

LEVEL I APPROVAL MEMORANDUM

Compiled here is the Level I memorandum containing items approved since the January 2024 Board of Regents Meeting. This memorandum from January and February 2024 contains items for which approval authority has been designated by the Board of Regents to the individual institutions or the Commissioner of Higher Education. The items before you have been approved and are now being shared with you for your notification.

- January 2024 Level I Memorandum
- February 2024 Level I Memorandum

ACADEMIC ITEMS MEMORANDUM

DATE: January 18, 2024

TO: Chief Academic Officers, Montana University System

FROM: Joe Thiel, Interim Deputy Commissioner for Academic, Research, and Student Affairs

RE: January 2024 Academic Items

Contained within this memorandum are Level I and Level II proposals submitted by the institutions of the Montana University System in January 2024. 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. Issues not resolved should be submitted in writing to OCHE by noon on Friday, January 26, 2024. You will be notified of approved proposals by January 29, 2024. The Board of Regents will be notified of the approved proposals at the March 2024 meeting of the Board.

LEVEL I ITEMS:

1. Campus Approvals

The University of Montana:

- Notification of establishing a Social Media and Audience Engagement Certificate
[Item #1001-LI0124](#)

2. OCHE Approvals

The University of Montana:

- Request for authorization to terminate the Bachelor of Science in Public Health with a concentration in Population Health
[Item #1002-LI0124](#)

LEVEL II ITEMS:

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

January/2024

ITEM 1001-LI0124

ITEM TITLE – Notification of establishing a Social Media and Audience Engagement Certificate

Institution: University of Montana – Missoula

CIP Code: 09.0702

Program/Center/Institute Title: School of Journalism

Includes (please specify below): Face-to-face Offering: Online Offering: X Blended Offering:

Options: _____

Proposal Summary [360 words maximum]

What: We propose to deliver an online-only certificate that improves students' as well as non-traditional learners' ability to craft, deliver and assess social media content for various organizations and purposes. The certificate mixes information literacy with core writing and visual story-telling skills to produce social media posts that are accurate and effective.

Why: Building on conversations with UM Online and other UM stakeholders, the school developed this proposal as a purely online certificate to assist current students as well as those non-degree seeking individuals who are wanting additional training in social media and audience engagement. The certificate brings together core skills taught by the school, including writing and editing, photography and video producing and social media metrics and misinformation into one certificate available online or in-person.

Resources: Currently, this proposal needs no additional resources. The courses offered are already offered in an asynchronous online format and an in-person modality. Should the certificate erupt in popularity, additional sections of the courses may need to be offered, but the current classes have capacity to accept additional students. The school has several professors and adjuncts who could teach these courses and so the ability to add additional sections can be easily accommodated.

ATTACHMENTS

None

Please mark the appropriate type of request and submit with 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)

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST 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*

_____ **B. Level II:**

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

_____ 2. Permanent authorization for a temporary C.A.S. or A.A.S degree program (Curriculum Proposal and Completed Request 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 Request to Plan, except when eliminating or consolidating)

_____ 5. Re-titling an academic, administrative, or research unit

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

January/2024

ITEM 1002-LI0124

ITEM TITLE – Request for authorization to terminate the Bachelor of Science in Public Health with concentration in Population Health

Institution: University of Montana - Missoula

CIP Code: 51.2208

Program/Center/Institute Title: College of Health

Includes (please specify below): Face-to-face Offering: _____ Online Offering: _____ Blended Offering: _____

Options: _____

Proposal Summary [360 words maximum]

What: The University of Montana College of Health is requesting to terminate the B.S. in Public Health with a concentration in Population Health.

Why: There have been no students enrolled in the program.

Resources: None

ATTACHMENTS

Attachment: Program Termination form

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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**

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Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

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)

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10. Establishing a temporary C.A.S. or A.A.S. degree program *Approval limited to 2 years*

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

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5. Re-titling an academic, administrative, or research unit

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:

Program is being Placed into moratorium Terminated

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

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

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

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

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

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

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

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

a.) Internal Curriculum Committees X

b.) Faculty Senate X

c.) Program Public Advisory Committee X

d.) Articulation Partners 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

LEVEL I MEMORANDUM

DATE: February 13, 2024

TO: Chief Academic Officers, Montana University System

FROM: Joe Thiel, Interim Deputy Commissioner for Academic, Research, and Student Affairs

RE: February 2024 Level I Academic Items

Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System in February 2024. 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 February 21, 2024. Issues not resolved at that meeting should be submitted in writing to OCHE by noon on Friday, February 23, 2024. You will be notified of approved proposals by Monday, February 27, 2024. The Board of Regents will be notified of the approved proposals at the March 2024 meeting of the Board.

1. Campus Approvals

Flathead Valley Community College:

- Notification of Agriculture and Food Systems AAS being placed into moratorium
[Item #301-LI0224](#)

Montana State University Bozeman:

- Request for authorization for A Certificate of Completion in Culinary Skills
[Item #2011-LI0224](#)
- Request to place into moratorium Online Graduate Certificate for Dual Enrollment Mathematics Teachers
[Item #2021-LI0224](#)

The University of Montana Missoula:

- Notification to offer the existing Bachelor of Arts in Criminology via online delivery
[Item #1001-LI0224](#)
- Notification to offer the existing Minor in Criminology via online delivery
[Item #1002-LI0024](#)

The University of Montana-Western:

- Notification of offering the Elementary Education Program Online to Meet the Needs of Rural, Place-Based Students
[Item #1603-LI0224](#)

LEVEL I MEMORANDUM

2. OCHE Approvals

Montana State University Billings:

- Request for authorization to Terminate Multiple Programs: Craft Brewing and Fermentation, Certificate of Technical Studies; Teaching and Learning Online Certificate
[Item #2701-LI0224](#)
- Request for authorization to Terminate Multiple Programs: Computer Science Minor; Mathematics Minor; Statistics Minor
[Item #2701-LI0224](#)

The University of Montana Western:

- Request for authorization to revise Constitutional Studies Minor
[Item # 1602-LI0224](#)
- Request for authorization to retitle and revise BA Visual Art with Minor
[Item # 1601-LI0224](#)

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

February 2024

ITEM: 301-L10224

ITEM TITLE: Notification of Agriculture and Food Systems AAS being placed into moratorium.

