headcount of students with declared major or minor within the program	10	20	30	40	40
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Credit Hours

annual avg. credits hours earned per student in program related curriculum	10	10	10	10	10
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Student FTE

Undergrad: (Headcount x CH)/30	3.33333333	6.66666667	10	13.33333333	13.33333333
Graduate: (Headcount x CH)/24					

Completions

Annual number of program completers	2	5	7	10	10
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REVENUE

Tuition Revenue (net of waivers)	\$18,118	\$36,236	\$54,354	\$72,472	\$72,472
Institutional Support					
Other Outside Funds (grants, gifts, etc.)					
Program Tuition/Fees	\$60	\$120	\$180	\$240	\$240
Total Revenue	\$18,178	\$36,356	\$54,534	\$72,712	\$72,712
Total Revenue per Student FTE	\$5,453	\$5,453	\$5,453	\$5,453	\$5,453

EXPENDITURES

Tenure Track Faculty	FTE				
	Salary + Benefits				
Non-tenure Track Faculty <small>*Includes Adjunct Instructors</small>	FTE				
	Salary + Benefits				
Graduate Teaching Assistants	FTE	1.0	2.0	3.0	4.0
	Salary + Benefits	\$8,232	\$16,464	\$24,696	\$32,928
Staff	FTE				
	Salary + Benefits				
Total Faculty & Staff	FTE				
	Salary + Benefits				

Operations (supplies, travel, rent, etc)	\$500	\$1,000	\$1,500	\$2,000	\$2,000
Start-up Expenses (OTO)					
Total Expenses	\$8,732	\$17,464	\$26,196	\$34,928	\$34,928

Student FTE to Faculty (TT + NTT) Ratio	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Net Income/Deficit (Revenue - Expenses)	\$9,446	\$18,892	\$28,338	\$37,784	\$37,784

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

March 2019

ITEM 182-1001-LI0319

Request for authorization to terminate the Advanced Early Childhood option in the Curriculum and Instruction M.Ed.

THAT

The University of Montana requests authorization from the Montana Board of Regents to terminate the Advanced Early Childhood option in the Curriculum and Instruction master of education.

EXPLANATION

The Advanced Early Childhood Education option is currently under-enrolled within the Department of Teaching and Learning. After assessing the department's degree options and the overlap with the Early Childhood Education (initial) option, we have decided to eliminate the Advanced Early Childhood Education option. We believe a similar focus can be achieved within the existing M.A. in Education or M.Ed. in Curriculum & Instruction with the General Curricular Studies option framework as both degrees allow for the use of electives. Students can take current course offerings in early childhood education and curriculum and instruction still offered in the department along with electives across the College of Education and Human Sciences and the University as a whole.

ATTACHMENTS

Academic Proposal Request Form
Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-1001-LI0319 Submission Month or Meeting: March 2019

Institution: University of Montana-Missoula CIP Code: 13.1210

Program/Center/Institute Title: Advanced Early Childhood option in Curriculum & Instruction M.Ed.

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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What

The University of Montana requests authorization to terminate the Advanced Early Childhood option in the Curriculum and Instruction M.Ed.

Why

The option is currently under-enrolled within the Department of Teaching and Learning. After assessing the department's degree options and the overlap with the Early Childhood Education (initial) option, we have decided to eliminate the Advanced Early Childhood Education option. A similar focus can be achieved within the existing M.A. in Education or M.Ed. in Curriculum & Instruction with the General Curricular Studies option framework as both degrees allow for the use of electives. Students can take current course offerings in early childhood education and curriculum and instruction still offered in the department along with electives across the College of Education and Human Sciences and the University as a whole.

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: **Advanced Early Childhood Education Option, M.Ed. in Curriculum and Instruction**

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?

There are currently 6 students in this option with 2 currently on Leave of Absences. Four are on track to graduate in the 19-20 academic year with the remaining pending their return from the Leave of Absence.

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

Many of the courses in the advanced program will continue to be offered as part of the early childhood education (initial) option which the department will maintain or as part of routine departmental offerings. The majority of students needing the courses unique to the Advanced option have taken those courses. The Department will offer EDEC 515 in Autumn 2019 to accommodate those students needing that course and independent study or approved substitutions within the College or the University for the two students on leave who were unable to take EDEC 560 Spring 2019.

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 X

c.) Program Public Advisory Committee NA

d.) Articulation Partners NA

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

March 2019

ITEM 182-1006-LI0319

Request for authorization to terminate the Political Science-History B.A.

THAT

The University of Montana requests authorization from the Montana Board of Regents to terminate the joint Political Science-History bachelor of arts.

EXPLANATION

The Department of Political Science would like to terminate the joint Political Science-History B.A. degree, which requires exactly the same Political Sciences courses as the joint History-Political Science degree. The major's enrollment has steadily declined over the past years. The department will continue to welcome History-Political Science majors and broadfield social studies students into Political Science courses.

ATTACHMENTS

Academic Proposal Request Form
Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-1006-LI0319 Submission Month or Meeting: March 2019

Institution: University of Montana-Missoula CIP Code: 54.0101, 45.1001

Program/Center/Institute Title: Political Science-History B.A. termination

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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What

The Department of Political Science would like to terminate the joint Political Science-History B.A. The joint History-Political Science B.A. will be retained.

Why

The Department of Political Science would like to terminate the joint Political Science-History B.A. degree, which requires exactly the same Political Sciences courses as the joint History-Political Science degree. The major's enrollment has steadily declined over the past years. The department will continue to welcome History-Political Science majors and broadfield social studies students into Political Science courses.

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: **Joint Political Science-History B.A.**

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?

If the students do not change their major to History-PSCI (which requires exactly the same courses), the last PSCI-History major will graduate in Spring 2022 (there is currently one freshman in the program)

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

The PSCI Department will continue to offer courses required for the PSCI-History and History-PSCI degrees. These are the same courses offered for the general PSCI major and options.

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?

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 NA

d.) Articulation Partners NA

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

March 2019

ITEM 182-1007-LI0319

Request for Authorization to retitle the Speech Language Pathology Ph.D. to become the Speech, Language, and Hearing Sciences Ph.D.

THAT

The University of Montana requests authorization from the Montana Board of Regents to retitle the Speech Language Pathology doctor of philosophy to Speech, Language, and Hearing Sciences.

EXPLANATION

Currently, the Speech Language Pathology Ph.D. can be easily confused with the Speech Language Pathology M.S. program. The Ph.D. is a research degree uniquely focused on speech, language, and hearing research specialization chosen by the student and the M.S. is a clinically focused standardized program with specific accreditation guidelines. The new name will better encompass the scope of practice and research foci for a Ph.D. program. The inclusion of the term hearing science helps to readily expand our Ph.D. to include all possible mentors in the department, including those who focus on hearing sciences.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-1007-LI0319 Submission Month or Meeting: March 2019

Institution: University of Montana-Missoula CIP Code: 51.0229

Program/Center/Institute Title: Speech Language Pathology PhD Retitled to Speech, Language, and Hearing Sciences PhD

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

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

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

B. Level II:

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What

The University of Montana requests authorization from the Montana Board of Regents to retitle the Speech Language Pathology PhD to become the Speech, Language, and Hearing Sciences PhD.

Why

Currently, the Speech Language Pathology PhD can be easily confused with the Speech Language Pathology MS program. The PhD is a research degree uniquely focused on speech, language, and hearing research specialization chosen by the student and the MS is a clinically focused standardized program with specific accreditation guidelines. The new name will better encompass the scope of practice and research foci for a PhD program. The inclusion of the term hearing science helps to readily expand our PhD to include all possible mentors in the department, including those who focus on hearing sciences.

Resources

The retitling of this degree will not have any effect on resources.

Relationship to similar MUS programs

There are no similar programs.

04/01/2019

ITEM 182-1901-LI0319

Request for authorization to terminate P.C. in Payroll; Helena College

THAT

Helena College University of Montana requests authorization from the Montana Board of Regents of Higher Education to terminate professional certificate in Payroll.

