

ACADEMIC ITEM APPROVAL MEMORANDUM

Compiled here are academic items approved since the May 2024 Board of Regents Meeting. This memorandum from May, June, July and August 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.

- [May 2024 Academic Item Memorandum](#)
- [June 2024 Academic Item Memorandum](#)
- [July 2024 Academic Item Memorandum](#)
- [August 2024 Academic Item Memorandum](#)

LEVEL I & II MEMORANDUM

DATE: May 28, 2024

TO: Chief Academic Officers, Montana University System

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

RE: May, 2024 Level I and Level II Academic Items

Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System in May, 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, please reach out to the Commissioner of Higher Education's office by Friday, June 7, 2024. You will be notified of approved proposals by Monday, June 10, 2024. The Board of Regents will be notified of the approved proposals at the September 2024 meeting of the Board.

Level 1 Items:

1. Campus Approvals

Dawson Community College:

- Notification of placing Corrosion Technology into Moratorium
[Item #201-LI0524](#)
- Notification of placing Rural Organization Employee Management (ROEM) into Moratorium
[Item #202-LI0524](#)

Great Falls College Montana State University:

- Notification of placing Paramedic Associate of Applied Science into Moratorium
[Item #2901-LI0524](#)

Montana State University Bozeman

- Notification of termination of the Arabic Certificate
[Item #2012-LI0524](#)
- Notification to establish a Certificate in Special Education
[Item #2011-LI0524](#)

The University of Montana Missoula:

- Notification to terminate multiple certificates: Helping Skills graduate certificate, Advising Graduate Certificate, Health Sciences Education Leadership Graduate Certificate, Lifestyle Intervention Health graduate certificate, Dispute Resolution Certificate
[Item #1001-LI0524](#)
- Notification to offer the existing Doctor of Education in Educational Leadership via blended delivery
[Item #1002-LI0524](#)
- Notification to offer the existing Ed.D. in Teaching and Learning via blended delivery
[Item #1003-LI0524](#)

LEVEL I & II MEMORANDUM

- Notification to offer the existing Education Specialist in Educational Leadership via blended delivery
[Item #1004-LI0524](#)
- Notification to offer the existing Master of Education in Teaching and Learning with concentration in Teaching Special Education via blended delivery
[Item #1005-LI0524](#)
- Notification to offer the Minor in Communication Studies via online delivery
[Item #1006-LI0524](#)
- Notification to place multiple programs into moratorium: PHD Teaching and Learning, AAS Accounting Technology with concentration in computer support, AAS Accounting Technology, Advanced Medical Imaging certificate
[Item #1007-LI0524](#)
- Notification to establish a graduate certificate in Specialized Interventionists for Montana Schools (SIMS)
[Item #1008-LI0524](#)
- Notification to offer a certificate in Language, Regional Expertise, and Culture
[Item #1009-LI0524](#)
- Notification to offer a Neurodivergence Inclusion and Supports Certificate
[Item #1010-LI0524](#)

2. OCHE Approvals

The University of Montana Missoula:

- Request for authorization to terminate multiple programs: MA Chemistry, BA Chemistry, AA Professional Communication concentration, BA English with concentration in Linguistics
[Item #1013-LI0524](#)

Level II Items:

The University of Montana Missoula:

- Request for authorization to establish a Minor in Democracy Studies
[Item #1011-LII0524](#)
- Request for authorization to establish an Environmental Public Health Journalism option in the Environmental Science and Natural Resource Journalism MA
[Item #1012-LII0524](#)

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

MAY 2024

ITEM 201-LI0524

Dawson Community College – Placing Corrosion Technology into Moratorium

Institution: Dawson Community College

CIP Code: 15.0699

Program/Center/Institute Title: Corrosion Technology

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

Options: CTS, CAS, AAS

Proposal Summary [360 words maximum]

What: DCC is requesting to place the Corrosion Technology program into moratorium.

Why: Enrollment in the Corrosion Technology program dropped to its lowest point during the 2022-2023 academic year. Interest in the program from traditional aged students was low, and this year's recruiting efforts indicated basically the same trend. Little effort had been made by either program faculty or college staff to recruit nontraditional students to the program. In December 2022, due to the significant financial impact of such low enrollment, the decision was made to accept no new students to the program, to non-renew the full-time program director/instructor, and commit to teaching out the 3 remaining students. Of note, two of the three remaining students during that academic year were nontraditional students.

With the campus decision already made to no longer accept new students into the program, the next practical step is to request to put the program into moratorium to allow time for a more comprehensive review of the program and to analyze its potential for future success. If it can be determined that there is sustainable value in the program and it can continually fill an ongoing need in the regional workforce, we will work very closely with industry experts to redesign the program in a way that serves those employers.

Resources: None required

ATTACHMENTS

June 2023 Program Review: Corrosion Technology

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

 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*

 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: **Corrosion Technology**

Program is being X Placed into moratorium Terminated

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

The Corrosion Technology program enrolled just three students during the 2022-2023 academic year. All three of those students completed the program in May 2023, with two earning an AAS and one earning a CAS.

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

Not applicable.

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

Not applicable.

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

Not applicable.

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:

The Corrosion Technology program employed one full-time, non-tenured, instructor and two adjunct instructors.

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

In anticipation of moving the program into moratorium following the conclusion of the 22-23 academic year, the full-time instructor was notified in December 2022 of the institution's intent not to renew his contract after the year. Both adjunct instructors were notified during the Spring '23 semester of the move to moratorium.

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

The full-time faculty member's contract was not renewed, and he decided to retire. One of the adjunct instructors was reassigned to teach coursework in a different program and the other adjunct instructor notified us of his intent to discontinue teaching. All of these layoffs have already happened, effective May 2023.

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

The Teaching and Learning Effectiveness Committee was informally notified in May 2023 of the institution's intent to move the Corrosion Technology program into moratorium. A formal notification will be on the agenda for the Committee's first meeting of the 2023-2024 academic year, in September.

b.) Faculty Senate NA

DCC does not have a faculty senate, but the faculty union and its members have been notified of the decision to move the Corrosion Technology program into moratorium.

c.) Program Public Advisory Committee NA

The Corrosion Technology program does not have an active advisory committee. However, the decision to move the program into moratorium was approved by the DCC Board of Trustees in April 2024.

d.) Articulation Partners NA

The Corrosion Technology program does not have any articulation partners.

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

DCC had 2 or 3 area high school students interested in enrolling in the program beginning Fall '23, and they and their families expressed frustration with not finding out about the program's status earlier in the admissions process. One of those students will still likely enroll at DCC, albeit in a different career-technical program.

Additionally, a few local industry workers and leaders familiar with the program and its goals expressed disappointment that the program wasn't able to be as successful as they anticipated. These same people offered to provide assistance with restructuring or redesigning the program should DCC decide to end the moratorium and begin offering the program once again.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

MAY 2024

ITEM 202-LI0524

Dawson Community College – Placing Rural Organization Employee Management (ROEM) into Moratorium

Institution: Dawson Community College

CIP Code: 52.1001

Program/Center/Institute Title: Rural Organization Employee Management (ROEM)

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

Options: CTS, CAS, AAS

Proposal Summary [360 words maximum]

What: DCC is requesting to place the Rural Organization Employee Management (ROEM) program into moratorium.

Why: Enrollment in the Rural Organization Employee Management program was never good, with a peak of 3 students during the 2020-2021 academic year. Though the program promised to be able to meet a niche need in our region's rural organizations and communities, enrollment in the program never reflected that perceived need. Over the last four years, only 1 student in the program was seeking a degree - the others sought a certificate. During the 2021-2022 academic year, due to the financial impact of such low enrollment, the decision was made to accept no new students to the program. If there is value in the program moving forward, it will likely be in the form of a certificate or micro credential nestled under the Business program.

There's really no other way to summarize the ROEM program than to say it was a miss. It could be due to a lack of marketing, a lack of interest, a lack of need, or some combination of those factors. With the decision already made to no longer accept new students into the program, the next practical step is to request to put the program into moratorium to allow time for a more comprehensive review of the program and to analyze its potential for future success. If it can be determined that there is sustainable value in the program and it can continually fill an ongoing need in the regional workforce, we will work to redesign the program in a way that serves area employers.

Resources: None required

ATTACHMENTS

June 2023 Program Review: Rural Organization Employee Management (ROEM)

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

- 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*

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: **Rural Organization Employee Management (ROEM)**

Program is being X Placed into moratorium Terminated

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

The Rural Organization Employee Management (ROEM) program was offered entirely online, and enrolled just one student during the 2022-2023 academic year. That student completed the program in December 2022.

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

Not applicable.

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

Not applicable.

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

Not applicable.

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

The Rural Organization Employee Management (ROEM) program did not employ any dedicated full-time faculty, instead relying on coursework taught by instructors in other programs (primarily Business) and on several different adjunct instructors to teach any other program specific courses.

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

All adjunct and full-time contributing instructors teaching in the program have been notified of the college's intent to put the program into moratorium.

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

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

Instruction in the program ceased in December 2022. Adjunct instructors were notified. Some no longer teach for DCC, and some continue to teach for DCC in a different academic programs.