Institution: Flathead Valley Community College

CIP Code: 1.0000

Program/Center/Institute Title: Agriculture and Food Systems AAS

Includes (please specify below): Face-to-face Offering: X Online Offering: _____ Blended Offering: _____

Options: _____

Proposal Summary [360 words maximum]

What: FVCC's Curriculum Committee and Board of Trustees has approved placing this program into moratorium.

Why: The AAS Agriculture and Food Systems program has a record of low enrollment over the past eight years. The 2016 program review summary stated that the main concern with continuation of the program was limited enrollment and a two-year follow up was required. From the 2018 program review committee summary: "Recruitment efforts for the AAS program have resulted in minimal gains. The local community is interested in agriculture, but students are not necessarily ready to commit to an AAS program."

With the resignation of the program director in August 2023, and continued low enrollment in the AAS program, it is proposed this program be placed into moratorium.

ATTACHMENTS

301-L10224 Program Termination and Moratorium Form

Please mark the appropriate type of request and submit with 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**

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

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*

B. Level II:

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

2. Permanent authorization for a temporary C.A.S. or A.A.S degree program (Curriculum Proposal and Completed Request 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 Request to Plan, except when eliminating or consolidating)

5. Re-titling an academic, administrative, or research unit

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: **Agriculture and Food Systems AAS**

Program is being x Placed into moratorium Terminated

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

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

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

May 2025

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?

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

a.) Internal Curriculum Committees x

b.) Faculty Senate x

c.) Program Public Advisory Committee x

d.) Articulation Partners 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

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

January/2024

ITEM 2011-LI0124

ITEM TITLE Request for authorization for a Certificate of Completion in Culinary Skills

Institution: Montana State University

CIP Code: 12.0500

Program/Center/Institute Title: Gallatin College Culinary Program

Includes (please specify below): Face-to-face Offering: X Online Offering: _____ Blended Offering: _____

Options: _____

Proposal Summary [360 words maximum]

What: The Certificate of Completion in Culinary Skills will provide students with relevant coursework and experiential training in the Culinary Arts profession. This 10-credit program will prepare students for line cook or similar positions at small restaurants to large foodservice facilities. Coursework includes traditional and unique coursework that aligns with Montana's food culture and strong tourism industry.

Why: Gallatin County has the fastest growing economy in the state (2023 Montana Economic Report) with the service industry as the top industry (2023 Prospera Economic Report). Unfortunately, this high industry demand has led many restaurants to curtail their hours due to a lack of employees. Montana Department of Labor and Industry lists Restaurant Cook as the sixth highest need position in the region and projects 628 annual cook job openings through 2031 in Southwest Montana. Recent conversations with Gallatin College's Culinary Arts advisory council indicate a constant need for trained food service employees with restaurants hiring employees as quickly as they can be educated and trained in the basics of culinary arts. Local industry leaders Montana Ale Works, Big Sky Resort, and Xanterra Travel Collection specifically indicated an interest in collectively hiring over 100 Culinary students annually. The certificate program allows Gallatin College to increase culinary graduate numbers and provides students the option to enter the workforce quickly; this combination will alleviate employer hiring needs in a matter of months.

Resources: Gallatin College already offers an Associate of Applied Science in Culinary Arts with a full teaching kitchen, thus, minimal resources will be needed to launch and sustain the certificate program. As the AAS program continues to be fills to capacity in the Fall and Spring semesters, the Certificate program will be scheduled to run in the summer months while AAS classes are not in session, allowing the program to maximize its space and instructor resources. The current Kitchen Manager's role will increase from part-time to full-time to ensure program quality throughout the year and program instruction will be completed by one part-time faculty member. These roles will be funded by the Education Design Lab and the program is anticipated to return a profit with a minimum enrollment of ten students.

ATTACHMENTS

Attachments

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

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A. Level I:

Campus Approvals

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

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

2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**

3. **Establishing a B.A.S./A.A./A.S. area of study**

4. **Offering an existing postsecondary educational program via distance or online delivery**

OCHE Approvals

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

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

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

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

9. **Revising a postsecondary educational program** (Curriculum Proposal Form)

10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

B. Level II:

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

2. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Request to Plan Form)

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

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

4. Forming, eliminating or consolidating an academic, administrative, or research unit (Curriculum or Center/Institute Proposal and completed Request to Plan, except when eliminating or consolidating)

5. Re-titling an academic, administrative, or research unit

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

January 2024

ITEM 2012-LI024

ITEM TITLE: Request to place into moratorium Online Graduate Certificate for Dual Enrollment Mathematics Teachers

Institution: Montana State University

CIP Code: 27.9999

Program/Center/Institute Title: Online Graduate Certificate for Dual Enrollment Mathematics Teachers

Includes (please specify below): Face-to-face Offering: Online Offering: Blended Offering:

Options: _____

Proposal Summary [360 words maximum]

What: Place into moratorium the Online Graduate Certificate for Dual Enrollment Mathematics Teachers

Why: The program has not had sufficient interest, with no students enrolled in the program’s three-year history and thus no students having pursued or completed the certificate. The faculty member who had taught the courses in the program has left the university, so placing this program in moratorium lets the mathematics education faculty reevaluate program requirements, student needs, and faculty teaching assignments. Graduate students who are interested in teaching dual enrollment mathematics courses in high schools will be directed toward the existing and robust Master’s of Science in Mathematics – Mathematics Education option (online).

Resources: No resources

ATTACHMENTS

Termination form

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 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

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

3. Establishing a B.A.S./A.A./A.S. area of study

4. Offering an existing postsecondary educational program via distance or online delivery

OCHE Approvals

5. Re-titling an existing postsecondary educational program

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

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Montana 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: **Online Graduate Certificate for Dual Enrollment Mathematics Teachers**

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 Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

January 2024

ITEM -1001-LI0224

ITEM TITLE – Notification to offer the existing Bachelor of Arts in Criminology via online delivery

Institution: University of Montana – Missoula

CIP Code: 45.0401

Program/Center/Institute Title: Department of Sociology and Criminology

Includes (please specify below): Face-to-face Offering: X Online Offering: X Blended Offering: _____

Options: 100% face-to-face and 100% online

Proposal Summary [360 words maximum]

What:

Recognizing the B.A. in Criminology as an online program.