EXPLANATION

Through the campus-wide Strategic Enrollment Process (S.E.P.) process underway this fiscal year, data analyzed shows low enrollment in completing the P.C. in Payroll. In addition, there is still confusion between the distinction of a C.A.S. and P.C. Terminating the P.C. in Payroll will simplify the degree/certificate offered in the Accounting and Business Technology program and allow the program to focus on degrees/certificates with strong student enrollment.

ATTACHMENTS

Attachment #1: Academic Proposal Request Form

Attachment #2: Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-1901-LI0319 Submission Month or Meeting: 04/01/2019

Institution: Helena College – UM CIP Code: 52.0302

Program/Center/Institute Title: Accounting and Business Technology Payroll Professional Certificate

Includes (please specify below): Online Offering X Options Traditional, Hybrid and Online Delivery

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**
- 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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What:

Request for authorization to terminate P.C. in Payroll; Helena College.

Why :

Originally offered as a focus of study, the P.C. in Bookkeeping Specialist was designed for a student who had an earned degree or substantial work experience in communications, business, or a related field. Upon successful completion of the course requirements for the P.C. in Bookkeeping Specialist, the student received a certificate designation. In a subsequent year, Helena College requested 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. in Bookkeeping support the skills required for a bookkeeper.

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:
Professional
Certificate:
Payroll

Program is being Placed into moratorium Terminated

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

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

Students in the larger Accounting and Business program know that this professional certificate is no longer an option. No students were working towards this certificate, so no students will be affected.

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

NA

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

All course offerings were part of the larger Accounting & Business course offerings. Nothing will be affected with this termination except that the professional certificate will not be an option.

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: X N:

Program faculty made the decision to terminate the professional certificate.

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 NA

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

Students in the accounting and business program are working towards the CAS and/or AAS options, not the professional certificate. There has been no negative feedback.

04/01/2019

ITEM 182-1902-LI0319

Request for authorization to terminate P.C. in Human Resources; Helena College

THAT

Helena College University of Montana requests authorization from the Montana Board of Regents of Higher Education to terminate professional certificate in Human Resources.

EXPLANATION

Through the campus-wide Strategic Enrollment Process (S.E.P.) process underway this fiscal year, data analyzed shows low enrollment in completing the P.C. in Human Resources. In addition, there is still confusion between the distinction of a C.A.S. and P.C. Terminating the P.C. in Human Resources will simplify the degree/certificate offered in the Accounting and Business Technology program and allow the program to focus on degrees/certificates with strong student enrollment.

ATTACHMENTS

Attachment #1: Academic Proposal Request Form

Attachment #2: Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 182-1902-LI0319 Submission Month or Meeting: 05/22/2019

Institution: Helena College CIP Code: 52.1001

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

Includes (please specify below): Online Offering X Options Traditional, Hybrid, and Online delivery

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**
- 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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What :

Request for authorization to terminate P.C. in Human Resources; Helena College. Originally offered as a focus of study, the P.C. in Human Resource Specialist was designed for a student who had an earned degree or substantial work experience in communications, business, or a related field. Upon successful completion of the course requirements for the P.C. in Human Resource Specialist, the student received a certificate designation. In a subsequent year, Helena College requested authorization to re-title the P.C. in Human Resource Specialist to Human Resources to clarify the P.C. did not have a level of expertise that Specialist could infer.

Why:

Through the campus-wide Strategic Enrollment Process (S.E.P.) process underway this fiscal year, data analyzed shows low enrollment in completing the P.C. in Human Resources. In addition, there is still confusion between the distinction of a C.A.S. and P.C. Terminating the P.C. in Human Resources will simplify the degree/certificate offered in the Accounting and Business Technology program and allow the program to focus on degrees/certificates with strong student enrollment.

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:
Professional
Certificate:
Human
Resources

Program is being Placed into moratorium Terminated

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

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

Students in the larger Accounting and Business program know that this professional certificate is no longer an option. No students were working towards this certificate, so no students will be affected.

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

NA

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

All course offerings were part of the larger Accounting & Business course offerings. Nothing will be affected with this termination except that the professional certificate will not be an option.

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: X N:

Program faculty made the decision to terminate the professional certificate.

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 NA

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

Students in the accounting and business program are working towards the CAS and/or AAS options, not the professional certificate. There has been no negative feedback.

LEVEL I MEMORANDUM

DATE: April 29th, 2019

TO: Chief Academic Officers, Montana University System

FROM: Brock Tessman, Deputy Commissioner for Academic, Research, and Student Affairs

RE: April 2019 Level I Academic Items

Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System in April 2019. 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 Chief Academic Officer's conference call on Wednesday, May 8th. Issues not resolved at that meeting should be submitted in writing to OCHE by noon on Friday, May 10th. You will be notified of approved proposals by May 14th. The Board of Regents will be notified of the approved proposals at the July meeting of the Board.

1. Campus Approvals

Montana Technological University:

- Notification of placing the Health Care Informatics Programs (B.S., G.C., A.A.S., C.) in moratorium [Item #183-1501-LI0419](#) | [Request Form](#) | [Mort/Term Form](#)
- Notification of placing the B.S. in Statistics in moratorium [Item #183-1503-LI0419](#) | [Request Form](#) | [Mort/Term Form](#)
- Notification of placing the B.S. in Professional and Technical Communication in moratorium [Item #183-1504-LI0419](#) | [Request Form](#) | [Mort/Term Form](#)
- Notification of placing the Marketing option of the B.S. in Business and Information Technology program in moratorium [Item #183-1505-LI0419](#) | [Request Form](#) | [Mort/Term Form](#)

Helena College University of Montana:

- Notification of offer of the C.A.S. Accounting and Business Technology, Entrepreneurship via online delivery [Item #183-1903-LI0419](#) | [Request Form](#)
- Notification of offer of the A.A.S. Accounting and Business Technology, Entrepreneurship via online delivery [Item #183-1904-LI0419](#) | [Request Form](#)

2. OCHE Approvals

Great Falls College Montana State University:

- Request for authorization to terminate the C.T.S. in Phlebotomy / Pre-Medical Assistant [Item #183-2901-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the A.A.S. in Dietetic Technician [Item #183-2902-L10419](#) | [Request Form](#) | [Mort/Term Form](#)

LEVEL I MEMORANDUM

- Request for authorization to terminate the C.T.S. in Healthcare Informatics Tech
[Item #183-2903-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the A.A.S. in Medical Billing and Coding Specialist
[Item #183-2904-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the C.A.S. in Medical Billing Specialist
[Item #183-2905-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the C.T.S. in Medical Scribe Apprentice
[Item #183-2906-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the C.A.S. in Pharmacy Technician
[Item #183-2907-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the A.A.S. in Radiologic Technology
[Item #183-2908-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the C.A.S. in Medical Transcription
[Item #183-2909-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the A.A.S. in Medical Transcription
[Item #183-2910-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the C.T.S. in Healthcare Office
[Item #183-2911-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the A.A.S. in Medical Assistant
[Item #183-2912-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the A.S. in Registered Nurse LPN to RN
[Item #183-2913-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the A.A.S. in CIT – Web Design
[Item #183-2914-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the A.A.S. in Graphic Design
[Item #183-2915-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the A.A.S. in Interior Design
[Item #183-2916-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the C.A.S. in Business Fundamentals
[Item #183-2917-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the C.T.S in Electronics Technician Tier I
[Item #183-2918-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the C.T.S in Electronics Technician Tier II
[Item #183-2919-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the C.T.S in Industrial Maintenance Tier I
[Item #183-2920-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the C.T.S in Machinist Technician Tier I
[Item #183-2921-L10419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate the C.T.S in Machinist Technician Tier II
[Item #183-2922-L10419](#) | [Request Form](#) | [Mort/Term Form](#)

Montana Technological University:

- Request for authorization to rename the A.A.S. Network Technology degree program to A.A.S. Computer Networks and Cybersecurity
[Item # 183-1502-L10419](#) | [Request Form](#)
- Request to consolidate the Management and Information Technology options of the B.S. in Business and Information Technology program into an option titled Information Management
[Item # 183-1506-L10419](#) | [Request Form](#) | [Curriculum Proposal Form](#)

LEVEL I MEMORANDUM

Helena College University of Montana:

- Request for authorization to terminate P.C. in Payroll
[Item #183-1901-LI0419](#) | [Request Form](#) | [Mort/Term Form](#)
- Request for authorization to terminate P.C. in Human Resources
[Item #183-1902-LI0419](#) | [Request Form](#) | [Mort/Term Form](#)

April 2019

ITEM 183-1501-LI0419

Item Name

Notification of placing the Health Care Informatics Programs (BS, GC, AAS, C) in moratorium

THAT

Montana Tech is notifying the Montana Board of Regents of its intent to place the Health Care Informatics Programs (BS, GC, AAS, C) in moratorium.