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

The Teaching and Learning Effectiveness Committee was informally notified in Spring 2023 of the institution's intent to move the Rural Organization Employee Management (ROEM) program into moratorium. A formal notification will be on the agenda for the Committee's first meeting of the 2023-2024 academic year, in September.

b.) Faculty Senate NA

DCC does not have a faculty senate, but the faculty union and its members have been notified of the decision to move the Rural Organization Employee Management (ROEM) program into moratorium.

c.) Program Public Advisory Committee NA

The Rural Organization Employee Management (ROEM) program does not have an active advisory committee. However, the decision to move the program into moratorium was approved by the DCC Board of Trustees in April 2024.

d.) Articulation Partners NA

The Rural Organization Employee Management (ROEM) program does not have any articulation partners.

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

None.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

MAY / 2024

ITEM 2901-L10524

NOTIFICATION OF PLACING PARAMEDIC ASSOCIATE OF APPLIED SCIENCE INTO MORATORIUM

Institution: Great Falls College Montana State University

CIP Code: 51.0904

Program/Center/Institute Title: Paramedic Associate of Applied Science

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

Options:

Proposal Summary [360 words maximum]

What: This is notification that Great Falls College MSU is placing the Paramedic AAS into moratorium effective Summer 2024.

Why: Due to several years of low enrollments and difficulty in hiring qualified faculty that meet program accreditation standards, Great Falls College reached out to City College to collaborate on the program offering. Our solution is for Great Falls College to continue to offer EMT and begin a Pre-paramedic program, allowing our graduates to then complete the Paramedic program with City College through OneMSU or transfer to Missoula College or Flathead Valley Community College. We will place our existing Paramedic program into moratorium summer 2024 and continue to monitor the effectiveness of the One MSU partnership.

Resources: This program will be offered through OneMSU at City College for students in the area.

ATTACHMENTS

Attachments

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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

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)

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: Paramedic Associate of Applied Science

Program is being X Placed into moratorium Terminated

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

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

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

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

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

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

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

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

There were some concerns in the community about the ability for people to obtain this certification without our program. City College is offering a distance program through OneMSU that will allow people in Cascade County to obtain the degree needed to sit for the national test and apply for a paramedic license in Montana. The students will only need to travel three times for 1 week each time. City College can offer them temporary housing.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

May 2024

ITEM 2012-LI0524

ITEM TITLE : Notification of termination of the Arabic Certificate

Institution: Montana State University-Bozeman

CIP Code: 16.1101

Program/Center/Institute Title: Arabic Certificate

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

Options: _____

Proposal Summary [360 words maximum]

What: Cancel Arabic Certificate

Why: Enrollment in the second year courses was too low. So those courses were cancelled. This makes it impossible to deliver the curriculum required by the certificate.

Resources:

ATTACHMENTS

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>.

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

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)

_____ **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: **Arabic Certificate**

Program is being Placed into moratorium Terminated

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

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

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

May 2024

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

There is no need for this. All students in the program have completed the requirements.

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 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

May/2024

ITEM 2011-LI0524

Request authorization to establish a Certificate in Special Education

Institution: Montana State University

CIP Code: 13.1001

Program/Center/Institute Title: Education Department

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

Options: _____

Proposal Summary [360 words maximum]

What: The proposed certificate program will provide an opportunity for students in any undergraduate education major at Montana State University to complete the coursework required to add a special education endorsement to their teacher licensure upon program completion. This certificate will be an option for students who are already completing an undergraduate program that leads to initial teacher licensure.

Why: In the annual Critical Quality Educator Shortage Report released in January of 2023, Special Education is identified as one of the top three critical shortage areas in Montana. This is a continuing trend within the state and impacts the ability of students with a variety of exceptionalities in Montana. Given the need for well-trained special education teachers, offering a special education certificate that leads to endorsement in this high-needs area as part of the state's largest education preparation program is one step that can be made to mitigate this continuing critical shortage.

The Department of Education has recently completed a search for a tenure-track faculty member with a specialization in special education. This new faculty member joined our department in Fall 2023. Given the current course load of T/T faculty in the Department of Education, this new faculty member would teach 4 course sections per academic year. In addition, we have excellent adjunct faculty with expertise in special education who have taught for us recently and are available to teach courses within the proposed certificate should additional sections become needed, as well as courses within the certificate that are already part of the required curriculum for students in some of our existing programs.

Resources: Current classroom spaces and other facilities are sufficient to support the additional 1-2 course sections per semester anticipated for this program. Other items, such as manipulatives for use in lessons and other supplies for modeling lessons for pre-service teachers are also available within the department and their use in special education courses will not negatively impact other courses.

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)

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

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OCHE Approvals

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 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)

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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

May 2024

ITEM 1001-LI0524

ITEM TITLE – Notification to terminate multiple certificates:

Helping Skills graduate certificate
Advising graduate certificate
Health Sciences Education Leadership graduate certificate
Lifestyle Intervention Health graduate certificate
Dispute Resolution certificate

Institution: University of Montana - Missoula 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: The University of Montana’s College of Education, Law School and College of Health intends to terminate the following certificates:

Helping Skills
Advising
Health Sciences Education Leadership
Lifestyle Intervention Health
Dispute Resolution

Why: Student interest has declined and there are currently no students enrolled in the certificates.

Resources: None

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:**

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**

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

May 2024

ITEM 1002-LI0524

ITEM TITLE – Notification to offer the existing Doctor of Education in Educational Leadership via blended delivery

Institution: University of Montana - Missoula

CIP Code: 13.0401

Program/Center/Institute Title: Department of Educational Leadership

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

Options: 15% face-to-face / 85% online

Proposal Summary [360 words maximum]

What: The ability to offer the EdD in Educational Leadership in a blended modality. The EdD in Educational Leadership can be taken remotely through a combination of online courses, synchronous research courses attended in the evenings via Zoom, and a short amount of time in Missoula for the comp exams and dissertation proposal and defense. This is not a significant change in the program but rather a more accurate description of the increasingly common pathway by students.

Why: Having this classification will provide a more accurate description of the current program and allow marketing as a blended program.

Resources: None.

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)
- 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

 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*

_____ 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

May 2024

ITEM 1003-LI0524

ITEM TITLE – Notification to offer the existing Ed.D. in Teaching and Learning via blended delivery

Institution: University of Montana - Missoula

CIP Code: 13.0301

Program/Center/Institute Title: Ed.D. in Teaching and Learning/Department of Teaching and Learning/College of Education

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

Options: 80% online/20% face-to-face

Proposal Summary [360 words maximum]

What: The ability to offer the EdD in Teaching and Learning in a blended modality.

Why: Having this classification will provide a more accurate description of the current program and allow marketing as a blended program.

Resources: None

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)

 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**

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)

_____ **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

May 2024

ITEM 1004-LI0524

ITEM TITLE – Notification to offer the existing Education Specialist in Educational Leadership via blended delivery

Institution: University of Montana - Missoula

CIP Code: 13.0401

Program/Center/Institute Title: Department of Educational Leadership

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

Options: 20% face-to-face / 80% online

Proposal Summary [360 words maximum]

What: The ability to offer the Ed.S. in Educational Leadership in a blended modality. The Ed.S. in Educational Leadership can be taken remotely through a combination of online courses and synchronous research courses attended in the evenings via Zoom. This is not a significant change in the program but rather a more accurate description of the increasingly common pathway by students.

Why: Having this classification will provide a more accurate description of the current program and allow marketing as a blended program.

Resources: None.

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)

 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

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*

_____ 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

May 2024

ITEM 1005-LI0524

ITEM TITLE – Notification to offer the existing Master of Education in Teaching and Learning with concentration in Teaching Special Education via blended delivery

Institution: University of Montana - Missoula

CIP Code: 13.0301

Program/Center/Institute Title: Department of Teaching and Learning

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

Options: 20% face-to-face / 80% online

Proposal Summary [360 words maximum]

What: The ability to offer the M.Ed. in Teaching and Learning with the Teaching Special Education concentration in a blended format. As the P-12 teaching landscape has evolved, so have graduate and licensure programs in the field of education. The coursework in the M.Ed. in Teaching and Learning with the Teaching Special Education concentration has been in the process of moving courses online over the years. Those courses that have stayed face-to-face allow students to join the evening courses remotely using Zoom. This does not represent a significant change in the program but rather a more accurate reflection of the pathway taken by students, many of whom are current P-12 teachers.

Why: Having this classification will provide a more accurate description of the current program and allow marketing as a blended program.

Resources: None.

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)

 1b. Withdrawing a postsecondary educational program from moratorium

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

_____ 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*

_____ 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

May 2024

ITEM 1006-LI0524

ITEM TITLE – Notification to offer the Minor in Communication Studies via online delivery

Institution: University of Montana - Missoula

CIP Code: 09.0101

Program/Center/Institute Title: Communication Studies Department

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

Options: _____

Proposal Summary [360 words maximum]

What: The Communications Department is proposing to offer the Communication Studies Minor online. One major is available as an online major and we would like to make our minor available online as well.

Why: Communication Studies has been a first-mover in online education at UM. We began offering online courses in the early 2000s and our online major was approved in 2021. Adding the Communication Minor makes another credential available for distance students without adding any cost.