Why:

The B.A. in Criminology is currently delivered in a flexible format of synchronous and asynchronous delivery (at the student's choice); program completion can be achieved without any on-campus residence requirements if a student chooses. Recognizing the B.A. in Criminology as an online program will increase the program's visibility and accessibility outside Western Montana.

Resources: None – as the program is already delivered in a flexible online format.

ATTACHMENTS

None

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Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

_____ 2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less

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X _____ 4. Offering an existing postsecondary educational program via distance or online delivery

OCHE Approvals

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_____ 5. Re-titling an academic, administrative, or research unit

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

January 2024

ITEM -1002-LI0224

ITEM TITLE – Notification to offer the existing Minor in Criminology via online delivery

Institution: University of Montana – Missoula

CIP Code: 45.0401

Program/Center/Institute Title: Department of Sociology and Criminology

Includes (please specify below): Face-to-face Offering: X Online Offering: X Blended Offering: _____

Options: 100% face-to-face and 100% online

Proposal Summary [360 words maximum]

What:

Recognizing the Minor in Criminology as an online program.

Why:

The Sociology department recently submitted a proposal for a Minor in Criminology that was approved in December 2023. The department originally selected the 'blended' modality in error, and they wish to have the Minor in Criminology be recognized as a program that can be completed fully in person and fully online.

Resources: None – as the program is already set up to be delivered online and in person beginning Fall of 2024.

ATTACHMENTS

None

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Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

3. Establishing a B.A.S./A.A./A.S. area of study

X

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OCHE Approvals

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Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

February/20204

ITEM 1603-LI0224

ITEM TITLE: Notification of Offering the Elementary Education Program Online to Meet the Needs of Rural, Place-Based Students

Institution: The University of Montana Western

CIP Code: _____

Program/Center/Institute Title: Elementary Education Program/Education Department/The University of Montana Western

Includes (please specify below): Face-to-face Offering: X Online Offering: X Blended Offering: X

Options: _____

Proposal Summary [360 words maximum]

What: The purpose of this proposal is to establish an online BS: Elementary Education program (in addition to Montana Western's existing program) which is designed for a specific population of eLearners. This proposal is aimed at a true partnership between the Education Division and the UMW departments which offer general education courses essential to the elementary education degree. The goal is to design an online version of the rich X1 experience which on-campus elementary education students receive, and to offer that experience to students who are highly place-bound and rural.

Why: The Education Division currently offers its elementary education program on-campus and in several distance delivery models (primarily through 2+2 partnerships/articulation agreements). These partnerships meet the needs of place-based *and* place-bound, rural students in particular locations in Montana--However, there is an urgent need for place-bound rural students across the state of Montana to have access to a high-quality pathway to elementary education. Over forty students who are current eLearners at Montana Western have declared elementary education as their major. On an individual basis, they are piecing together their avenues to the degree. Additionally, a number of eLearners who have declared the Early Childhood P-3 degree as their major would, in fact, prefer to be pursuing a degree in elementary education. They choose to earn the BS: ECE P-3 degree because it is the only fully online licensure program offered at UMW. The choices these students are making are evidence of a population of non-traditional-age, place-bound students who deeply hope to become teachers in the communities where they live. Given the complexities and urgencies of the teacher shortage in Montana, the number of potential students for this proposed program is likely to increase.

Resources: Montana Western already offers this program. Adding a new modality will require minimal additional resources.

ATTACHMENTS

Attachments: 1603-LI0224 CP-UMW_Elementary Ed Online

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Please mark the appropriate type of request and submit with 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

 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*

 B. Level II:

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

 2. Permanent authorization for a temporary C.A.S. or A.A.S degree program (Curriculum Proposal and Completed Request to Plan Form)

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

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

4. Forming, eliminating or consolidating an academic, administrative, or research unit (Curriculum or Center/Institute Proposal and completed Request to Plan, except when eliminating or consolidating)

5. Re-titling an academic, administrative, or research unit

Curriculum Proposal Cover Sheet

To be completed by CP contact person:

CP Title **Rural Experience, Authentic Learning—Project REAL: Offering the Elementary Education Program Online to Meet the Needs of Rural, Place-Based Students (v. 6--FINAL)**

Date 12/7/2023

To be completed by Curriculum Committee:

- Return to CP contact person for revision
 - Reason for return ~~Please send to Provost for his approval of resource implications (approved 12/26)~~
- Send to Faculty Senate for notification purposes
 - Date sent Click or tap to enter a date.
- Send to Faculty Senate for reading and vote
 - Date sent 12/12/2023
- Send to General Education Committee
 - Date sent Click or tap to enter a date.
- Send to Provost
 - Date sent 1/17/2024

Proposal Title: **Rural Experience, Authentic Learning—Project REAL: Offering the Elementary Education Program Online to Meet the Needs of Rural, Place-Based Students (v. 6--FINAL)**

Department: Education Division Contact Person: Laura Straus

1. Type of Proposal-(check all that apply, [all proposals follow standardized submission process](#))

On Campus Approval (Asterisked requires a level I notification to OCHE)

- Course Change (check all that apply)
- | | |
|---|--|
| <input type="checkbox"/> Add Course to Catalog | <input type="checkbox"/> Title Change |
| <input type="checkbox"/> Delete Course from Catalog | <input type="checkbox"/> Description Change |
| <input type="checkbox"/> Number Change | <input type="checkbox"/> Prerequisite Change |
- Minor Revisions to Programs
- Placing Program on Moratorium*
- Withdrawing Program from Moratorium*
- Certificate (29 cr. or less)*
- | |
|--|
| <input type="checkbox"/> Adding Certificate |
| <input type="checkbox"/> Retitling or Revising Certificate |
| <input type="checkbox"/> Terminating Certificate |
- Establishing B.A.S./A.A./or A.S. Area of Study*
- Offering Existing Program as Distance or Online Program*

Level I OCHE Approval

- Retitling Existing Program
- Terminating Existing Program
- Consolidating Existing Programs
- Establishing Minor/Option attached to existing program
- Revising Program
- Establishing Temporary C.A.S. or A.A.S. Program

Level II BOR Approval

- Establishing Program (includes minors/options not attached to existing program)
- Exceeding 60 Credit Maximum for Associate of Arts or Associate of Science Degree
- Exceeding 120 Credit Maximum for Baccalaureate Degree
- Academic, Administrative, or Research Unit
- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Forming | <input type="checkbox"/> Consolidating |
| <input type="checkbox"/> Eliminating | <input type="checkbox"/> Re-titling |

2. General Education Implications

Does this proposal involve existing or new general education course(s)?