EXPLANATION

The decision to place the HCI degrees into moratorium was one of the recommendations that resulted from Montana Tech's campus-wide Program Prioritization effort.

ATTACHMENTS

Academic Proposal Request Form
Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-1501-LI0419 Submission Month or Meeting: April 2019

Institution: Montana Technological University CIP Code: 51.2706

Program/Center/Institute Title: Health Care Informatics (All Degrees: BS, GC, AAS, C)

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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What – Notification of placing the Bachelor of Science in Health Care Informatics, Associate of Applied Health Care Informatics Degree Programs in moratorium.

Why – The decision to place the HCI degrees into moratorium was one of the recommendations that resulted from Montana Tech’s campus-wide Program Prioritization effort.

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: Healthcare Informatics (All Degrees: BS, GC, AAS, C)

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: _____

Students with Healthcare Informatics (HCI) as a declared major were sent a letter via campus email on or about January 15, 2019. The letter informed the student that the degree program is being discontinued and we will “teach out” the students currently enrolled. The letter advised the students to meet with their academic advisor to develop a plan in order for them to graduate. We anticipate that many of the HCI students will switch their major to our Business and Information Technology (BIT) degree with the Health Information Technology option.

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

Enrollment in this program is as follows: two freshmen, three sophomores, four juniors, four seniors, one post-bac and one masters. We will “teach out” the program to all students that desire to graduate with a HCI degree. Using a six-year graduation horizon, we will be done with the teach out by 2024.

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

See response to item “a” above.

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

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

One HCI faculty member was notified that their contract will not be renewed after the 2019-2020 academic year. This one year notification was done in order to assist with the "teach out" of students currently enrolled.

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

a.) Internal Curriculum Committees X

b.) Faculty Senate X

c.) Program Public Advisory Committee X

d.) Articulation Partners X

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

The decision to place the HCI degrees into moratorium was one of the recommendations that resulted from Montana Tech's campus-wide Program Prioritization effort. Faculty, students, and alumni advocated at a number of campus forums as well as sent email messages to the Program Prioritization Committee to keep the HCI degrees.

April 2019

ITEM 183-1503-LI0419

Item Name

Notification of the placement of the Bachelor of Science – Statistics into moratorium.

THAT

Montana Technological University is notifying the Montana Board of Regents of its intent to place the Bachelor of Science – Statistics into moratorium.

EXPLANATION

In December of 2019, Montana Technological University completed a 12-month Program Prioritization Process. One of the outcomes of the process was a recommendation to discontinue our BS degree in Statistics. Placing the program into moratorium is the first step.

ATTACHMENTS

Academic Request Form
Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-1503-LI0419 Submission Month or Meeting: April 2019

Institution: Montana Technological University CIP Code: 27.0501

Program/Center/Institute Title: Bachelor of Science – Statistics placed into moratorium

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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What

Place the BS – Statistics degree into moratorium

Why

This action was a recommendation from Montana Tech’s 12-month Program Prioritization Process.

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: **Bachelor of Science: Statistics**

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:

The one student enrolled in the program (currently a junior) is aware that the program is being placed into moratorium, but it will not affect his expected graduation date.

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

Spring 2020.

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

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

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

April 2019

ITEM 183-1504-LI0419

Notification of placing the Bachelor of Science in Professional & Technical Communication in moratorium

THAT

Montana Tech is notifying the Montana Board of Regents of its intent to place the B.S. in Professional & Technical Communication in moratorium.

EXPLANATION

The decision to place the Professional & Technical Communication degree into moratorium was one of the recommendations that resulted from Montana Tech's campus-wide Program Prioritization effort.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-1504-LI0419 Submission Month or Meeting: April 2019

Institution: Montana Technological University CIP Code: 23.1303

Program/Center/Institute Title: Professional & Technical 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/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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What –Notification of placing the Bachelor of Science in Professional & Technical Communication Degree Program in moratorium.

Why – The decision to place the PTC degree in moratorium was one of the recommendations that resulted from Montana Tech’s campus-wide Program Prioritization effort.

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 Professional & Technical Communication (PTC)

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: _____

All students with PTC as a declared major were sent a letter via campus email on or about January 15, 2019. The letter informed the student that the degree program is being discontinued and we will “teach out” the students currently enrolled. The letter advised the students to meet with their academic advisor to develop a plan in order for them to graduate.

b.) What is the expected graduation date of all students from the program? Enrollment in this program is as follows: three freshmen, five sophomores, seven juniors, and five seniors. We will “teach out” the program to all students that desire to graduate with a PTC degree. Using a six-year graduation horizon, we will be done with the teach out by 2024.

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

See response to item “a.” above.

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

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

One PTC faculty member was notified that their contract will not be renewed after the 2019-2020 academic year. This one year notification was done in order to assist with the “teach out” of students currently enrolled.

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: X N:

The decision to place the PTC degree into moratorium was one of the recommendations that resulted from Montana Tech’s campus-wide Program Prioritization effort. Faculty, students, and alumni advocated at a number of campus forums as well as sent email messages to the Program Prioritization Committee to keep the PTC degree.

Meeting date

ITEM 183-1505-LI0419

Notification of placing the Marketing Option under the Bachelor of Science in Business and Information Technology program in moratorium.

THAT

Montana Tech is notifying the Montana Board of Regents of its intent to place the Marketing Option in its Business and Information Technology Program in moratorium.

EXPLANATION

The Department is acting on the recommendation of the Campus' Program Prioritization Committee and working to reduce the number of Options of study available under its Bachelor of Science program.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-1505-LI0419 Submission Month or Meeting: April 2019

Institution: Montana Technological University CIP Code: 52.1299

Program/Center/Institute Title: Marketing Option, Bachelor of Science in Business and Information Technology

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. Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
- _____ **3. Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
- _____ **4. 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)
- _____ **5. Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

The Department of Business and Information Technology requests the removal of its Option in Marketing starting with the 2019 – 20 University Catalog.

The request is a direct result of a recommendation from the University's Program Prioritization Committee. It was recommended that the Department eliminate the number of options offered by the Department and currently the Department does not have a faculty member who would properly be able to serve as a champion for a Marketing Option. Additionally, the Marketing Option does not directly align with the vision of the Department.

This proposal will directly save resources as the Department will not have to hire an additional marketing faculty member or fill the required marketing coursework with adjunct professors. Additionally, this will allow the Department to focus on its remaining options.

Both The University of Montana and Montana State University have strong baccalaureate programs in marketing and should be able to easily absorb any additional students interested in marketing. Our Department will be able to teach out the students currently studying marketing under the 2018 – 19 University catalog.

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 Business and Information Technology (BIT), Marketing Option

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

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

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

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

May 2021

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?

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

04/01/2019

ITEM 183-1903-LI0419

Notification of offer of the C.A.S. Accounting and Business Technology, Entrepreneurship via online delivery

THAT

Helena College University of Montana notifies the Montana Board of Regents of Higher Education of its intent to offer C.A.S. Accounting and Business Technology, Entrepreneurship via online delivery.

EXPLANATION

The student demographic seeking a C.A.S. Entrepreneurship has historically been working adults. Offering the certificate in a fully online format allows working adults to complete courses without having to disrupt work schedules. Offering the certificate online also makes it easier for students living in town just outside of Helena (Townsend, Boulder, etc.) to complete courses.

The Accounting and Business Technology program faculty completed its mid-review of its last self-study. One of the recommendations from the self-study was to review the program for recognition for student success in industry and higher education. One strategy to accomplish the recommendation was to research offering the A.A.S. Business Technology, C.A.S. Entrepreneurship, or A.S. with Accounting/Business electives fully through online delivery.