Resources: Currently, no resources are needed. Tenure-line faculty have regularly taught online courses as part of their required teaching load during the traditional academic year and have taught fully-enrolled online courses during the summer session. A few long-time adjunct instructors have consistently offered online courses in other areas (e.g. intercultural communication, public relations).

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)

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

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

_____ 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*

_____ 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

May 2024

ITEM 1007-LI0524

ITEM TITLE – Notification to place multiple programs into moratorium:

Ph.D. Teaching and Learning
A.A.S. Accounting Technology with concentration in Computer Support
A.A.S. Accounting Technology
Advanced Medical Imaging certificate

Institution: University of Montana - Missoula 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: The University of Montana’s Missoula College and College of Education intends to place the following programs in moratorium:

A.A.S. Accounting Technology with concentration in Computer Support
A.A.S. Accounting Technology
Advanced Medical Imaging certificate
Ph.D. Teaching and Learning

Why: These programs have experienced decline in enrollments so the departments wish to place the programs into moratorium in order to further explore ways in which they can attract more students to the programs.

Resources: None

ATTACHMENTS

Attachments – 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:**

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

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*

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:

Program is being X Placed into moratorium Terminated

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

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

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

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

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

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

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

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 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

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

May 2024

ITEM 1008-LI0524

ITEM TITLE – Notification to establish a graduate certificate in Specialized Interventionists for Montana Schools (SIMS)

Institution: University of Montana - Missoula

CIP Code: 13.1014

Program/Center/Institute Title: Department of Teaching and Learning and Department of Speech, Language, Hearing, & Occupational Sciences

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

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

Proposal Summary [360 words maximum]

What: Establishing a Specialized Interventionists for Montana Schools (SIMS) Certificate. While University of Montana hosts the only speech-language pathology program in the MUS system, several other universities in the MUS system have curriculum and instruction (aka teaching and learning) programs. None of these programs are advertising a certificate to demonstrate enhanced skills in the area of rural disparity and specialized intervention to meet the needs of children with high intensity needs.

Why: Montana schools host many children with specialized needs. Some of the children require time intensive and highly specialized interventions. This certificate is designed to prepare educators and interventionists to meet the learning and developmental needs of children with significant physical and cognitive barriers in the least restrictive educational settings.

Montana's hosts many tribal communities, immigrants, and refugees and acknowledges all forms of diversity. Learning cultural competence is critical in providing equitable and non-biased interventions for learners and family support.

Resources: All coursework will be offered through the University of Montana.

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

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**

 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

May 2024

ITEM 1009-LI0524

ITEM TITLE – Notification to offer a certificate in Language, Regional Expertise, and Culture

Institution: University of Montana - Missoula

CIP Code: 16.0105

Program/Center/Institute Title: _____

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

Options: 90% face-to-face / 10% online

Proposal Summary [360 words maximum]

What: The Defense Critical Language and Culture Program (DCLCP), housed in the Maureen and Mike Mansfield Center at the University of Montana, is one of the ten university grants funded by the (DLNSEO) DCLCP provides superlative language and cultural instruction tailored to meet the needs of military personnel.

This proposal seeks to establish a Language, Regional Expertise, and Culture Certificate.

UM will grant the certificate to Special Forces students who pass the 14- to 18-credit sequence of intensive DCLCP language and culture courses.

Why: The proposal is requested to recognize the academic achievement of students who complete a rigorous course sequence while earning UM credit. It will also give them an academic certificate to support their future educational and career goals. It will also encourage these soldiers to take further courses at UM, either online or in person, upon leaving the service.

Resources: No additional resources are needed.

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)

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

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

 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

May 2024

ITEM 1010-LI0524

ITEM TITLE – Notification to offer a Neurodivergence Inclusion and Supports certificate

Institution: University of Montana - Missoula

CIP Code: 13.1013

Department of Speech, Language, Hearing, & Occupational Sciences and Department of Teaching
and Learning

Program/Center/Institute Title:

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

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

Proposal Summary [360 words maximum]

What: Establishing a Neurodivergence Inclusion and Supports Certificate. The Neurodivergence Inclusion and Supports Certificate provides scholars from a range of majors the foundational knowledge of how to include and support people who are neurodivergent throughout their lifespan. People with autism and other neurodivergence such as ADHD, learning disability, anxiety, etc. make up a significant part of our community. Scholars will learn the evidence-based practices aligned with this population and engage in an experiential learning opportunity preparing them for their careers with practical skills and strategies

Why: As of 2023, 1 in 36 people experience autism spectrum disorder (ASD) and approximately 20% of the population has some form of neurodivergence. Neurodivergent learners possess unique strengths but they may not experience success (e.g., in education, the workplace, and community involvement) without specialized supports.

This certificate will uniquely qualify people to engage in skilled, evidence-based interventions for neurodivergent community members and will offer an employment advantage to those seeking employment in education, healthcare, and community engagement settings.

Resources: All courses are currently offered through the Speech, Language, Hearing, and Occupational Sciences and the College of Education Programs.

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:**

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**

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

May 2024

ITEM 1013-LI0524

ITEM TITLE – Request for authorization to terminate multiple programs:

M.A. Chemistry
B.A. Chemistry
A.A. Professional Communication concentration
B.A. English with concentration in Linguistics

Institution: University of Montana - Missoula 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: The University of Montana requests authorization to terminate the following programs:

M.A. Chemistry
B.A. Chemistry
A.A. Professional Communication concentration
B.A. English with concentration in Linguistics

Why: These programs have experienced a continued decline in enrollment and there are currently no students enrolled in the programs.

Resources: None

ATTACHMENTS

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>.

 x **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

_____ **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)

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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 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

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

May 2024

ITEM 1011-LII0524

ITEM TITLE – Request for authorization to establish a Minor in Democracy Studies

Institution: University of Montana - Missoula

CIP Code: 30.9999

Program/Center/Institute Title: College of Humanities and Sciences

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

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

Proposal Summary [360 words maximum]

What: Creation of a new minor in Democracy Studies.

Why: What is democracy's past, present, & future? An interdisciplinary minor in Democracy Studies equips students with the knowledge, methodological tools, & critical perspectives to tackle this pressing question as intellectuals & engaged citizens of their community, region, nation, & world. This program harnesses the expertise of faculty in several departments to focus student learning on the human experience with democratic governments & societies. Core departments (History, Philosophy, Political Science) provide foundational & elective courses; other units enhance & diversify the curriculum.

Resources: This minor will require no significant new resources. It is built upon existing strengths of current faculty & courses. Within History & Political Science, for example, there at least 8 faculty's teaching explicitly engages w/themes of democracy. When combined w/expertise & offerings in other units (e.g. Philosophy, Journalism, Non-Profit Admin), the minor will be well resourced. Staff support and modest support for a director (stipend and course release) would aid program development via student recruitment, internship placement, & oversight of civic engagement & capstone projects.

ATTACHMENTS

- Attachment #1 – curriculum proposal form
- Attachment #2 – fiscal analysis form
- Attachment #3 – completed request to plan form
- Attachment #4 – list of required courses 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

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

_____ **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*

 X B. Level II:

 X _____ **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**

Academic Degree Program Proposal - Fiscal Analysis Form

CAMPUS: University of Montana - Mountain Campus
AWARD LEVEL: Minor UG
PROGRAM NAME: Minor in Democracy Studies
PROGRAM CODE: 30.9999

Year 0 Year 1 Year 2 Year 3 Year 4 Year 5

ENROLLMENT PROJECTIONS

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
Headcount						
annual unduplicated headcount of students with declared major or minor within the program	0	5	10	15	20	25
Credit Hours						
annual avg. credits hours earned per student in program related curriculum	0	10.5	9	7.5	7.5	7.5
Student FTE						
Undergrad: (Headcount x CH)/30 Graduate: (Headcount x CH)/24	0	1.75	3	3.75	5	6.25
Completions						
Annual number of program completers	0	3	6	8	10	14

REVENUE

Tuition Revenue (net of waivers)	\$0	\$13,284	\$22,772	\$28,465	\$37,953	\$47,441
Institutional Support	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Other Outside Funds (grants, gifts, etc.)	\$0	\$0	\$0	\$0	\$0	\$0
Program Tuition/Fees	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$0	\$18,284	\$27,772	\$33,465	\$42,953	\$52,441
Total Revenue per Student FTE	#DIV/0!	\$10,448	\$9,257	\$8,924	\$8,591	\$8,391

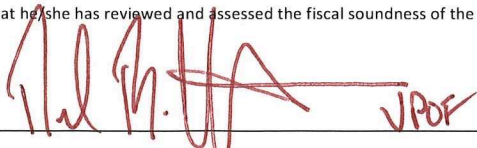
EXPENDITURES

Tenure Track Faculty	FTE					
	Salary + Benefits					
Non-tenure Track Faculty <small>*Includes Adjunct Instructors</small>	FTE					
	Salary + Benefits					
Graduate Teaching Assistants	FTE					
	Salary + Benefits					
Staff	FTE					
	Salary + Benefits					
Total Faculty & Staff	FTE					
	Salary + Benefits					

Operations (supplies, travel, rent, etc)	\$0	\$0	\$0	\$0	\$0	\$0
Start-up Expenses (OTO)	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenses	\$0	\$0	\$0	\$0	\$0	\$0

Student FTE to Faculty (TT + NTT) Ratio	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Net Income/Deficit (Revenue - Expenses)	\$0	\$18,284	\$27,772	\$33,465	\$42,953	\$52,441

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

HSTR 351 & HONR 394 could be bottle necks in Year 4 & 5 based off of open seats

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]*

This minor aims to prepare students for lives of purposeful, constructive, and informed democratic citizenship and will help establish UM as an intellectual destination for students eager to confront the challenges democratic societies face in the 21st century. In addition to gaining a robust civic education, students minoring in Democracy Studies will be prepared to think critically across multiple disciplines, communicate effectively with diverse audiences, pursue problem solving energetically and creatively, and make decisions effectively and equitably. These qualities and skill-sets are those deemed among the most essential, according to 21st-century employers across private, public, and non-profit sectors. More specifically, the knowledge, skills, and experiences provided by Democracy Studies will benefit graduates in such diverse careers as politics and public service, law and public policy, lobbying and public advocacy, corporate governance and business management, social work and nonprofit administration, media and education.