- No, please skip to #3. Yes, please complete the General Education Appendix

3. Course Fees

Does this proposal involve new or updated Course Fees?

- No, please skip to #4 Yes, please complete item below

Type of course fee: Choose an item.

Estimated course fee: Click or tap here to enter text.

*Course fee changes not implemented until scheduled biennial course fee proposal review is conducted.

4. Succinct Statement of Proposed Change

The purpose of this proposal is to establish an online BS: Elementary Education program which is designed for a specific population of eLearners. This proposal is aimed at a true partnership between the Education Division and the UMW departments which offer general education courses essential to the elementary education degree. The goal is to design an online version of the rich X1 experience which on-campus elementary education students receive, and to offer that experience to students who are highly place-bound and rural.

5. Provide Rationale for Proposed Change

Need: The Education Division currently offers its elementary education program on-campus and in several distance delivery models (primarily through 2+2 partnerships/articulation agreements). These partnerships meet the needs of place-based *and* place-bound, rural students in particular locations in Montana. However, there is an urgent need for place-bound rural students across the state of Montana to have access to a high-quality pathway to elementary education. Over forty students who are current eLearners at Montana Western have declared elementary education as their major. On an individual basis, they are piecing together their avenues to the degree. Additionally, a number of eLearners who have declared the Early Childhood P-3 degree as their major would, in fact, prefer to be pursuing a degree in elementary education. They choose to earn the BS: ECE P-3 degree because it is the only fully online licensure program offered at UMW. The choices these students are making are evidence of a population of non-traditional-age, place-bound students who deeply hope to become teachers in the communities where they live. Given the complexities and urgencies of the teacher shortage in Montana, the number of potential students for this proposed program is likely to increase.

Course Rotations: Current course rotations would not be affected. Significant demand for this program is expected, which may lead to offering additional sections of courses, as they occur in existing rotations.

Employment requirement/lab hours:

Lab hours: Specific distance-only sections of the following education courses in this program would require 45 hours of in-school lab experience: EDU 344, EDU 397A, EDU 397L, and EDU 397S. Coaching for enrollees in those courses would be provided, using the model already in practice in the coaching-based courses found within UMW's Early Childhood Education (ECE) distance programs. The *Coaching Handbook*, used in the UMW ECE program, is available upon request. It provides additional information in support of this CP.

Employment requirement: Students enrolled in the proposed online elementary education program would be *required* to provide *proof of employment* in a school, either as paraprofessionals or as teachers of record who are under emergency authorization. Proof of employment would be demonstrated no later than the second week of fall and spring semesters. (During the summer, these courses would not be offered, since schools are not open, and lab hours could not be fulfilled.)

NOTE: *These requirements will ensure that the proposed program would serve only the targeted population of place-bound, rural, typically non-traditional-aged students. Students who would be better served by attending UMW and participating in its unique on-campus experiences would not be candidates for this program.*

- 6. New/Revised Information for Catalog** *For new classes include Appendix: Course Syllabus (e.g., course descriptions with experiential learning activities and rotations, or program requirements)*
In addition to language currently included in the catalog for BS: Elementary Education, the following note should be added:

“Students completing the BS: Elementary Education fully online program are required to provide proof of employment in a school, whether as paraprofessionals or as teachers of record under emergency authorization, to be allowed to proceed with coursework. Proof of employment will be needed by the second week of each semester the student is enrolled in the program (except summer semester, which will not include courses that require lab time). Employment in a school is necessary for program success, since multiple classes in the program require significant time in the field in order to complete course assignments.”

- 7. Transferability Considerations**

None

- 8. Effects of Proposal on Other Campus Programs** *Note all findings and agreements from discussions with affected departments/programs*
During AY 2022-2023, discussions occurred related to a previous curriculum proposal which sought to expand UMW’s existing elementary education program to include an online component. With the current proposal, the Education Division hopes to build upon the collaborative dialogue that occurred. As stated in Section 4 (above), the Division seeks to partner with the various departments that provide the general education preparation needed by elementary education majors. Several online courses are already offered by various departments which align with the proposed program. Some faculty members have expressed willingness to design general education courses specifically for this program. The goal is to establish a rotation of rich, experiential general education courses, offered by UMW faculty/departments, which will meet the needs of the targeted population and enable them to become the highly-qualified, robustly-prepared elementary educators their communities need.

The effects of the proposed program are yet to be fully determined. In accordance with the new Curriculum Proposal Flowchart (effective Fall 2023), the process requires that once a CP is written, if it affects other departments/programs, the contact person should “talk to affected departments/programs” and “note findings/agreements on CP form.”

Here are the department meetings/findings, regarding this CP:

- Mathematics: (9/11/23) Discussion of which 100-level course would be best to offer as a gen ed in this program; discussion of the need to ensure that 090, 095 are being taken, when needed. Discussion about how 095 articulates with CHMY 121 and/or PHSX 115-

- HHP: (9/20/23) Met with the department chair, and with Division Chair (Dr. Holland). Support for the proposal was voiced; courses needed are already in place.
- Biology: (9/25/23) General discussion of the proposal; Dr. Wood noted his willingness to offer a gen ed course in the summer; Dr. Anderson noted a willingness to offer a gen ed course in the fall, in addition to one in the summer (not necessarily during the same academic year, however.)-It is not clear as of this writing if Dr. Perry is willing (or has time) to offer an online section of CHMY 121.
- Environmental Sciences: (9/25/23) General discussion of the proposal; two gen ed courses are already offered which would support this proposal- Dr. Foley indicated willingness to discuss the design of an online PHSX course for this program. It is not clear as of this writing if Dr. Schoenemann is willing (or has time) to offer an online section of CHMY 121.
- English: (9/26/23) Met with the department chair; we agreed that courses are already being offered which support this proposal.
- Fine Arts: (9/26/23) General discussion of the proposal; several courses are already offered online which would support this program; Mr. Seder expressed interest in offering THTR 239 as an online course in support of this population of students; Ms. Mastandrea noted that ARTH 202 could be offered as a new course which would also support this proposal; Mr. Freeman noted (in a separate meeting on 9/28/23) that PHOT 150 would support this proposal.
- HPSS: (10/4/23) Met with the department chair and one other faculty member. General discussion of the proposal; it was noted that HSTA 101 has already been developed with a population such as this one in mind, and is being offered. In an email conversation (10/5 – 10/6/2023) with Dr. Eudaily, some questions were discussed about the behavioral/social sciences vis-à-vis the elementary education program. Dr. Eudaily indicated willingness to offer GPHY 222 online, and we also agreed to revisit this matter as needed, later on.