As part of a campus-wide Strategic Enrollment Planning process (SEP), Accounting and Business Technology has been identified as a program for online delivery for one or more of its certificate/degrees. Accounting and Business Technology faculty have selected the C.A.S. Entrepreneurship and A.A.S. Business Technology for investigation into offering total online delivery. Faculty would also work with other staff on the campus for an all-encompassing approach for the online learning student including campus services to complement online course delivery.

The request to offer Accounting and Business Technology C.A.S. Entrepreneurship via online delivery is part of the process toward meeting the S.E.P. and program self-study recommendations.

ATTACHMENTS

Attachment #1: Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-1903-LI0419 Submission Month or Meeting: 04/01/2019

Institution: Helena College CIP Code: 52.0701

Program/Center/Institute Title: Accounting and Business Technology, Entrepreneurship Certificate of Applied Science

Includes (please specify below): Online Offering X Options Hybrid and 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/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**
- X 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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What:

Request to offer Accounting and Business Technology C.A.S. Entrepreneurship via online delivery; Helena College.

Why:

The student demographic seeking a C.A.S. Entrepreneurship has historically been working adults. Offering the certificate in a fully online format allows working adults to complete courses without having to disrupt work schedules. Offering the certificate online also makes it easier for students living in town just outside of Helena (Townsend, Boulder, etc.) to complete courses.

The Accounting and Business Technology program faculty completed its mid-review of its last self-study. One of the recommendations from the self-study was to review the program for recognition for student success in industry and higher education. One strategy to accomplish the recommendation was to research offering the A.A.S. Business Technology, C.A.S. Entrepreneurship, or A.S. with Accounting/Business electives fully through online delivery.

As part of a campus-wide Strategic Enrollment Planning process (SEP), Accounting and Business Technology has been identified as a program for online delivery for one or more of its certificate/degrees. Accounting and Business Technology faculty have selected the C.A.S. Entrepreneurship and A.A.S. Business Technology for investigation into offering total online delivery. Faculty would also work with other staff on the campus for an all-encompassing approach for the online learning student including campus services to complement online course delivery.

The request to offer Accounting and Business Technology C.A.S. Entrepreneurship via online delivery is part of the process toward meeting the S.E.P. and program self-study recommendations.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Resources:

Current Accounting and Business Technology program faculty will create online courses over the FY 2020 academic year. Training in online design and delivery will be provided for faculty teaching in the program. Marketing and promotion of the fully online degree option will begin prior to Fall 2020 start date. 16 of the 17 required and electives courses of the certificate are currently offered online; only 1 course would need to have online delivery developed for the C.A.S. Entrepreneurship to be fully available through online delivery.

Relationship to similar MUS programs:

The Helena College C.A.S. Entrepreneurship is different from other certificates in business offered throughout the M.U.S. system. Each serves the unique needs of their local/surrounding area.

04/01/2019

ITEM 183-1904-LI0419

Notification of offer of A.A.S. Accounting and Business Technology, Business Technology via online delivery

THAT

Helena College University of Montana notifies the Montana Board of Regents of Higher Education of its intent to offer A.A.S. Accounting and Business Technology, Business Technology via online delivery.

EXPLANATION

The student demographic seeking an A.A.S. Business Technology has historically been working adults. Offering the degree in a fully online format allows working adults to complete courses without having to disrupt work schedules. Offering the degree online also makes it easier for students living in town just outside of Helena (Townsend, Boulder, etc.) to complete courses.

The Accounting and Business Technology program faculty completed its mid-review of its last self-study. One of the recommendations from the self-study was to review the program for recognition for student success in industry and higher education. One strategy to accomplish the recommendation was to research offering the A.A.S. Business Technology, C.A.S. Entrepreneurship, or A.S. with Accounting/Business electives fully through online delivery.

As part of the campus-wide Strategic Enrollment Planning process (S.E.P.), Accounting and Business Technology was identified as a program for online delivery for one or more of its certificate/degrees. Accounting and Business Technology faculty selected the C.A.S. Entrepreneurship and A.A.S. Business Technology for investigation into offering total online delivery. Faculty would also work with other staff on the campus for an all-encompassing approach for the online learning student including campus services to complement online course delivery.

The request to offer Accounting and Business Technology A.A.S. Business Technology via online delivery is part of the process toward meeting the program self-study and S.E.P. recommendations.

ATTACHMENTS

Attachment #1: Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-1904-LI0419 Submission Month or Meeting: 04/01/2019

Institution: Helena College CIP Code: 52.0201

Program/Center/Institute Title: Accounting and Business Technology, Business Technology Associate of Applied Science

Includes (please specify below): Online Offering Options Hybrid and 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/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**
- x 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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What:

Request to offer Accounting and Business Technology A.A.S. Business Technology via online delivery; Helena College.

Why:

The student demographic seeking an A.A.S. Business Technology has historically been working adults. Offering the degree in a fully online format allows working adults to complete courses without having to disrupt work schedules. Offering the degree online also makes it easier for students living in town just outside of Helena (Townsend, Boulder, etc.) to complete courses.

The Accounting and Business Technology program faculty completed its mid-review of its last self-study. One of the recommendations from the self-study was to review the program for recognition for student success in industry and higher education. One strategy to accomplish the recommendation was to research offering the A.A.S. Business Technology, C.A.S. Entrepreneurship, or A.S. with Accounting/Business electives fully through online delivery.

As part of the campus-wide Strategic Enrollment Planning process (S.E.P.), Accounting and Business Technology was identified as a program for online delivery for one or more of its certificate/degrees. Accounting and Business Technology faculty selected the C.A.S. Entrepreneurship and A.A.S. Business Technology for investigation into offering total online delivery. Faculty would also work with other staff on the campus for an all-encompassing approach for the online learning student including campus services to complement online course delivery.

The request to offer Accounting and Business Technology A.A.S. Business Technology via online delivery is part of the process toward meeting the program self-study and S.E.P. recommendations.

Resources:

Current Accounting and Business Technology program faculty will create online courses over the FY 2020 academic year. 24 of the 31 required and electives courses of the degree are currently offered online; only 7 courses would need to have online delivery developed for the A.A.S. Business Technology to be fully available through online delivery. Training in online design

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

and delivery will be provided for faculty teaching in the program. Marketing and promotion of the fully online degree option will begin prior to Fall 2020 start date.

Relationship to similar MUS programs:

The Helena College A.A.S. Business Technology is different from other associate of applied degrees in business offered throughout the M.U.S. system. Each serves the unique needs of their local/surrounding area.

April 2019

ITEM 183-2901-L10419

Request for authorization to terminate the C.T.S. in Phlebotomy / Pre-Medical Assistant

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the certificate of technical studies in Phlebotomy / Pre-Medical Assistant.

EXPLANATION

This program was placed in moratorium in July 2018 and has not been taught since.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2901-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 51.1009

Program/Center/Institute Title: C.T.S. in Phlebotomy / Pre-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

- _____ 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. Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
- _____ **3. Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
- _____ **4. 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)
- _____ **5. Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the C.T.S. in Phlebotomy / Pre-Medical Assistant

Why Program was placed in moratorium in July 2018 and has not been taught since.

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: **C.T.S. in Phlebotomy / Pre-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:

N/A

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? Y: N:

N/A

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:

N/A

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

April 2019

ITEM 183-2902-L10419

Request for authorization to terminate the A.A.S. in Dietetic Technician

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the associate of applied science in Dietetic Technician.

EXPLANATION

This program was placed in moratorium in May 2014 and has not been taught since.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2902-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 51.3103

Program/Center/Institute Title: A.A.S. in Dietetic Technician

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/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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the A.A.S. in Dietetic Technician.

Why Program was placed in moratorium in May 2014 and has not been taught since.

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: **A.A.S. in Dietetic Technician**

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:

N/A

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? Y: N:

N/A

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:

N/A

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

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 2019

ITEM 183-2903-L10419

Request for authorization to terminate the C.T.S. in Healthcare Informatics Tech

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the certificate of technical studies in Healthcare Informatics Tech.