- 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 minor aligns with UM's mission, strategic plan, and priorities in several ways:

1. It will help ensure UM shapes "global citizens who are creative and agile learners committed to expanding the boundaries of knowledge and to building & sustaining diverse communities."
2. It aligns with UM's mission to be "a flagship for the future" that fosters democracy & creates new knowledge.
3. It fulfills UM's priority to "develop interdisciplinary capabilities."
4. Through internship & civic engagement options, it meets UM's priority to "provide experiential learning opportunities that demonstrate the applied value of a UM education"
5. It implements UM's priority to develop "21st-century skills"—skills of citizenship as well as thinking, communicating, problem-solving, etc.—that will prepare students for "a life of impact in their communities."
6. It aligns with UM's priority to develop a "cross-campus effort to model civil dialogue and promote civic and democratic engagement."

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

The minor began as a collaboration between faculty in History and Political Science (PSCI). Kyle Volk (History) liaised w/members of his department & w/Robert Saldin (PSCI & Mansfield Center). They investigated the few similar programs at other universities (e.g. Univ. of Chicago), agreed upon a basic vision for UM's minor, and connected with other UM departments (Philosophy, Sociology) to gauge their interest in participating. Volk submitted an RTP and appeared at 2 meetings with MUS admin. The BOR approved the RTP in fall. Volk and colleagues built a tentative curricular structure, circulated to above-referenced departments, & contacted additional departments, particularly to learn about elective courses that might fit. Positive responses were received from Business, Environmental Studies, Journalism, Nonprofit Administration, & Public Health. Several

Montana Board of Regents
CURRICULUM PROPOSAL FORM

other departments were non-responsive. Volk discussed minor with CHS Dean Semanoff before submitting proposal.

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	6
Credits in required courses offered by other departments	9
Credits in institutional general education curriculum	6
Credits of free electives	6
Total credits required to complete the program	21

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.

1. have learned that democracy has been and remains a capacious concept encompassing essential yet varied sectors of human experience that span politics, government, social order, culture, media, ethics, morals, and beyond
2. have developed the capacity to think historically and contextually about democracy. They learn that democracy has eschewed definition, long been the subject of contestation, and varied in meaning by time, place, social group, and individual
3. have developed the capacity to consider democracy as an ethical problem. They learn that democracy has signaled an ideal structure of political and cultural power and embodied such idealized values as equality, justice, and liberty to which diverse humans have appealed to build communities, nations, and world orders
4. have gained exposure to and understanding of such classic aspects of democratic self-government and politics as voting and elections, political parties and lobbying, majority rule and minority rights, and constitutional adjudication and the structure of government
5. have gained exposure to and understanding of other subjects and problems that have animated democratic politics. Such topics might include: civil society and education, media and public opinion, corruption and scandal, dissent and disobedience, justice and equality, political economy and the distribution of wealth, family life and public culture, religion and morals, leadership and organization, civil rights and civil liberties
6. appreciate core aspects of modern democratic citizenship and the value of civic engagement broadly construed
7. develop their own informed understandings of democracy to apply to their personal, work, and civic lives after graduation and to revise as appropriate based on lifetime commitments to learning, reflection, and intellectual & ethical growth

Montana Board of Regents
CURRICULUM PROPOSAL FORM

- 8. have learned to think critically across multiple disciplines, communicate effectively with diverse audiences, pursue problem solving energetically and creatively, and make decisions effectively and equitably

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]*

Democracy is in crisis in the U.S. and around the world. Perhaps most troubling of all, a growing number of Americans—especially young people—doubt the value of democracy itself. The Democracy Studies Minor responds by preparing students for lives of purposeful, constructive, and informed democratic citizenship & by establishing UM as an intellectual destination for students eager to confront the challenges democratic societies face in the twenty-first century. In addition to gaining a robust civic education, students minoring in Democracy Studies will be prepared to think critically across multiple disciplines, communicate effectively with diverse audiences, pursue problem solving energetically and creatively, and make decisions effectively and equitably. These qualities and skill-sets are those deemed among the most essential, according to twenty-first-century employers across private, public, and non-profit sectors. More specifically, the knowledge, skills, and experiences provided by Democracy Studies will benefit graduates in such diverse careers as politics and public service, law and public policy, lobbying and public advocacy, corporate and business management, social work and nonprofit administration, media and education.

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

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]*

N/A

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]*

Not applicable – No other institutions in the Montana University System offer any similar programs.

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]*

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Program founders will work with CHS deans to establish program administration & steering committee composed of contributing faculty from several disciplines. Program director (or co-directors) will finalize the catalog entry, construct website, & ensure proper course scheduling. Director will work with varied administrators (e.g. Marketing & Communications, Admissions) to broadcast program and will train staff, CHS advisors, & faculty to facilitate student participation & completion of program.

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

Fall Headcount Enrollment					Graduates				
AY_0__	AY_1__	AY_2__	AY_3__	AY_4__	AY_0__	AY_1__	AY_2__	AY_3__	AY_4__
0	12	25	38	50	0	3	6	8	10

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

We lack clear indicators & methodology for projecting enrollment & graduation numbers but have sought input from Brad Goan, UM Senior Advisor for Strategic Innovation. The above numbers are guided by his experience w/similar minors. Plan: Early on we expect to attract students in adjacent majors (e.g. History, Political Science, Philosophy, Journalism, Pre-Law). Over time, we aim to reach students in seemingly more distant majors, particularly those with career outcomes often necessitating deep engagement w/government and in wider public life (e.g. Business, Education, Forestry, Pre-Health).

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

Curriculum, which is structured to ensure interdisciplinarity, will accommodate dozens of minors.

- 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]*

Success of the program will be determined by quantitative and qualitative measures. Quantitative measures include but are not limited to number of minors declared and graduated; number of students enrolled in participating courses; and number of internships, capstone projects, and civic engagement projects completed. More importantly, of course, the quality of minors produced and projects/internships completed--as assessed by expert faculty--as well as career placement will be considered. If metrics and quality are lower than anticipated, program will be reevaluated.

- 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]*

PLOs are achieved through successful completion of core and elective courses as well as through experiential learning and capstone projects. Students are assessed in individual courses (and by advisors for independent projects and supervisors for internships).

Crucially, the minor's curriculum is structured to ensure students take diverse courses that speak to the varied PLOs.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Students are assessed by faculty in individual courses. Frequency varies.

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

Students are assessed by individual instructors in courses. Graded assignments will, of course, vary but might include source analyses, reading responses, research projects, oral presentations, participation, civic engagement projects, quizzes, examinations, and so on. Program director & faculty steering committee will communicate w/participating faculty & conduct surveys of graduating seniors' experience & learning in the minor.

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

By communicating with faculty teaching courses for the minor, particularly about PLOs in relation to their courses and student performance in their courses.

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

N/A

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]*

N/A

- 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]*

N/A

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]*

Instructional: Existing faculty in participating departments will contribute coursework & mentorship to students in the program. The bulk of the courses for the minor--core and elective--are taught annually.

Support: We request basic support from a shared administrative assistant. We also request advising support in CHS Advising Center.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Administrative: We request appointment of a Director (or Co-Directors) to schedule courses, mentor students, and foster internship program & civic engagement projects, among other duties

- 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]*

N/A

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]*

Yes.

- 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]*

As the internship part of our program develops, we expect to need support from Experiential Learning and Career Success (ELCS). The implications will be to grow internship opportunities for all UM students.

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.

	Year 1	Year 2	Year 3
Revenues	\$18,284	\$27,772	\$33,465
Expenses	\$0	\$0	\$0
Net Income/Deficit (revenues-expenses)	\$18,284	\$27,772	\$33,465

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

Chief expense will be support for program director (or co-directors). Expenses will be met by additional revenue.

- 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]*

N/A

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.

N/A

- 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]

N/A

- 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]

N/A

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.