9. Resource Implications

The use of a coaching-based approach to support teacher candidates during lab experiences (see section 5, above) will have financial implications; which will be covered by the lab fees which are already assessed for the specific courses mentioned. Information about course fees already being charged for each of those courses can be found in the UMW catalog.

Summer online offerings of the general education courses required for the elementary education degree would substantially meet the needs of this proposed program, and would not affect the block courses offered in the fall and spring semesters. Currently, a number of general education courses are already offered online. As stated earlier, this CP is intended to be a collaborative effort to create a UMW-based program for a specific population of place-based students. There is no intention herein to convert existing on-campus general education courses into online offerings, nor is there any intention to ask/require instructors who wish to teach only “on the block” to teach any online offerings.

10. For New Course Proposals:

a. Who will teach new course(s)?

Actually, there are no *new* courses required for this program, though there are some which may be developed. See departmental notes above (Section 8) for an overview of who will teach the general education courses needed for this program. For the

Education Division, full-time faculty members and adjuncts who currently teach EDU 344, EDU 397A, EDU 397L, and EDU 397S will be offered the opportunity to teach Project REAL sections of those courses. If those individuals do not wish to teach Project REAL sections, other Education Division adjunct faculty member will be assigned to those sections.

b. Describe effect on faculty member workloads.

This proposal is designed so that no one will be asked to increase their workload.

Initial Review and Approval

Curriculum proposals follow the steps outlined in [this flowchart](#). Contact person will receive notification of movement of CP through approval stages.

Department Review

Date of Discussion and Vote: 10/9/2023

Comments: Click or tap here to enter text.

Department Vote Totals:

For: 10 Against: 2 Abstentions: 2

Provost Review – Provost Review Required for all CP including Resource Implications (#9 & #10)

Date of Provost Review 12/26/2023

Provost Comments: Click or tap here to enter text.

Provost Decision:

- Proposal financially feasible, submit to Curriculum Committee
- Proposal not financially feasible, feedback provided to contact person

Curriculum Committee Review

General Education Committee Review

- Not required
- Required

Date of General Education Committee Review Click or tap to enter a date.

Comments: Click or tap here to enter text.

General Education Committee Vote Totals

For: Click or tap here to enter text. Against: Click or tap here to enter text. Abstentions: Click or tap here to enter text.

Decision

- Approved, return CP to Curriculum Committee
- Not approved, feedback provided to Curriculum Committee

Faculty Senate Review

Date of First Reading 12/18/2023

Comments: Click or tap here to enter text.

Date of Second Reading **1/16/2024**

Comments: Click or tap here to enter text.

Faculty Senate Vote Totals


For: 5 Against: 0 Abstentions: 4

Decision

- Approved, advance CP for administrative approval
- Not approved, feedback provided to contact person

Provost Approval

Date approved: Click or tap to enter a date. 1/17/2024

Signature: 

Chancellor Approval

Date approved: Click or tap to enter a date. Signature:

Appendix 1—The Program for Project REAL

The following list of courses is based on the Elementary Education Degree. It lists each of the program requirements of the degree. Please note that the design of this degree is based on the Professional Educator Preparation Program Standards (PEPPS), and it was accredited/approved in July 2023 as part of the joint accreditation process conducted by the Council for the Accreditation of Educator Preparation (CAEP) and the State of Montana Office of Public Instruction (OPI). The elementary education degree program requires each of these courses in order to meet the PEPPS. A copy of the PEPPS Institutional Report 10.58.532 Elementary Education (used in the accreditation process) is available upon request, to further explain how these courses meet all of the PEPPS.

This list shows courses which are (a) already offered online, thus could be used for Project REAL (these courses are labeled as “offered online” below); (b) courses which faculty members of various departments have indicated they would be willing to offer, should this CP be fully approved by all stakeholders in the CP approval process; (c) courses which have not been offered online at UMW and for which there is no specific faculty member(s)—yet—who has indicated a willingness to teach the course.

NOTE: Please be aware that there are other General Education Courses offered on-campus at UMW which satisfy the Elementary Education program requirements. Those are not listed here. The focus here is on online course offerings only—either those which are already offered, or those which may be developed.

General Education Courses for Elementary Education:

- WRIT 101 *College Writing I*—4credits—offered online
- M 105 *Contemporary Mathematics*—4 credits—would need to be offered online
- HSTA 101 *American History I*—4 credits—offered online
- GPHY 222 *Economic Geography*—4 credits—offered online
- THTR 101 - *Introduction to Theatre*—4 credits—offered online—OR—THTR 239 *Creative Drama and Dance for K-8* (a CCN course which would be new for UMW; Mr. Seder is willing to offer this course online)
- ARTH 160 - *Global Visual Culture* 4 credits—offered online—OR—ARTH 202 (a non-CCN course which would be a new course for UMW; Ms. Mastandrea indicates this *could* be offered online)
- *GEO 115 *Essentials of Geology* 4 credits—offered online—OR—ENSC 121 *Environmental Sustainability* 4 credits—offered online. GEO 115 has a long history of being offered online **for eLearners** during summer term, and has served the needs of place-bound distance learners in the Early Childhood program.