EXPLANATION

This program was placed in moratorium in March 2016 and has not been taught since.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2903-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 51.2706

Program/Center/Institute Title: C.T.S. in Healthcare Informatics Tech

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/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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the C.T.S. Healthcare Informatics Tech.

Why Program was placed in moratorium in March 2016 and has not been taught since.

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: **C.T.S. in Healthcare Informatics Tech**

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:

N/A

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? Y: N:

N/A

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:

N/A

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

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 2019

ITEM 183-2904-L10419

Request for authorization to terminate the A.A.S. in Medical Billing and Coding Specialist

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the associate of applied science in Medical Billing and Coding Specialist.

EXPLANATION

The last students in this program graduated May of 2018 and none have been admitted since.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2904-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 51.0714

Program/Center/Institute Title: A.A.S. in Medical Billing and Coding Specialist

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/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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the A.A.S. in Medical Billing and Coding Specialist

Why The last students in this program graduated May of 2018 and none have been submitted since.

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: **A.A.S. in Medical Billing and Coding Specialist**

Program is being Placed into moratorium Terminated

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

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

N/A

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? Y: N:

N/A

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:

N/A

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

April 2019

ITEM 183-2905-L10419

Request for authorization to terminate the C.A.S. in Medical Billing Specialist

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the certificate of applied science in Medical Billing Specialist.

EXPLANATION

The last students in this program graduated May of 2018 and none have been submitted since.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2905-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 51.0714

Program/Center/Institute Title: C.A.S. in Medical Billing Specialist

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/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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the C.A.S. in Medical Billing Specialist

Why The last students in this program graduated May of 2018 and none have been admitted since.

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: **C.A.S. in Medical Billing Specialist**

Program is being Placed into moratorium Terminated

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

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

N/A

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? Y: N:

N/A

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:

N/A

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

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 2019

ITEM 183-2906-L10419

Request for authorization to terminate the C.T.S. in Medical Scribe Apprentice

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the certificate of technical studies in Medical Scribe Apprentice.

EXPLANATION

The last students in this program graduated December 2018 and none have been submitted since.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2906-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 51.0799

Program/Center/Institute Title: C.T.S. in Medical Scribe Apprentice

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/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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the C.T.S. in Medical Scribe Apprentice

Why The last students in this program graduated December 2018 and none have been admitted since.

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: **C.T.S. in Medical Scribe Apprentice**

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:

N/A

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? Y: N:

N/A

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:

N/A

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

April 2019

ITEM 183-2907-L10419

Request for authorization to terminate the C.A.S. in Pharmacy Technician

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the certificate of applied science in Pharmacy Technician.

EXPLANATION

The last students in this program graduated August 2017 and none have been admitted since.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2907-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 51.0805

Program/Center/Institute Title: C.A.S. in Pharmacy Technician

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/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. Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
- _____ **3. Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
- _____ **4. 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)
- _____ **5. Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the C.A.S. in Pharmacy Technician.

Why The last students in this program graduated August 2017 and none have been admitted since.

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: **C.A.S. in Pharmacy Technician**

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:

N/A

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? Y: N:

N/A

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:

N/A

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

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 2019

ITEM 183-2908-L10419

Request for authorization to terminate the A.A.S. in Radiologic Technology

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the associate of applied science in Radiologic Technology.

EXPLANATION

The last students in this program graduated May of 2015 and none have been admitted since.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2908-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 51.0911

Program/Center/Institute Title: A.A.S. in Radiologic Technology

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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the A.A.S. in Radiologic Technology.

Why The last students in this program graduated May of 2015 and none have been admitted since.

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: **A.A.S. in Radiologic Technology**

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:

N/A

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? Y: N:

N/A

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:

N/A

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

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 2019

ITEM 183-2909-L10419

Request for authorization to terminate the C.A.S. in Medical Transcription

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the certificate of applied science in Medical Transcription.

EXPLANATION

The last students in this program graduated May of 2014 and none have been admitted since.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2909-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 51.0708

Program/Center/Institute Title: C.A.S. in Medical Transcription

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/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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the C.A.S. in Medical Transcription.

Why The last students in this program graduated May of 2014 and none have been admitted since.

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: **C.A.S. in Medical Transcription**

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:

N/A

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? Y: N:

N/A

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:

N/A

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

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 2019

ITEM 183-2910-L10419

Request for authorization to terminate the A.A.S. in Medical Transcription

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the associate of applied science in Medical Transcription.

EXPLANATION

The last students in this program graduated May of 2017 and none have been admitted since.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2910-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 51.0708

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

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/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. Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
- _____ **3. Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
- _____ **4. 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)
- _____ **5. Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the A.A.S. in Medical Transcription

Why The last students in this program graduated May of 2017 and none have been admitted since.

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: **A.A.S. in Medical Transcription**

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:

N/A

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? Y: N:

N/A

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:

N/A

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

- 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 2019

ITEM 183-2911-L10419

Request for authorization to terminate the C.T.S. in Healthcare Office

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the certificate of technical studies in Healthcare Office.

EXPLANATION

The last students in this program graduated May of 2018 and none have been admitted since.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2911-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 51.0716

Program/Center/Institute Title: C.T.S. in Healthcare Office

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/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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the C.T.S. in Healthcare Office.

Why The last students in this program graduated May of 2018 and none have been admitted since.

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: **C.T.S. in Healthcare Office**

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:

N/A

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? Y: N:

N/A

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:

N/A

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

April 2019

ITEM 183-2912-L10419

Request for authorization to terminate the A.A.S. in Medical Assistant

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the associate of applied science in Medical Assistant.

EXPLANATION

This program was placed in moratorium in July 2018 and has not been taught since.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2912-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 51.0801

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

- _____ 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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the A.A.S. in Medical Assistant.

Why Program was placed in moratorium in July 2018 and has not been taught since.

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: **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:

N/A

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?** Y: N:

N/A

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

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

April 2019

ITEM 183-2913-L10419

Request for authorization to terminate the A.S. in Registered Nurse LPN to RN

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the associate of science in Registered Nurse LPN to RN.

EXPLANATION

The last Registered Nurse LPN to RN class graduated in July of 2017. The current associate of science in Registered Nurse has a pathway for current LPNs to complete their Registered Nurse degree.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2913-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 51.3801

Program/Center/Institute Title: A.S. in Registered Nurse LPN to RN

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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the A.S. in Registered Nurse LPN to RN.

Why The last Registered Nurse LPN to RN class graduated in July of 2017. The current associate of science in Registered Nurse has a pathway for current LPNs to complete their Registered Nurse degree.

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: **A.S. in Registered Nurse LPN to RN**

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:

N/A

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? Y: N:

N/A

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:

N/A

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

April 2019

ITEM 183-2914-L10419

Request for authorization to terminate the A.A.S. in CIT – Web Design

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the associate of applied science in CIT – Web Design.

EXPLANATION

This program was placed in moratorium in May of 2016 and has not been taught since.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2914-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 11.0801

Program/Center/Institute Title: A.A.S. in CIT – Web Design

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/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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the A.A.S. in CIT – Web Design.

Why Program was placed in moratorium in May 2016 and has not been taught since.

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: **A.A.S. in CIT – Web Design**

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:

N/A

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? Y: N:

N/A

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:

N/A

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

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 2019

ITEM 183-2915-L10419

Request for authorization to terminate the A.A.S. in Graphic Design

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the associate of applied science in Graphic Design.

EXPLANATION

This program was placed in moratorium in May of 2016 and has not been taught since.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2915-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 50.0409

Program/Center/Institute Title: A.A.S. in Graphic Design

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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the A.A.S. in Graphic Design

Why Program was placed in moratorium in May 2016 and has not been taught since.

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: **A.A.S. in Graphic Design**

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:

N/A

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? Y: N:

N/A

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:

N/A

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

April 2019

ITEM 183-2916-L10419

Request for authorization to terminate the A.A.S. in Interior Design

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the associate of applied science in Interior Design.

EXPLANATION

This program was placed in moratorium in May of 2014 and has not been taught since.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2916-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 50.0408

Program/Center/Institute Title: A.A.S. in Interior Design

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. Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
- _____ **3. Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
- _____ **4. 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)
- _____ **5. Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the A.A.S. in Interior Design.