14. Complete the fiscal analysis form.

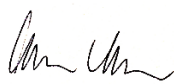
Signature/Date

College or School Dean: Matthew Semanoff approved: 06/06/2024

Chief Academic Officer:

Chief Executive Officer:

Flagship Provost*:



Flagship President*:



4/24/2024

Montana Board of Regents
CURRICULUM PROPOSAL FORM

*Not applicable to the Community Colleges.

Appendix A – Proposed New Curriculum

[Democracy Studies Minor-Catalog Entry](#)

Montana University System
REQUEST TO PLAN FORM

ITEM 208-1003-R0923

September 2023

Item Name – Request for authorization to plan a Minor in Democracy Studies

Program/Center/Institute Title: **Minor in Democracy Studies**

Planned 6-digit CIP code: **45.0101**

Campus, School/Department: **University of Montana, College of Humanities and Sciences**

Expected Final Submission Date: **Spring 2024**

Contact Name/Info: **Kyle Volk (kyle.volk@umontana.edu)**

This form is meant to increase communication, collaboration, and problem-solving opportunities throughout the MUS in the program/center/institute development process. The completed form should not be more than 2-3 pages. For more information regarding the program/center/institute approval process, please visit <http://mus.edu/che/arsa/academicproposals.asp>.

1) Provide a description of the program/center/institute.

What is democracy's past, present, and future? A minor in Democracy Studies equips students with the knowledge, methodological tools, and critical perspectives to tackle this pressing question as intellectuals and as engaged citizens of their community, region, nation, and world. An interdisciplinary minor, this program harnesses the teaching expertise of the University of Montana faculty in several departments to focus student learning on the human experience with democratic governments and societies. Faculty and courses in core disciplines of the humanities and social sciences (e.g. History, Political Science, Philosophy) will anchor the program. Additional course offerings from affiliated schools and programs will further enhance and diversify the curriculum.

Students completing the Democracy Studies minor learn that democracy has been and remains a capacious, contested concept that encompasses essential yet varied sectors of human experience. They gain an understanding of such classic political topics as voting and elections, political parties and lobbying, and constitutional adjudication and the structure of government. They also have the opportunity to engage with an array of other subjects and problems that have defined and animated democratic polities (e.g. civil society and education, media and public opinion, corruption and scandal, dissent and disobedience, justice and equality, political economy and the distribution of wealth, leadership and organization, civil rights and civil liberties).

Students will select from a series of foundational courses that ground them in the history, politics, and ethics of democracy. They then choose from a range of courses across disciplines that allow them to both broaden and deepen their understanding of the democratic experience and its challenges. As a capstone to the minor, students will have the opportunity either to conduct a substantial research project or to complete an internship or substantial civic engagement project.

2) Describe the need for the program/center/institute. Specifically, how the program/center/institute meets current student, state, and workforce demands. (Please cite sources).

Montana University System REQUEST TO PLAN FORM

The Democracy Studies Minor aims to prepare students for lives of purposeful, constructive, and informed citizenship, and will help establish the University of Montana as an intellectual destination for students eager to confront the challenges democratic societies face in the twenty-first century. In addition to gaining a robust civic education, students minoring in Democracy Studies will be prepared to think critically across multiple disciplines, communicate effectively with diverse audiences, pursue problem solving energetically and creatively, and make decisions effectively and equitably. These qualities and skill sets are those deemed among the most essential, according to twenty-first-century employers across private, public, and non-profit sectors. (1) More specifically, the knowledge, skills, and experiences provided by Democracy Studies will benefit graduates in such diverse careers as politics and public service, law and public policy, lobbying and public advocacy, corporate governance and business management, social work and nonprofit administration, media and education.

- (1) See, for example, Burning Glass Technologies, Inc., "Baseline Skills in Demand by Occupational Family," in *The Human Factor: The Hard Time Employers Have Finding Soft Skills*, online at https://www.burning-glass.com/wp-content/uploads/Human_Factor_Baseline_Skills_FINAL.pdf; National Association of Colleges and Employers, "Career Readiness Defined," online at <https://www.nacweb.org/career-readiness/competencies/career-readiness-defined/>; and Hart Research Associates, "It Takes More Than a Major: Employer Priorities for College Learning and Student Success," online at https://www.aacu.org/sites/default/files/files/LEAP/2013_EmployerSurvey.pdf.

- 3) Describe any significant new resources (financial, staff, facility, new curricula) needed to launch and sustain the program/center/institute.**

The Democracy Studies Minor will require no significant new resources. It will be built upon an existing strength of the current faculty and course offerings at the University of Montana.

- 4) Describe any efforts or opportunities you have identified for collaboration either within the institution or between MUS institutions (i.e. articulation, course-sharing, research collaboration).**

We have begun conversations about the curriculum for the Democracy Studies Minor with several department chairs and faculty members within the College of Humanities and Sciences (e.g. History, Political Science, Philosophy, Economics). We have also solicited interest from other departments on campus (e.g. Sociology, Journalism) and look forward to exploring other opportunities for collaboration (e.g. English, Native American Studies, Nonprofit Management).

- 5) Describe how the program/center/institute fits with the institutional mission, strategic plan, existing institutional program array, and academic priorities as described in the most recent Academic Priorities and Planning Statement.**

The Democracy Studies Minor aligns with the University's mission, strategic plan, and priorities in several important ways:

Montana University System
REQUEST TO PLAN FORM

First, the minor will play a vital role in ensuring that the University shapes "global citizens who are creative and agile learners committed to expanding the boundaries of knowledge and to building and sustaining diverse communities."

Second, the minor aligns with the University's mission to be "a flagship for the future" that fosters democracy and creates new knowledge.

Third, as a decidedly interdisciplinary program, the minor fulfills the University's priority to "develop interdisciplinary capabilities."

Fourth, the minor aims to spur civic engagement and meets the University's priority to "provide experiential learning opportunities that demonstrate the applied value of a UM education."

Finally, the minor implements the University's priority to develop a range of "21st-century skills" -the skills of citizenship as well as the skills of thinking, communicating, problem- solving, etc.-that will prepare students for "a life of impact in their communities."

Signature/Date

Chief Academic Officer:

Chief Research Officer*:

Chief Executive Officer:

Flagship Provost:**



Flagship President:**

*Center/Institute Proposal only

**Not applicable to the Community Colleges.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

May 2024

ITEM 1012-LII0524

ITEM TITLE – Request for authorization to establish an Environmental Public Health Journalism option in the Environmental Science and Natural Resource Journalism M.A.

Institution: University of Montana - Missoula

CIP Code: 09.0407

Program/Center/Institute Title: School of Journalism

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

Options: _____

Proposal Summary [360 words maximum]

What: We propose a new master's degree option in Environmental Public Health Journalism as part of the Environmental Science & Natural Resources Journalism M.A. program. This new option is offered in cooperation with the School of Public and Community Health Sciences in order to prepare students for a career in journalism with a focus on the intersection of public health and the environment. One third of the courses taken for this option will be through the School of Public and Community Health Sciences. Those courses are offered online only.

Why: This specialization aims to maintain program competitiveness and optimize interdisciplinary strengths on the Mountain Campus. The COVID pandemic intensified demand for journalists trained to investigate and report matters of environmental public health related to disease, pollution, climate change impacts, etc. The need for such specialization is now supported by fellowships developed for mid-career journalists, such as the Knight Journalism Fellowships at CDC and others. Such training has been linked to improved trust in the media and improved community health.

Resources:

ATTACHMENTS

- Attachment #1- Curriculum Proposal Form
- Attachment #2 – Fiscal Analysis Form
- Attachment #3 – Request to Plan Form
- Attachment #4 – Required Courses 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**

_____ **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:**

X _____ **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]*

We propose a new master's degree option in Environmental Public Health Journalism as part of the Environmental Science & Natural Resources Journalism M.A. program. This new option is offered in cooperation with the School of Public and Community Health Sciences in order to prepare students for a career in journalism with a focus on the intersection of public health and the environment. One third of the courses taken for this option will be through the School of Public and Community Health Sciences. Those courses are offered online only.

- 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 proposal aligns with the MUS strategic plan goals of "workforce and economic development" and "efficiency and effectiveness" by integrating offerings of two successful graduate programs in order to meet public need for specialization. It meets the University of Montana's emerging strategic design goals of connecting learner's academic experience to career options and opportunities. It meets the College of Arts and Media's goal of community service and the School of Journalism's 107-year history of preparing journalists to provide the critical skills essential to an informed democratic society.

The master's program in Environmental Science and Natural Resource Journalism currently operates on a highly interdisciplinary model, working closely with faculty in the physical and social sciences to train journalists specialized in reporting on science and the environment. This proposal expands that interdisciplinarity to explicitly include specialized public health training as well.

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

In 2020 we were approached by a major donor asking if elements of the master's program in Environmental Science & Natural Resource Journalism could be expanded to provide journalism training in covering health issues. Health, in general, is a very broad beat, too broad for our program to encompass. But the conversations that ensued lead us to explore the need for training that covered some of the health beat most germane to our program. We found a need among employers, a desire among some potential students and we hope there will be new donor interest.

- 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
--	---------

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Credits in required courses offered by the department offering the program	15
Credits in required courses offered by other departments	12
Credits in institutional general education curriculum	0
Credits of free electives	9
Total credits required to complete the program	36

- 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.