- *BIOB XXX – TBD 4 credits—Currently, there are 2 courses which instructors have offered to develop. Dr. Bradley Wood has expressed willingness to design an online summer course **for eLearners**. Like THTR 239 (see above), this would be a course for a K-8 audience, e.g. *Life Science Inquiry for K-8*. Dr. Michelle Anderson has expressed interest in designing an online course to be offered in the fall or spring which would meet the general education needs of all UMW students, and would focus on development of citizen scientists who are knowledgeable about the life sciences.
- *CHMY 121 - *Introduction to General Chemistry* 4 credits—would need to be offered online. Or a similar course could be developed. In either case, ideally, this would be an online summer course **for eLearners**.
- *PHSX 115—4 credits—Dr. Neil Foley indicated a willingness to offer this course online. Or a similar course could be developed. In either case, ideally, this would be an online summer course **for eLearners**.

***About the science requirements of the Elementary Education Program:** Students are required to take a total of three science courses—one biology, one geology (or environmental science), and one physical science (either chemistry or physics). Two of those science courses are taken to meet the Elementary Education General Education program requirements. The third science course is part of the Elementary Education degree's required "Professional Content Major Requirements"—see below.

Professional Content Major Requirements:

- *One course from the three science rubrics (listed above) satisfies the Professional Content Major requirements. See the explanation box, above, for further detail.*
- HEE 340 - Methods of Health Education 4 credits—offered online

Select 2-4 credits from the following: (Cannot be a course chosen for General Education)

- ARTZ 105 - *Visual Language—Drawing*—4 credits, offered online
- ARTZ 106 - *Visual Language—2-D Foundations*—4 credits, offered online
- PHOT 154 – *Exploring Digital Photography* 4 credits—4 credits, offered online

Professional Education: 85 credits

- EDU 201 - Introduction to Education with Field Experience 4 credits
- EDU 222 - Educational Psychology & Child Development 4 credits
- EDU 233 - Literacy, Language, & Texts 4 credits
- EDU 234 - Reading & Writing Connections for All Learners K-8 4 credits
- EDU 334 - Children's & Young Adult Literature 4 credits

- EDU 382 - Assessment, Curriculum, & Instruction 4 credits
- HEE 302 - Methods of Instructional Strategies in Elementary Physical Education 4 credits
- EDU 370 - Integrating Technology into Education 4 credits

- EDU 385 - Mathematics for K -8 Schools with Pedagogy I 4 credits
- EDU 386 - Mathematics for K -8 Schools with Pedagogy II 4 credits
- EDU 397L - Methods: K -8 Language Arts & Social Studies for All Learners 4 credits
- EDU 415 - Differentiation and Data-Driven Pedagogy, K-8 4 credits

- EDU 397A - Methods: K -8 Integrated Arts for All Learners 4 credits
- EDU 397S - Methods: K -8 Science & Mathematics Inquiry for All Learners 4 credits
- EDU 438 - Literacy Assessment, Diagnosis, & Instruction 4 credits

- EDU 344 - Classroom Management in Elementary Schools 4 credits

- EDU 352 - Field Experience in Integrated Planning, Instruction, and Positive Classroom Management, P-12 4 credits

- EDU 311 - Cultures, Diversity, & Ethics in Global Education 4 credits **–OR–**
EDEC 215 - Cultural Diversity in Early Childhood 4 credits

- EDU 495K - Student Teaching: K - 8 2-15 credits (10 credits required)
- EDU 494 - Teacher Work Sample 2 credits

Appendix 2—Possible Plan of Study for a Student in Project REAL

Students who enroll in Project REAL will be individuals who have already taken some college courses, or may even have completed an associate's degree. The following "possible plan of study" is based on a study of transcripts of students who are already enrolled at UMW as eLearners in the elementary education program.

What courses will these students bring with them to UMW?

The students we are currently teaching who are seeking an online elementary education B.S. degree often come to us with the following: WRIT 101; 100-level Math; one science—often BIOB 101; LIT 110; HSTA 101; PSYX 100 or SOCI 101. It is not uncommon for them to have EDU 201, also.

How many courses per semester can/should they take?

This is a difficult question to answer. One way to approach this question is to look at what students in the "Butte Program" do as they progress toward their degrees. These students generally take 3 - 4 courses per semester and also work full-time jobs. It is also instructive to examine what the place-bound, full-time-job-holding students in UMW's Early Childhood online P-3 degree program do. Those students take 2 or 3 courses per semester while working full-time and—often—caring for families.

The students enrolled in Project REAL will be employed. As paraprofessionals in elementary schools, they typically will not bring work home with them. On the other hand, students who are employed on emergency authorizations as full-time teachers in classrooms are a different matter. They typically will bring work home with them, such as planning and grading. This makes it very challenging to do UMW course work during their after-school hours. Many of these students will also have families to care for.

Ultimately, the assumption used below is that students in Project REAL will take 3 courses per semester, out of a need to complete their degrees in as timely a manner as possible, without undertaking too heavy a load. It is also assumed that several required general education courses will have already been taken by the student, and will have transferred to the student's UMW transcript.

Here is one example: Assuming a student has already taken WRIT 101, LIT 110, HSTA 101, and EDU 201, the following Plan of Study lists the courses the student might take and the order in which they would likely be taken. NOTE: For some of the general education courses listed, there are other options the student could take. For example, a student might take ENSC 121 instead of GEO 115.

Possible Plan of Study		
Fall Semester #1:	Spring Semester #1:	Summer Semester #1:
THTR 239 <i>Creative Drama & Dance K-8</i> EDU 222 <i>Educational Psychology & Child Development</i> EDU 234 <i>Reading & Writing Connections</i>	ARTH 160 <i>Global Visual Culture</i> EDU 382 <i>Assessment, Curriculum & Instruction</i> HEE 340 <i>Methods of Health Education</i>	M 105 <i>Contemporary Mathematics</i> BIOB XXX <i>TBD</i> GEO 115 <i>Essentials of Geology</i>
Fall Semester #2:	Spring Semester #2:	Summer Semester #2:
GPHY 222 <i>Introduction to Economic Geography</i> EDU 233 <i>Literacy, Language, and Texts</i> EDU 385 <i>Mathematics for K-8 Schools with Pedagogy I</i>	EDU 386 <i>Mathematics for K-8 Schools with Pedagogy II</i> HEE 302 <i>Methods of Instructional Strategies in Elementary Physical Education</i> EDU 334 <i>Children's and Young Adult Literature K-8</i>	PHSX 115 <i>Physical Earth Systems</i> EDU 311 <i>Cultures, Diversity, & Ethics in Global Education</i> EDU 370 <i>Integrating Technology into Education</i>
Fall Semester #3:	Spring Semester #3:	Summer Semester #3:
EDU 397L <i>Methods: K-8 Language Arts & Social Studies for All Learners</i> EDU 397S <i>Methods: K-8 Science & Mathematics Inquiry for All Learners</i> EDU 344 <i>Classroom Management in Elementary Schools</i>	EDU 397A <i>Methods: K-8 Integrated Arts for All Learners</i> EDU 352 <i>Field Experience in Integrated Planning, Instruction, and Positive Classroom Management, P-12</i>	EDU 438 <i>Literacy Assessment, Diagnosis, & Instruction</i> EDU 415 <i>Differentiation & Data-Driven Pedagogy K-8</i>
Fall Semester #4:		
EDU 494 <i>Teacher Work Sample</i> EDU 495K <i>Student Teaching K-8</i>		