Why Program was placed in moratorium in May 2014 and has not been taught since.

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: **A.A.S. in Interior Design**

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:

N/A

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? Y: N:

N/A

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:

N/A

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

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 2019

ITEM 183-2917-L10419

Request for authorization to terminate the C.A.S. in Business Fundamentals

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the certificate of applied science in Business Fundamentals.

EXPLANATION

This program was placed in moratorium in May of 2016 and has not been taught since.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2917-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 52.0201

Program/Center/Institute Title: C.A.S. in Business Fundamentals

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. Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
- _____ **3. Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
- _____ **4. 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)
- _____ **5. Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the C.A.S. in Business Fundamentals

Why Program was placed in moratorium in May 2016 and has not been taught since.

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: **C.A.S. in Business Fundamentals**

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:

N/A

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? Y: N:

N/A

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:

N/A

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

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 2019

ITEM 183-2918-L10419

Request for authorization to terminate the C.T.S. in Electronics Technician Tier I

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the certificate of technical studies in Electronics Technician Tier I.

EXPLANATION

This program was part of the RevUp grant. No students were ever enrolled in this program.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2918-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 47.0105

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/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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the C.T.S. in Electronics Technician Tier I.

Why This program was part of the RevUP grant. No students were ever enrolled in this program.

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: **C.T.S. in Electronics Technician 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:

N/A

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? Y: N:

N/A

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:

N/A

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

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 2019

ITEM 183-2919-L10419

Request for authorization to terminate the C.T.S. in Electronics Technician Tier II

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the certificate of technical studies in Electronics Technician Tier II.

EXPLANATION

This program was part of the RevUp grant. No students were ever enrolled in this program.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2919-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 47.0105

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/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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the C.T.S. in Electronics Technician Tier II.

Why This program was part of the RevUP grant. No students were ever enrolled in this program.

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: **C.T.S. in Electronics Technician Tier II**

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:

N/A

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? Y: N:

N/A

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:

N/A

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

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 2019

ITEM 183-2920-L10419

Request for authorization to terminate the C.T.S. in Industrial Maintenance Tier I

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the certificate of technical studies in Industrial Maintenance Tier I.

EXPLANATION

This program was part of the RevUp grant. No students were ever enrolled in this program.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2920-L10419 Submission Month or Meeting: April 2019

Institution: Great Falls College MSU CIP Code: 47.0303

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/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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the C.T.S. in Industrial Maintenance Tier I.

Why This program was part of the RevUP grant. No students were ever enrolled in this program.

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: **C.T.S. in 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:

N/A

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? Y: N:

N/A

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:

N/A

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

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 2019

ITEM 183-2921-L10419

Request for authorization to terminate the C.T.S. in Machinist Technician Tier I

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the certificate of technical studies in Machinist Technician Tier I.

EXPLANATION

This program was part of the RevUp grant. No students were ever enrolled in this program.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2921-L10419 Submission Month or Meeting: April 2019

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/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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the C.T.S. in Machinist Technician Tier I.

Why This program was part of the RevUP grant. No students were ever enrolled in this program.

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: **C.T.S. in Machinist Technician 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:

N/A

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? Y: N:

N/A

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:

N/A

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

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 2019

ITEM 183-2922-L10419

Request for authorization to terminate the C.T.S. in Machinist Technician Tier II

THAT

Great Falls College Montana State University requests authorization from the Montana Board of Regents to terminate the certificate of technical studies in Machinist Technician Tier II.

EXPLANATION

This program was part of the RevUp grant. No students were ever enrolled in this program.

ATTACHMENTS

Academic Proposal Request Form
Program Termination/Moratorium Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-2922-L10419 Submission Month or Meeting: April 2019

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/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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What Great Falls College Montana State University is requesting authorization to terminate the C.T.S. in Machinist Technician Tier II.

Why This program was part of the RevUP grant. No students were ever enrolled in this program.

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: **C.T.S. in Machinist Technician Tier II**

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:

N/A

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? Y: N:

N/A

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:

N/A

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

April 2019

ITEM 183-1502-L10419

Item Name

Request for authorization to rename the A.A.S. Network Technology degree program to A.A.S. Computer Networks and Cybersecurity

THAT

Highlands College of Montana Tech requests authorization from the Montana Board of Regents to change the name of the Associate of Applied Science in Network Technology to Associate of Applied Science in Computer Networks and Cybersecurity.

EXPLANATION

The AAS Network Technology degree at Highlands College has undergone curriculum changes in the past 2 years to adopt more courses in the computer/network/information/cyber security field. According to the Department of Labor's most recent employment projections, demand for Information Security Analysts is expected to very high. This field is in the top 15 of the fastest growing detailed occupations requiring post-secondary education.

Our previous curriculum changes are in support of our application to the National Security Agency and the Department of Homeland Security in the pursuit of designation as a Center of Academic Excellence in Information Assurance/Cyber Defense. This designation requires the alignment of course outcomes to specific knowledge units, making it necessary to restructure the existing course offerings.

ATTACHMENTS

Current Course Requirements
Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-1502-L10419 Submission Month or Meeting: April 2019

Institution: Montana Technological University CIP Code: 11.0901

Program/Center/Institute Title: A.S. in Network Technology

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

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

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

B. Level II:

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

Proposal Summary [360 words maximum]

That

Highlands College of Montana Tech requests authorization from the Montana Board of Regents to change the name of the Associate of Applied Science in Network Technology to Associate of Applied Science in Computer Networks and Cybersecurity

Explanation

The AAS Network Technology degree at Highlands College has undergone curriculum changes in the past 2 years to adopt more courses in the computer/network/information/cyber security field. According to the Department of Labor's most recent employment projections, demand for Information Security Analysts is expected to very high. This field is in the top 15 of the fastest growing detailed occupations requiring post-secondary education.

Our previous curriculum changes are in support of our application to the National Security Agency and the Department of Homeland Security in the pursuit of designation as a Center of Academic Excellence in Information Assurance/Cyber Defense. This designation requires the alignment of course outcomes to specific knowledge units, making it necessary to restructure the existing course offerings.

Attachment

Current Degree Requirements

April 2019

ITEM 183-1506-LI0419

Item Name

Request to consolidate the Management Option and the Information Technology Option into an Option titled Information Management under the Bachelor of Science in Business and Information Technology program at Montana Technical University.

THAT

The Department of Business and Information Technology at the Montana Technical University respectively requests a consolidation of two existing Options into a newly named Option with the title of Information Management.

EXPLANATION

The Department is acting on the recommendation of the Campus' Program Prioritization Committee and working to reduce the number of Options of study available under its Bachelor of Science program. This proposal will provide a net reduction of one Option under the Department's Bachelor of Science program. Additionally, this proposal strengthens the remaining Option with improved coursework under the concentration component of the new consolidated Option.

ATTACHMENTS

Academic Proposal Request Form
Curriculum Proposal Form.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-1506-LI0419 Submission Month or Meeting: April 2019

Institution: Montana Technological University CIP Code: 52.1299

Program/Center/Institute Title: Department of Business and Information Technology – consolidation of Option in Management and the Option in Information Technology into a new Option titled Information 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/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
- _____ 6. Terminating an existing postsecondary educational program (Program Termination and Moratorium Form)
- x _____ 7. Consolidating existing postsecondary educational programs (Curriculum Proposal Form)
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- _____ 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. Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
- _____ **3. Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
- _____ **4. 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)
- _____ **5. Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

The Department of Business and Information Technology is requesting the merger of two existing options into a sign option. The current Options in Management and Information Technology would be merged into a single Option titled Information Management.

The Department is making this move to comply with the recommendations of the Program Prioritization Committee's recommendation to reduce the number of separate options offered by the Department under its Bachelor of Science program. Additionally, the newly titled combine option will better align with the mission and vision of the Department.

This proposal will most likely not affect the resources required by the Department. It is unlikely there would be any cost savings but most likely it will not require additional resources.