As a result of completing this program, students will be able to be prepared to provide news coverage of issues and incidents related to the impact of exposure to environmental risk factors on public health.

- 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]*

Montana and the U.S. specifically need journalists trained in public health basics including basic epidemiology, risk science and pollution risks. This need was underscored by the COVID pandemic and related misinformation or poorly critiqued or explained public policy. That need is extended to environmental public health risks that are increasing in Montana, the Western U.S. and the world due to increased chances of wildfire, flood and emerging disease. Specialty journalism outfits are increasingly focused on providing informed public awareness and debate about these issues. For instance, KFF News (formerly Kaiser Health News) has a robust presence in Montana. Farm Journal and Progressive Farmer have health beats with environmental health coverage. This program aims to sharpen the specialty skills our students need to take jobs that contribute to the public health dialog in America.

- 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

- 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]*

Montana Board of Regents
CURRICULUM PROPOSAL FORM

- 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]*

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

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

Fall Headcount Enrollment					Graduates				
AY_0__	AY_1__	AY_2__	AY_3__	AY_4__	AY_0__	AY_1__	AY_2__	AY_3__	AY_4__
0	2-4	3-5	3-5	3-5	0	2-4	2-4	2-4	2-4

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

Projections are based on the employment of recent graduates in related fields and the enrollment of current and recent students in related coursework. They also reflect the shift in the profession to focused reporting on health and the shift on the UM campus to increased academic and practical coursework related public health and rural communities. The option in Environmental Public Health Journalism is expected to sustain current enrollment levels by improving currency and specificity to the current program. The program enrollment is currently at capacity and that capacity will not change

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

8-12. The capacity of our current program will not change with the addition of 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? *[150 words]*

We will track a) the number of inquiries we get about this option 2) the number of students who select this option when they enter UM Journalism for a graduate degree and 3) the number of students who graduate with this specialized degree.

- 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]*

Students who succeed in the Environmental Public Health master's degree specialty will complete all required coursework, including the narrower selection of electives offered. They will successfully

Montana Board of Regents
CURRICULUM PROPOSAL FORM

complete and defend a professional project or portfolio focused on a newsworthy environmental public health topic. Course success is evaluated each semester. Master's work success is evaluated in the final (4th) semester of this two-year program.

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

Direct measures include work submitted in journalism skills courses, which include news reporting on the environment and science news reporting. This work is often further assessed by professional news outlets when it is pitched for publication and through feedback from professional internship supervisors. Indirect measures include regular mentoring with the program director and regular meetings with graduate work committee chairs.

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

Coursework focus is regularly adjusted to address gaps in skills and knowledge demonstrated in previous years. Feedback from professional internship supervisors in the required supervisor evaluation reveals strengths and weaknesses of the program. Annual review by the Graduate Admissions Committee will close the loop on assessment findings.

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

Accreditation is not required or especially in demand for graduate programs in Journalism. The successful placement of graduate students and publication of graduate student work in high quality publications are public benchmarks of success that we seek.

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]*

Don Anderson Hall is the home of UM Journalism and it will adequately serve as the physical home of this program. All Public Health courses are offered online.

- 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]*

The use of existing technology is covered by a technology fee paid by all students. No increased use is anticipated. No new space or equipment needs are anticipated.

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]*

Montana Board of Regents
CURRICULUM PROPOSAL FORM

A graduate program director oversee administration of all Journalism graduate programs. She shares 2.5 staff personnel with the College of Arts and Media. Core courses are taught by Journalism faculty with the exception of science reporting which is taught by adjuncts from the profession. Quality and productivity of existing programs have been maintained by the hard work of individuals who continue to make do with less, year in and year out.

- 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]*

No new faculty or staff anticipated.

11. Other resources.

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

Current library and information resources are adequate for the program.

- 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]*

Current levels of student services will continue to be sufficient for the new program.

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

The goal of the new program is to bring our program to a new population of potential applicants. The goal is to continue to offer a graduate program that has stable enrollment. The new focus will open conversations with new donors specifically interested in health news and policy.

- 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	\$6,685	\$6,685	\$6,685
Expenses	\$0	\$0	\$0
Net Income/Deficit (revenues-expenses)	\$5,571	\$5,571	\$5,571

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

The new program should be expense neutral. No new expenses are anticipated.

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]*

- 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.

- 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]*

- 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]*

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.

14. Complete the fiscal analysis form.

Signature/Date

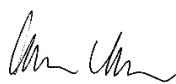
College or School Dean: Lauri Baefsky approved: 9/25/2023

Ashby Kinch approved: 9/25/2023

Chief Academic Officer:

Chief Executive Officer:

Flagship Provost*:



Montana Board of Regents
CURRICULUM PROPOSAL FORM

Flagship President*:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

4/24/2024

*Not applicable to the Community Colleges.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Appendix A – Proposed New Curriculum

Complete all of the following courses:

JRNL 505 Journalism and Society Seminar 3

JRNL 567 Press/Broadcast Law 3

JRNL 570 Reporting 3

JRNL 575 Story Lab 3

Journalism Elective - 500 or 600-level and/or 400-level course with a graduate component 3

Complete one of the following: 6

JRNL 599

Professional Project

Two additional journalism electives - 500 or 600-level and/or 400-level courses with a graduate component

Public Health Courses:

Complete all of the following:

PUBH 510 Intro to Epidemiology 3

PUBH 540 Social & Behavioral Science in Public Health 3

PUBH 560 Environmental & Rural Health 3

One additional Public Health elective or approved PUBH elective taught outside of Public Health. 3

Total Hours 33

Academic Degree Program Proposal - Fiscal Analysis Form

CAMPUS: University of Montana -- Mountain
AWARD LEVEL: GR
PROGRAM NAME: Environmental Public Health Journalism
PROGRAM CODE: 9.0401

ENROLLMENT PROJECTIONS		Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
Headcount							
annual unduplicated headcount of students with declared major or minor within the program		2.00	2.00	2.00	2.00	2.00	2.00
Credit Hours							
annual avg. credits hours earned per student in program related curriculum		10	10	10	10	10	10
Student FTE							
Undergrad: (Headcount x CH)/30 Graduate: (Headcount x CH)/24		0.833333333	0.833333333	0.833333333	0.833333333	0.833333333	0.833333333
Completions							
Annual number of program completers		0	2	2	2	2	2

REVENUE		Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
Tuition Revenue (net of waivers)		\$5,371	\$5,371	\$5,371	\$5,371	\$5,371	\$5,371
Institutional Support		\$0	\$0	\$0	\$0	\$0	\$0
Other Outside Funds (grants, gifts, etc.)		\$0	\$0	\$0	\$0	\$0	\$0
Program Tuition/Fees		\$400	\$400	\$400	\$400	\$400	\$400
Total Revenue		\$5,771	\$5,771	\$5,771	\$5,771	\$5,771	\$5,771
Total Revenue per Student FTE		\$6,925	\$6,925	\$6,925	\$6,925	\$6,925	\$6,925

EXPENDITURES		Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
Tenure Track Faculty	FTE	0.3	0.3	0.3	0.3	0.3	0.3
	Salary + Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Non-tenure Track Faculty <small>*Includes Adjunct Instructors</small>	FTE	0.2	0.2	0.2	0.2	0.2	0.2
	Salary + Benefits						
Graduate Teaching Assistants	FTE	0.5	0.5	0.5	0.5	0.5	0.5
	Salary + Benefits						
Staff	FTE						
	Salary + Benefits						
Total Faculty & Staff	FTE	1.0	1.0	1.0	1.0	1.0	1.0
	Salary + Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operations (supplies, travel, rent, etc)							
Start-up Expenses (OTO)							
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0
Student FTE to Faculty (TT + NTT) Ratio		1.7	1.7	1.7	1.7	1.7	1.7
Net Income/Deficit (Revenue - Expenses)		\$5,771	\$5,771	\$5,771	\$5,771	\$5,771	\$5,771

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

Campus Chief Financial Officer Signature

Chief Financial Officer Comments

Montana University System
REQUEST TO PLAN FORM

ITEM 196-1009-R0921

September 2021

Request for authorization to plan an Environmental Public Health Journalism option in the Environmental Science and Natural Resource Journalism MA

Program/Center/Institute Title: **Environmental Public Health Journalism option
in the Environmental Science and Natural
Resource Journalism MA** Planned 6-digit CIP code: **09.0401**

Campus, School/Department: **University of Montana – Missoula, College of
the Arts and Media / Journalism** Expected Final Submission Date: **March 2022**

Contact Name/Info: **Nadia White, nadia.white@umontana.edu**

This form is meant to increase communication, collaboration, and problem-solving opportunities throughout the MUS in the program/center/institute development process. The completed form should not be more than 2-3 pages. For more information regarding the program/center/institute approval process, please visit <http://mus.edu/che/arsa/academicproposals.asp>.

1) Provide a description of the program/center/institute.

We propose a new master's degree option in Environmental Public Health Journalism as part of the Environmental Science & Natural Resources Journalism M.A. program. This new option is offered in cooperation with the School of Public and Community Health Sciences in order to prepare students for a career in journalism with a focus on the intersection of public health and the environment. One-third of the courses taken for this option will be through the School of Public and Community Health Sciences. Those courses are offered online only.