Appendix 3—Course Rotations

The Education Division has determined that the need for general education courses in Project REAL can be met by offering many of those courses during the summer term. The above Plan of Study illustrates this. We anticipate that courses in the sciences and mathematics would be scheduled only in the summer. WRIT 101 would be taken in the summer, as well.

What is the anticipated demand for this program? Currently, there is no way to answer this question definitively. Please note that as of November 14, 2023, the Montana Office of Public Instruction had granted a total of **138 emergency authorizations, 67 of which were for elementary education positions**. All 67 of those individuals could be candidates for the opportunity which this curriculum proposal would provide.

See data below from the UMW Director of Institutional Research, which show the increases we have seen in eLearners who are seeking bachelor's degrees in elementary education or are seeking AAS degrees in Education Studies—Pre-elementary Education. (Those individuals generally go on to attain the B.S. in Elementary Education.)

Fall 2023	Total	Online Only	In-Person*
BS Elementary Ed*	177	52	125
AAS Educ Studies Pre-elementary	5	2	3
Totals	182	54	128

*Includes Distance Education that occurs in person (i.e. LBHC and BCC programs)

Fall 2022	Total	Online Only	In-Person*
BS Elementary Ed*	157	37	120
AAS Educ Studies Pre-elementary	7	3	4
Totals	164	40	124

*Includes Distance Education that occurs in person (i.e. LBHC and BCC programs)

Fall 2021	Total	Online Only	In-Person**
BS Elementary Ed*	181	28	153
AAS Educ Studies Pre-elementary	6	1	5
Totals	187	29	158

*Includes Distance Education that occurs in person (i.e. LBHC and BCC programs)

Appendix: Course Syllabus (required for New Course Proposals)

Separate course proposal CPs will be provided, when developed, for any new courses which align with this proposed program.

Appendix: Course Syllabus (required for New Course Proposals)

Appendix: General Education (required for new GenEd classes)

Appendix: General Education Course Proposal Description and Justification

The General Education Committee evaluates curriculum proposals on the following criteria when making recommendations to Faculty Senate:

- Does this align with the University of Montana Western Strategic Plan?
- Is this genuinely “general” education, or is this a lower-level course only intended for majors/minors?
- What value does this offering add to the General Education program?
- How does this course fit into the existing rotation and range of general education offerings within and across categories?

To assist the General Education Committee in evaluating this proposal, please answer the questions below.

1. Please provide a brief overview of what makes this course appropriate for designation as general education, including a description of what the new course contributes to the current general education curriculum:

Click or tap here to enter text.

2. Which general education category does the proposed course fit into? Please select a category below and provide an explanation for its placement in this category, e.g. its similarity to other courses in the category in terms of subject matter, approach, etc.

- Written and Oral Communication
- Mathematics
- Behavioral and Social Sciences
- History
- Expressive Arts
- Literary and Artistic Studies
- Natural Sciences

Explanation for category selection and fit: Click or tap here to enter text.

Appendix: General Education (required for new GenEd classes)

3. Which general education outcome(s) do you expect to assess in this course? Check all that apply:

- Communication Skills
- Scientific Inquiry and Analysis
- Quantitative Reasoning
- Critical Analysis and Logical Thinking
- Creative Expression
- Lifelong Wellness

(Optional) please provide some examples of assignments or other student work to be used for this assessment:

Click or tap here to enter text.

4. How does the proposed course fit into the scheduling and rotation of general education courses already offered? For example, does this course expand an already-established rotation? Does it replace a course currently in rotation?

Click or tap here to enter text.

5. Does the course satisfy the [MUS Cultural Diversity](#) Requirements? Yes No

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

January 2024

ITEM 2701 L1-0124

ITEM TITLE Request for Authorization to Terminate multiple programs:

Computer Science Minor

Mathematics Minor

Statistics Minor

Institution: **Montana State University Billings**

CIP Code: _____

Program/Center/Institute Title: _____

Includes (please specify below): Face-to-face Offering: Online Offering: _____ Blended Offering: _____

Options: _____

Proposal Summary [360 words maximum]

What: Montana State University Billings requests authorization from the Montana Board of Regents to terminate the following programs:

Computer Science Minor

Mathematics Minor

Statistics Minor

Why: These programs were placed on moratorium in 2019. We have not had renewed student or faculty interest since the moratorium went into effect.

Resources: None.

ATTACHMENTS

Program Termination Form

Please mark the appropriate type of request and submit with 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:**

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

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*

_____ **B. Level II:**

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

_____ **2. Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Request 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 Request to Plan, except when eliminating or consolidating)

_____ **5. Re-titling an academic, administrative, or research unit**

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

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: Computer Science Minor

Mathematics Minor

Statistics Minor

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:

Y: N:

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

January 2024

ITEM 2701 L1-0623

ITEM TITLE Request for Authorization to Terminate multiple programs:

Craft Brewing and Fermentation, Certificate of Technical Studies

Teaching and Learning Online Certificate

Institution: **Montana State University Billings**

CIP Code: _____

Program/Center/Institute Title: _____

Includes (please specify below): Face-to-face Offering: Online Offering: _____ Blended Offering: _____

Options: _____

Proposal Summary [360 words maximum]

What: Montana State University Billings requests authorization from the Montana Board of Regents to terminate the following programs:

Craft Brewing and Fermentation, Certificate of Technical Studies

Teaching and Learning Online Certificate

Why: These programs have not attracted student interest in several years

Resources: None.