Both The University of Montana and Montana State University offer baccalaureate programs in Management and would be able to absorb additional students who are looking for a pure management degree. The new Information Management Option would fit the vision of the Department and most likely be a unique offering in the State.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

1. Overview of the request and resulting changes.

The request will consolidate the current Management and Information Technology Options, offered under the bachelor of Science program, into a single option titled Information Management. The new option will be designed in a flexible manner where the majority of the concentration coursework will be elective based rather than required. This will allow students to select an individualized program of study that is most beneficial. For example, students may complete additional management based coursework or the coursework required under the new Data Science minor.

The new option will allow students to complete a more contemporary management program that aligns with the vision of the Department. The vision of the Department is to Provide a Destination Business Program. This new option, along with other options in Accounting, Management of Natural Resources, and Health Information Technology, allows the Department to offer somewhat unique education opportunities that are not available at other units in the system.

Additionally, the new option aligns with the Mission of the Department which is as follows:

The mission of the Business and Information Technology Department is to prepare tomorrow's business leaders for the challenges of a dynamic global business environment through the innovative integration of a traditional business curriculum with state-of-the-art information technology.

Overall, the proposal will allow the Department to achieve a net reduction of one Option of study under its bachelor of science program and allow us to improve the concentration coursework available under the remaining consolidated Option.

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.

Montana Technological University has been marketing the University as *Montana's Premier Stem University*. It is believed that this consolidation of Options will provide Montana Tech business students with an Option that allows them to acquire additional skills in data analysis and data analytics.

The proposed Option has promoted interdisciplinary interactions among Tech faculty members. The coursework under this Option has allowed a member of the Business Department's faculty to work with various members of Computer Science, Petroleum Engineering, and Statistics to develop coursework under the data science minor.

3. Process leading to submission. Briefly detail the planning, development, and approval process of the program at the institution.

The process related to the Development of this consolidated Option initiated during the Fall 2018 semester as the Department became aware of recommendations from the University's Program Prioritization Committee (PPC). The Department has historically offered six different Options under its Bachelor of Science program with each option being championed by an individual faculty member. The recommendation from the PPC asked the Department to reduce the number of its Options. After a lengthy internal discussion, the

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Department sought input from its Industrial Advisory Board as well as from various local employers. It was determined that the proposed Consolidation would both help satisfy the recommendation of the PPC and better prepare our Management students for employment.

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

a. List the program requirements using the following table.

	Credits
Credits in required courses offered by the department offering the program	54
Credits in required courses offered by other departments	21
Credits in institutional general education curriculum	30
Credits of free electives	15
Total credits required to complete the program	120

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.

The intended student learning outcomes under the Department’s Bachelor of Science program are as follows:

1. Students will be able integrate multiple disciplines and functions within a business to inform decision making.
2. Students will be able to identify business problems and recommend potential solutions.
3. Students will be able to apply legal and ethical principles to organizational decision making.
4. Students will be able to communicate by applying written, oral, and nonverbal communication skills in a business environment.
5. Students will be able to contribute, either as a participant or as a leader, to work performed within teams.
6. Students will be able to apply information technology to recommend solutions to business problems (in the accomplishment of business objectives and in the solving of business problems).
7. Students will be able to identify the implications of international issues that characterizes today’s global business environment.

The consolidated Option will help the Department achieve outcome number 6 as the students will be exposed to additional information technology in a business environment.

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.

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According to the International Assembly for Collegiate Business Education (IACBE), key student learning outcomes for baccalaureate business students include the development of critical thinking skills and use of analytical tools as support for making business decisions. The consolidated Option will advance these two student learning outcomes.

The consolidated Option will also allow the Department to better integrate its use of SAP software throughout the baccalaureate program. The Department is a member of SAP’s University Alliance program the consolidated Option has allowed us to better use SAP throughout the program.

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

The consolidated Option in Information Management is seen as an improvement, as well as a replacement of, our current Management and Information Technology options. It is not seen as a new program. As such it is somewhat still related to the programs in Management at other Montana institutions. While it does include additional information technology, it is not seen as being similar to a program in Management Information Systems. Therefore, the proposed Information Management Option is not seen as a duplication of another program in the Montana University System.

Institution Name	Degree	Program Title

- 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.

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

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

The plan is to include the proposed Option in information Management and remove the two separate Options of Management and Information Technology in the University’s 2019 – 20 academic catalog.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

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

Fall Headcount Enrollment					Graduates				
AY__19__	AY__20__	AY__21__	AY__22__	AY__23__	AY__19__	AY__20__	AY__21__	AY__22__	AY__23__
40-50	40-50	50+	50+	50+	10	10	10+	10+	10+

- b. Describe the methodology and sources for determining the enrollment and graduation projections above.

The projections are based on the number of students who have been enrolled in our current Option of Management and current Option of Information Technology.

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

The program has room to grow and the Department will be actively attempting to grow this new Option.

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

Success will be determined as a part of an ongoing assessment process. The Department will continue to work with other departments (Computer Science for example) and other SAP institutions to make the course content relevant. The Department will also continue to work with its Industrial Advisory Board and employers to ensure the success of the program.

- a. Describe the assessment process that will be used to evaluate how well students are achieving the intended learning outcomes of the program. When will assessment activities occur and at what frequency?

The Department is newly accredited by the IACBE. The process required the establishment of well thought-out Intended Student Learning Outcomes as well as an established plan as to how to assess these outcomes. It is believed the assessment process is both established and will be followed and this process will be under annual review by the Department.

- b. What direct and indirect measures will be used to assess student learning?

The Department established a number of direct and indirect measures as a part of its accreditation plan. Direct measures have emphasized the use of national standardized exams by Peregrine and the Business Strategy Game. Other direct measures include rubric assessment by individuals outside of the Department for outcomes related to business communication and team skills.

- c. How will you ensure that the assessment findings will be used to ensure the quality of the program?

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CURRICULUM PROPOSAL FORM

Our accreditation with the IACBE requires the Department to review assessment results annually and provide recommendations for improvement to the IACBE. Additionally, we share our assessment results with our Industrial Advisory Board at our annual meetings and with the public through a posting at our Department's website.

- d. Where appropriate, describe applicable specialized accreditation and explain why you do or do not plan to seek accreditation.

The Department is a newly accredited member of the IACBE. Information for this organization can be found at: <https://iacbe.org/>

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 on existing programs of increased use of physical resources by the proposed program? How will the increased use be accommodated?

The consolidated option is a combination of two existing options which would make us believe there will be no differential impact to existing facilities as a result of the new option.

- 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?

There is no projected additional facilities required either in additional faculty or physical equipment.

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?

The instructional, support, and administration resources currently available will support the consolidation of the two existing Options into the Information Management Option.

- 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?

No additional personnel will be required at this time. Additional personnel may be requested at a future date pending growth of the entire Department of Business and Information Technology.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

11. Other resources.

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

The proposed program is primarily a name change for the Option and as such no additional library resources or information resources are anticipated. Both the Director of the Library and the Director of our Information Services are aware of the proposal.

- 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?

It is believed that student services has the capacity to accommodate the proposed program and there are no anticipated implications to the rest of the student body at the University.

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 fiscal analysis form for the first three years of operation of the new program.

In terms of additional revenues and expenditures above and beyond the current Department budget:

	Year 1	Year 2	Year 3
Revenues	\$0	\$0	\$0
Expenses	0	0	0
Net Income/Deficit (revenues-expenses)	\$0	\$0	\$0

Hopefully the revenues to the University will increase if student enrollment is able to be increased.

- b. Describe any expenses anticipated with the implementation of the new program. How will these expenses be met?

No new expenses are anticipated.

- 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?

No funds are expected to be reallocated.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

- 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.

No increase in base funding is anticipated.

- 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?

No additional funding is expected or required from one-time sources'

- 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?

No grants or other fee arrangements are a part of this proposal.

- 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 student fees of any sort will be implemented as a part of this proposal.

- 14.** Complete the fiscal analysis form.