2) Describe the need for the program/center/institute. Specifically, how the program/center/institute meets current student, state, and workforce demands. (Please cite sources).

This option prepares students for a career in journalism with a focus on the intersection of public health and the environment. Students pursuing this specialization may cover subjects such as climate change and public health, the built environment and public health or environmental pollution and public health. The COVID pandemic of 2020-21 intensified demand for journalists trained to investigate and report matters of environmental public health.(1)

The University of Montana's Environmental Science & Natural Resource Journalism master's program was started in 2010. Established to train journalists in environmental reporting, broadly, the program is well position to meet a growing demand for journalists trained to cover public health and environmental issues. (2, 3) This specialization aims to maintain program competitiveness and optimize interdisciplinary strengths on the Mountain Campus. The need for such specialization is now supported by fellowships developed for mid-career journalists, such as the Knight Journalism Fellowships at CDC and others. (4) Such training has been linked to improved trust in the media and improved community health. (5)

1. DeAmbrosio, Martin. Science journalism needed now more than ever. SciDev.Net, May 22, 2020

Montana University System
REQUEST TO PLAN FORM

2. Parin ML et al Efficacy of Environmental Health E-Training for Journalists. *Stud Media Commun.* 2014;2(1):71-80.
3. Pearson, Helen. "Careers in Science Journalism and Writing." *Perspectives in biology*, Sep. 2017
4. Institute of Medicine (US) Committee on Assuring the Health of the Public in the 21st Century. Washington: National Academies Press; 2002.
5. A Savatteri et al, Health literacy level among journalists ..., *European Journal of Public Health*, Volume 30, Sept 2020

3) Describe any significant new resources (financial, staff, facility, new curricula) needed to launch and sustain the program/center/institute.

No new resources are required for this proposal. The courses offered in this program are currently offered through Journalism and through Public Health.

4) Describe any efforts or opportunities you have identified for collaboration either within the institution or between MUS institutions (i.e. articulation, course-sharing, research collaboration).

This program expands the topical area covered by Journalism's highly collaborative graduate and 4+1 programs. It expands the reach of our graduate program to create collaborative opportunities in health-related fields. Graduate students in the existing Journalism graduate program routinely engage other campuses for expert sources and collaboration on master's work. This new option offers opportunities to develop collaborations with climate change researchers at Montana State University, extractive resource experts at Montana Tech and traditional ecological knowledge that is especially rich in tribal colleges across the state, for example.

5) Describe how the program/center/institute fits with the institutional mission, strategic plan, existing institutional program array, and academic priorities as described in the most recent Academic Priorities and Planning Statement.

This proposal aligns with the MUS strategic plan goals of "workforce and economic development" and "efficiency and effectiveness" by integrating offerings of two successful graduate programs in order to meet public need for specialization. It meets the University of Montana's emerging strategic design goals of connecting learner's academic experience to career options and opportunities. It meets the College of Arts and Media's goal of community service and the School of Journalism's 107-year history of preparing journalists to provide the critical skills essential to an informed democratic society. The master's program in Environmental Science and Natural Resource Journalism currently operates on a highly interdisciplinary model, working closely with faculty in the physical and social sciences to train journalists specialized in reporting on science and the environment. This proposal expands that interdisciplinarity to explicitly include specialized public health training as well.

Montana University System
REQUEST TO PLAN FORM

Signature/Date

Chief Academic Officer:

Chief Research Officer*:

Chief Executive Officer:

Flagship Provost:**

Provost (Chief Academic Officer)

Status: *Approved*

Deadline: *No deadline*

Flagship President:**

President (Chief Executive Officer)

Status: *Approved*

Deadline: *No deadline*

*Center/Institute Proposal only

**Not applicable to the Community Colleges.

LEVEL I MEMORANDUM

DATE: June 24, 2024

TO: Chief Academic Officers, Montana University System

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

RE: Affairs June, 2024 Level I Academic Items

Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System in June, 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, June 28, 2024. You will be notified of approved proposals by Monday, July 8, 2024. The Board of Regents will be notified of the approved proposals at the September 2024 meeting of the Board.

1. Campus Approvals

Montana Technological University:

- Notification of placing the BSN Post-Licensure Program into moratorium
[Item #1501-LI0624](#)

2. OCHE Approvals

Montana Technological University:

- Request for authorization to retitle the MS Industrial Hygiene Distance Learning/Professional Track degree to MS Industrial Hygiene Professional Track
[Item #1502-LI0624](#)

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

June 2024

ITEM 1501-R0624

Notification of placing the BSN Post-Licensure Program into moratorium

Institution: **Montana Technological University**

CIP Code: **51.3801**

Program/Center/Institute Title: **BSN Post-Licensure Program**

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

Options: _____

Proposal Summary [360 words maximum]

What: The Sherry Lesar School of Nursing at Montana Technological University requests to place the BSN Post-Licensure Program into moratorium.

Why: The BSN Post-Licensure Program was placed on hold for the academic years of 2021/2022 and 2022/2023. The program requires a minimum of 10 students. There was a significant lack of interest in the program and no applications were received during the 2021/2022 or 2022/2023 academic years.

Resources: The BSN Post-Licensure Program was online. Courses were instructed on faculty overload and adjunct model. Currently, the Sherry Lesar School of Nursing does not have available faculty to instruct the courses.

ATTACHMENTS

Attachments

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**

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)

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:

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 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

June 2024

ITEM 1502-LI0624

Request for authorization to retitle the MS Industrial Hygiene Distance Learning/Professional Track degree to MS Industrial Hygiene Professional Track

Institution: Montana Technological University

CIP Code: 51.2206

Program/Center/Institute Title: Safety, Health and Industrial Hygiene

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

Options: _____

Proposal Summary [360 words maximum]

What: Request for authorization to retitle the MS Industrial Hygiene Distance Learning/Professional Track degree to MS Industrial Hygiene Professional Track

Why: Since our MS Industrial Hygiene Distance Learning Professional Track degree program is ANSCA/ABET accredited, we surveyed our constituents including existing and current students. In addition, we reviewed with our External Advisory Board which includes alumni and employers. The support for the name change was substantial. The majority of students and former students surveyed reported that the name was too long and that there was a stigma associated with the “distance learning” component. No other ANSAC/ABET accredited primarily online MS IH program has the online or distance learning identifier associated with the program name.

Resources: n/a

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>.

 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

 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*

_____ **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**

ACADEMIC ITEMS MEMORANDUM

DATE: July 19, 2024

TO: Chief Academic Officers, Montana University System

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

RE: July 2024 Academic Items

Contained within this memorandum are Level I and Level II proposals submitted by the institutions of the Montana University System in July 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, August 2, 2024. You will be notified of approved proposals by August 5, 2024. The Board of Regents will be notified of the approved proposals at the September 2024 meeting of the Board.

LEVEL I ITEMS:

Campus Approvals

Montana State University

- Request for authorization to add a Certificate of Technical Studies in Behavioral Health
[Item #2010-LI0624](#)

LEVEL II ITEMS:

Montana State University

- Request for authorization to add a Masters of Engineering in Manufacturing Engineering
[Item #2011-LII0924](#)

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

June/2024

ITEM 2010-LI0624

ITEM TITLE Certificate of Technical Studies in Behavioral Health

Institution: **Montana State University**

CIP Code: **51.1502**

Program/Center/Institute Title: **Gallatin College Allied Health Program**

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

Options: _____

Proposal Summary [360 words maximum]

What: The Certificate of Technical Studies in Behavioral Health will provide students with the skills necessary for entry-level jobs in mental and behavioral healthcare settings. Graduates of this 29-credit program will be prepared to work in settings such as physicians' offices, specialized behavioral health clinics, hospitals, home health, and community outreach centers and to function as members of the healthcare delivery team where they will perform and assist in administrative duties and treatment protocols.

Why: With a continuously growing population and additional community health pressures, clinics and hospitals in the Bozeman area have an increasing demand for Behavioral Health Technicians/Support Staff to provide entry-level support to all ranges of mental and behavioral healthcare settings. Recent labor reports indicate deficits both nationally and state-wide. In Montana, it is projected that through 2032 about 21% of the annual Behavior Health positions will be in southwest Montana (<http://lmi.mt.gov/Projections>) and starting wages for program graduates are anticipated to range from \$17 to \$21 per hour. As there are no other one-year Behavioral Health program offerings in the state, this blended delivery program will serve local students as well as those across the state and in rural areas.

Current local employers who are hiring behavioral health technicians/support staff include Bozeman Health, Billings Clinic, Logan Health, and AWARE. Representatives from Turnwell Mental Health, Bozeman Health Deaconess Hospital, and AHEC have directly confirmed this need and highlighted their support of the program as well as interest in hiring students upon program completion. The accessible cost and length of the program makes it an appealing stand-alone certificate for nonprofit and public service employees, as well as a feasible add-on credential to existing MUS certificate and degree programs ranging from Medical Assistant certificates to Nursing degrees.