ATTACHMENTS

Program Termination Form

Please mark the appropriate type of request and submit with 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)

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST 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*

_____ **B. Level II:**

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

_____ **2. Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Request 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 Request to Plan, except when eliminating or consolidating)

_____ **5. Re-titling an academic, administrative, or research unit**

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: Craft Brewing and Fermentation, Certificate of Technical Studies
 Teaching and Learning Online Certificate

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

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

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

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

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

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

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

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 X (where
 appropriate)

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

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

FEBRUARY/2024

ITEM 1602-LI0224

ITEM TITLE: Request for authorization to revise Constitutional Studies Minor

Institution: The University of Montana Western CIP Code: _____

Program/Center/Institute Title: Constitutional Studies Minor/Political Philosophy Program/The University of Montana Western

Includes (please specify below): Face-to-face Offering: X _____ Online Offering: _____ Blended Offering: _____

Options: _____

Proposal Summary [360 words maximum]

What: This is a set of changes to the requirement structure of the Constitutional Studies minor: making PSCI 250 a hard requirement rather than one choice of many and opening up the courses which satisfy the advanced requirements.

Why: These changes are meant to both encourage students to scaffold the introductory courses in a more logical manner, while also increasing student flexibility in satisfying the advanced courses requirement.

Resources:

ATTACHMENTS

Attachments: 1602-LI0224_Curr_Revise CS Minor

Please mark the appropriate type of request and submit with 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**

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

OCHE Approvals

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

_____ **B. Level II:**

- _____ 1. Establishing a new postsecondary educational program (Curriculum Proposal and Completed Request to Plan Form)
- _____ 2. Permanent authorization for a temporary C.A.S. or A.A.S degree program (Curriculum Proposal and Completed Request 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 Request to Plan, except when eliminating or consolidating)
- _____ 5. Re-titling an academic, administrative, or research unit

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]*

Curriculum proposal to revise Constitutional Studies Minor. This is a set of changes to the requirement structure of the Constitutional Studies minor: making PSCI 250 a hard requirement rather than one choice of many and opening up the courses which satisfy the advanced requirements.

These changes are meant to both encourage students to scaffold the introductory courses in a more logical manner, while also increasing student flexibility in satisfying the advanced courses requirement.

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

This is an existing program and is already aligned with Montana Western's strategic goals.

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

This proposal underwent a thorough review by the Faculty Senate.

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

The Curriculum Proposal is attached.

- 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]*

This is a minor change to an existing program. The remaining questions were deleted because they are not applicable.

Signature/Date

College or School Dean:

Chief Academic Officer:



1/23/2024

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Chief Executive Officer:

 1/23/2024

Flagship Provost*:

Flagship President*:

*Not applicable to the Community Colleges.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Appendix A – Proposed New Curriculum

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

FEBRUARY/2024

ITEM 1601-LI0224

ITEM TITLE: Request for authorization to retitle and revise B.A. Visual Art with Minor

Institution: The University of Montana Western CIP Code: _____

Program/Center/Institute Title: B.A. Visual Art with Minor/Department of Fine Arts/The University of Montana Western

Includes (please specify below): Face-to-face Offering: _____ Online Offering: _____ Blended Offering: X _____

Options: _____

Proposal Summary [360 words maximum]

What: Bringing the B.A. Visual Art Minor up to date, correcting the ratio of upper division to lower division courses.

In order to make degree requirements streamlined and updated, the "Related Area" and "Option" are eliminated. Removing outdated language e.g. "BA: Visual Arts Option Related Area." (in current catalog)

200 level courses that are no longer offered are replaced in the proposed degree with courses currently in the catalog.

Current upper division course offerings are listed in order.

Why: This proposal is a response to student and staff requests for clarification of degree requirements. The addition of specialties allows students to focus on an appropriate area of study within Fine Arts when they are selecting an additional minor whether it is inside the Fine Arts department or from any other department. Examples include the Art History Minor, K – 12 Art Minor, or any other minor offered by The University of Montana departments.

Resources:

ATTACHMENTS

Attachments: 1601-LI0224_Curr_B.A. Visual Art w.Minor

Please mark the appropriate type of request and submit with 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

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

_____ **1a. Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)

_____ **1b. Withdrawing a postsecondary educational program from moratorium**

_____ **2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**

_____ **3. Establishing a B.A.S./A.A./A.S. area of study**

_____ **4. Offering an existing postsecondary educational program via distance or online delivery**

OCHE Approvals

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

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

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

_____ **8. Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

 X **9. Revising a postsecondary educational program** (Curriculum Proposal Form)

_____ **10. Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

_____ **B. Level II:**

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

_____ **2. Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Request 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 Request to Plan, except when eliminating or consolidating)

_____ **5. Re-titling an academic, administrative, or research unit**

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]*

Bringing the B.A. Visual Art Minor up to date, correcting the ratio of upper division to lower division courses.

In order to make degree requirements streamlined and updated, the "Related Area" and "Option" are eliminated. Removing outdated language e.g. "BA: Visual Arts Option Related Area." (in current catalog)

200 level courses that are no longer offered are replaced in the proposed degree with courses currently in the catalog.

Current upper division course offerings are listed in order.

This proposal is a response to student and staff requests for clarification of degree requirements. The addition of specialties allows students to focus on an appropriate area of study within Fine Arts when they are selecting an additional minor whether it is inside the Fine Arts department or from any other department. Examples include the Art History Minor, K – 12 Art Minor, or any other minor offered by The University of Montana departments.

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

This is an existing program and is already aligned with Montana Western's strategic goals.

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

This proposal was thoroughly reviewed and recommended by the Faculty Senate.

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

This proposal is a minor change and a title change to an existing program. The curriculum proposal is attached. The rest of the questions have been deleted because they are not applicable.

Signature/Date

Montana Board of Regents
CURRICULUM PROPOSAL FORM

College or School Dean:

Chief Academic Officer:



1/23/2024

Chief Executive Officer:



1/23/2024

Flagship Provost*:

Flagship President*:

*Not applicable to the Community Colleges.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Appendix A – Proposed New Curriculum