Signature/Date

College or School Dean:  4/22/19

Chief Academic Officer:  4/22/19

Chief Executive Officer:  4/21/19

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CURRICULUM PROPOSAL FORM

Flagship Provost*: N/A

Flagship President*: N/A

*Not applicable to the Community Colleges.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Appendix A – Proposed New Curriculum

Department of BIT					
Bachelor of Science - Common Core to all Options					
2018 - 2019 Catalog					

Freshmen					
BGEN 105	Introduction to Business	3	COMX 111	Intro to Public Speaking or	3
WRIT 101	College Writing	3	COMX 230	Presenting Technical Information	
M 141	Math For Business or Soc Sci I or	3	M 142	Math For Business or Soc Sci II or	3
	Physical Science Elective	3		Physical Science Elective and lab*	4
	Free Elective	3		Humanities Elective	3
				Free Elective	2
		<u>15</u>			<u>15</u>

Sophomore					
Fall Semester			Spring Semester		
BGEN 235	Business Law I	3	ACTG 202	Principles of Managerial Actg	3
BGEN 285	Critical Thinking and Deci Making	3	ECNS 202	Principles of Macroeconomics	3
ACTG 201	Principles of Financial Actg	3	STAT 216	Introduction to Statistics or	
ECNS 201	Principles of Microeconomics	3	STAT 131	Introduction to Biostatistics or	3
	Free Elective	3	STAT 332	Statistics for Scientists and Engineers	
				Free Elective	3
				Free Elective	3
		<u>15</u>			<u>15</u>

Junior					
Fall Semester			Spring Semester		
BGEN 363	Business Ethics and Decision Making	3	BMIS 320	Business Modeling	3
BMIS 375	Data Analytics	3	BMKT 325	Marketing	3
BMIS 311	Management Information Systems	3	WRIT 322	Advanced Business Writing	3
MGMT 335	Management and Organization	3		Concentration Requirement/Elective	3
	Concentration Requirement/Elective	3		Concentration Requirement/Elective	3
		<u>15</u>			<u>15</u>

Senior					
Fall Semester			Spring Semester		
BFIN 322	Business Finance	3	BMGT 426	Strategic Management	3
MGMT 322	Operations Management	3	BMIS 453	Bus Intel and Big Data Anal	3
	Concentration Requirement/Elective	3		Concentration Requirement/Elective	3
	Concentration Requirement/Elective	3		Concentration Requirement/Elective	3
	Concentration Requirement/Elective	3		Concentration Requirement/Elective	3
		<u>15</u>			<u>15</u>

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Concentration coursework under the proposed options:

Information Management Option		
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Concentration Requirements

BMIS 415	Management of IT	3
BMIS 416	Enterprise Systems	3
HCI 320	Information Systems Security	<u>3</u>

Total Concentration Requirements 9

Concentration Electives (pick 6)

Programming: Pick one of the following:

- CSCI 111 Programming with Java or
- CSCI 112 Programming with C I or
- CSCI 114 Programming with C# or
- CSCI 116 Introduction to Python Programming or
- CSCI 135 Programming with Matlab

Other: pick any of the courses from this list:

- CSCI 347 Data Mining
- STAT 332 Statistics for Scientists & Engineers
- STAT 432 Regression & Model Building
- STAT 453 Statistical Learning & Data Science I
- HCI 410 Project MGT and System Analysis
- BMGT 362 Labor Relations
- BGEN 236 Business Law II
- BMGT 329 Human Resource Management
- BMGT 448 Entrepreneurship
- BMGT 353 Organizational Behavior
- BMKT 342 Marketing Research
- ACTG 410 Cost/Management Accounting I
- BMGT 491 Special Topics
- BMGT 498 /BMIS 498 Internship*
- BGEN 360 International Business
- Others as approved by the Department Head

18

Total Concentration Electives/Requirements 27

04/01/2019

ITEM 183-1901-LI0419

Request for authorization to terminate P.C. in Payroll; Helena College

THAT

Helena College University of Montana requests authorization from the Montana Board of Regents of Higher Education to terminate professional certificate in Payroll.

EXPLANATION

Through the campus-wide Strategic Enrollment Process (S.E.P.) process underway this fiscal year, data analyzed shows low enrollment in completing the P.C. in Payroll. In addition, there is still confusion between the distinction of a C.A.S. and P.C. Terminating the P.C. in Payroll will simplify the degree/certificate offered in the Accounting and Business Technology program and allow the program to focus on degrees/certificates with strong student enrollment.

ATTACHMENTS

Attachment #1: Academic Proposal Request Form

Attachment #2: Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-1901-LI0419 Submission Month or Meeting: 04/01/2019

Institution: Helena College – UM CIP Code: 52.0302

Program/Center/Institute Title: Accounting and Business Technology Payroll Professional Certificate

Includes (please specify below): Online Offering X Options Traditional, Hybrid and Online Delivery

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

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- 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**
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- 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal 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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
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4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What:

Request for authorization to terminate P.C. in Payroll; Helena College.

Why :

Originally offered as a focus of study, the P.C. in Bookkeeping Specialist was designed for a student who had an earned degree or substantial work experience in communications, business, or a related field. Upon successful completion of the course requirements for the P.C. in Bookkeeping Specialist, the student received a certificate designation. In a subsequent year, Helena College requested 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. in Bookkeeping support the skills required for a bookkeeper.

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:
Professional
Certificate:
Payroll

Program is being Placed into moratorium Terminated

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

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

Students in the larger Accounting and Business program know that this professional certificate is no longer an option. No students were working towards this certificate, so no students will be affected.

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

NA

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

All course offerings were part of the larger Accounting & Business course offerings. Nothing will be affected with this termination except that the professional certificate will not be an option.

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: X N:

Program faculty made the decision to terminate the professional certificate.

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 NA

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

Students in the accounting and business program are working towards the CAS and/or AAS options, not the professional certificate. There has been no negative feedback.

04/01/2019

ITEM 183-1902-LI0419

Request for authorization to terminate P.C. in Human Resources; Helena College

THAT

Helena College University of Montana requests authorization from the Montana Board of Regents of Higher Education to terminate professional certificate in Human Resources.

EXPLANATION

Through the campus-wide Strategic Enrollment Process (S.E.P.) process underway this fiscal year, data analyzed shows low enrollment in completing the P.C. in Human Resources. In addition, there is still confusion between the distinction of a C.A.S. and P.C. Terminating the P.C. in Human Resources will simplify the degree/certificate offered in the Accounting and Business Technology program and allow the program to focus on degrees/certificates with strong student enrollment.

ATTACHMENTS

Attachment #1: Academic Proposal Request Form

Attachment #2: Program Termination Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 183-1902-LI0419 Submission Month or Meeting: 05/22/2019

Institution: Helena College CIP Code: 52.1001

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

Includes (please specify below): Online Offering X Options Traditional, Hybrid, and Online delivery

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**
- 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. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **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)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What :

Request for authorization to terminate P.C. in Human Resources; Helena College. Originally offered as a focus of study, the P.C. in Human Resource Specialist was designed for a student who had an earned degree or substantial work experience in communications, business, or a related field. Upon successful completion of the course requirements for the P.C. in Human Resource Specialist, the student received a certificate designation. In a subsequent year, Helena College requested authorization to re-title the P.C. in Human Resource Specialist to Human Resources to clarify the P.C. did not have a level of expertise that Specialist could infer.

Why:

Through the campus-wide Strategic Enrollment Process (S.E.P.) process underway this fiscal year, data analyzed shows low enrollment in completing the P.C. in Human Resources. In addition, there is still confusion between the distinction of a C.A.S. and P.C. Terminating the P.C. in Human Resources will simplify the degree/certificate offered in the Accounting and Business Technology program and allow the program to focus on degrees/certificates with strong student enrollment.

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:
Professional
Certificate:
Human
Resources

Program is being Placed into moratorium Terminated

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

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

Students in the larger Accounting and Business program know that this professional certificate is no longer an option. No students were working towards this certificate, so no students will be affected.

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

NA

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

All course offerings were part of the larger Accounting & Business course offerings. Nothing will be affected with this termination except that the professional certificate will not be an option.

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: X N:

Program faculty made the decision to terminate the professional certificate.

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 NA

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

Students in the accounting and business program are working towards the CAS and/or AAS options, not the professional certificate. There has been no negative feedback.