As students work toward completion of the Behavioral Health certificate, a portion of their courses will host industry partners as guest speakers and/or NTT faculty roles. Here, they will learn from local professionals and gain confidence in their skills by practicing real-world client care scenarios. This mutually beneficial partnership will provide these employers with tremendous recruitment advantages and job placement opportunities for students.

Resources: Gallatin College's Allied Health programs currently provide a dedicated lab, thus, minimal equipment resources will be needed to launch and sustain this certificate program. With a substantial online component, classroom space needs will also be minimal. An additional NTT faculty member and teaching assistant will be hired to support the program which will be funded by Gallatin County ARPA grant funding for the first two years of the program. Beyond this timeframe, we anticipate the program being self-sustainable.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ATTACHMENTS

Attachments

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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**

 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)

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST 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*

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

Academic Degree Program Proposal - Fiscal Analysis Form

CAMPUS:	Gallatin College Montana State University
AWARD LEVEL:	Certificate
PROGRAM NAME:	Behavioral Health
PROGRAM CODE:	

ENROLLMENT PROJECTIONS	FY2025	FY2026	FY2027	FY2028	FY2029
Headcount					
annual unduplicated headcount of students with declared major or minor within the program	10	12	14	16	21
Credit Hours					
annual avg. credits hours earned per student in program related curriculum	30	30	30	30	30
Student FTE					
Undergrad: (Headcount x CH)/30	10	12	14	16	21
Completions					
Annual number of program completers	11	12	16	18	22

REVENUE	FY2025	FY2026	FY2027	FY2028	FY2029
Tuition Revenue (net of waivers)	\$41,677	\$52,263	\$62,193	\$72,500	\$97,059
Institutional Support (Mill Levy)		\$7,500	\$15,000	\$10,000	
Other Outside Funds (grants, gifts, etc.) ARPA	\$22,000	\$7,500			
Course Fees - HTH140 & AHMS202	\$2,028	\$2,433	\$2,839	\$3,245	\$4,259
Total Revenue	\$65,705	\$69,697	\$80,032	\$85,744	\$101,317
Total Revenue per Student FTE	\$6,571	\$5,808	\$5,717	\$5,359	\$4,825

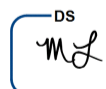
EXPENDITURES		FY2025	FY2026	FY2027	FY2028	FY2029
Tenure Track Faculty	FTE	0.0	0.0	0.0	0.0	0.0
	Salary + Benefits	\$0	\$0	\$0	\$0	\$0
Non-tenure Track Faculty <small>*Includes Adjunct Instructors</small>	FTE (30-31cr. = 1.0 FTE)	1.0	1.0	1.0	1.0	1.0
	Salary + Benefits	\$69,771	\$69,771	\$69,771	\$69,771	\$69,771
Graduate Teaching Assistants	FTE	0.0	0.0	0.0	0.0	0.0
	Salary + Benefits	\$0	\$0	\$0	\$0	\$0
Staff & Dept. Head	FTE	0.2	0.2	0.2	0.2	0.2
	Salary + Benefits	\$10,062	\$10,062	\$10,062	\$10,062	\$10,062
Total Faculty & Staff	FTE	1.2	1.2	1.2	1.2	1.2
	Salary + Benefits	\$79,833	\$79,833	\$79,833	\$79,833	\$79,833

Operations (supplies, maintenance, etc)	\$2,028	\$3,933	\$4,339	\$4,745	\$5,759
Start-up Expenses (OTO)	\$7,000	\$0	\$0	\$0	\$0
Total Expenses	\$88,861	\$83,767	\$84,172	\$84,578	\$85,592

Student FTE to Faculty (TT + NTT) Ratio	10.0	12.0	14.0	16.0	21.0
Net Income/Deficit (Revenue - Expenses)	-\$23,156	-\$14,070	-\$4,140	\$1,166	\$15,725

0.155210199

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.



DocuSigned by:

5302B65C2C4748C...

Campus Chief Financial Officer Signature

Chief Financial Officer Comments

NOTE: Completion of the fiscal form does not guarantee funding for described expenses. The request for additional funding should be included in standard campus processes for investments in new programs if internal funding, within unit, cannot be reallocated.

1 year certificate - clinical courses are capped at 18 Headcount, but additional sections can be added as needed

Over 50% online certificate, assumes 90% resident and 10% non-resident enrollment

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

September, 2024

ITEM 2011-R0924

Masters of Engineering - Manufacturing Engineering

Institution: Montana State University-Bozeman

CIP Code: 14.3601

Program/Center/Institute Title: M.Eng.- Manufacturing Engineering

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

Options: _____

Proposal Summary [360 words maximum]

What:

The Master of Engineering – Manufacturing Engineering is designed to prepare students from multiple disciplines to enter the workforce in an advanced manufacturing position. Additionally, it can provide training to professionals with a desire to build their skills in advanced and emerging manufacturing technologies to advance in their professional careers. The program will focus on building advanced skills in the science of manufacturing processes across a wide spectrum of topics. Most notably, topics include automation, quality, efficiency, and management systems, thus enabling integration of complicated manufacturing systems.

Why:

Initially, students graduating from the M&IE undergraduate programs requested advanced manufacturing training and options. In addition, general research completed by MSU faculty identified significant growth in advanced manufacturing technologies, requiring advanced manufacturing skills development. A Market Pulsecheck was commissioned by MSU and completed by EAB Research. This Pulsecheck suggested that regional and national employers demonstrate higher demand for master’s-level manufacturing engineering professionals than master’s-level professionals overall”. Overall, this study identified a growing need for manufacturing engineers with advanced training.

Currently, the manufacturing sector – both locally and nationally - is facing a labor shortage. Many workers are preparing for retirement (23% of Montana’s workforce is in the 60 and over population according to the State of Montana – Labor Day Report 2021). The loss of talent and workers will require manufacturing facilities to move toward automation in their manufacturing facilities to maintain current productivity levels, as well as to grow in the future.

The state of Montana currently has no focused Bachelor level or Master’s level engineering degree programs in Manufacturing. According to the 2021 Montana Manufacturing Report (prepared by MMEC and BBER), Montana has over 3900 manufacturing firms accounting for roughly 16% of Montana’s economic base. Pay for manufacturing jobs outpaces the state average by \$5,368 on average, and Montana manufacturing grew more than double the national average in employment. These trends are expected to continue.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Resources: The program will initially utilize the resources, laboratories more specifically, of the M&IE Department.

ATTACHMENTS

Curriculum Proposal
Fiscal Analysis
Request to Plan

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

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:

- X** _____ **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]*

A Masters of Engineering in Manufacturing Engineering is proposed to prepare students to successfully enter the workforce in advanced manufacturing positions. This includes advanced skills in the science of manufacturing processes, and breadth to include automation, quality, and management systems; thus enabling integration across broad manufacturing industries. Four new graduate courses, required courses within the program, will be developed as foundational courses for the degree. This program will rely heavily on existing courses within the Mechanical, Industrial and Mechanical Technology degree program as electives. Additional courses outside these programs have also been identified as relevant elective courses to the degree.

- 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]*

Currently, the manufacturing sector – both locally and nationally - is facing a labor shortage. Many workers are preparing for retirement (23% of Montana's workforce is in the 60 and over population according to the State of Montana – Labor Day Report 2021). The loss of talent and workers will require manufacturing facilities to move toward new technologies, including automation, in their manufacturing facilities to maintain current productivity levels, as well as to grow in the future.

The state of Montana currently has no focused Bachelor level or Masters level engineering degree programs in Manufacturing. The closest programs available are Mechanical Engineering (undergraduate and graduate), Mechanical Engineering Technology (undergraduate only), and Industrial & Management Systems Engineering (undergraduate and graduate). According to the 2021 Montana Manufacturing Report (prepared by MMEC and BBER), Montana has over 3900 manufacturing firms accounting for roughly 16% of Montana's economic base. Pay for manufacturing jobs outpaces the state average by \$5368.000 on average, and Montana manufacturing grew more than double the national average in employment. These trends are expected to continue.

Goal 3.2 of Montana State's strategic plan is to *"grow mutually beneficial partnerships across Montana"* and includes *"new workforce and academic degree programs will be tailored to demonstrated state and regional needs with attention to national trends."* This new program will directly support this institutional goal.

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

A four-member steering committee to propose the new program was formed in Fall 2020 within the M&IE Department. The committee performed an analysis of demand and gathered information on similar programs at peer universities. A Request to Plan was submitted in May 2021; however, the initial plan

Montana Board of Regents
CURRICULUM PROPOSAL FORM

stalled and a new Request to Plan was submitted in Fall 2023. That plan has now been approved by department, college, and university committees.

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

Appendix A lists the full proposed curriculum for the Master's program. The center of the program is a set of four courses in the Engineering-Manufacturing, EMAN, rubric. These courses provide the fundamental framework for the degree program. The breadth of the program is then found within the directed electives across multiple programs and departments.

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

Manufacturing Core Courses		
The following courses are required of each MEng-Mfg student:		
EMAN 501	Theory of Manufacturing Engineering	3
EMAN 515	Product and Process Design for Manufacturing	3
EMAN 540	Manufacturing Systems Design and Simulation	3
EMAN 560	Advanced Manufacturing Applications	3
Total Core Credits:		12
Selected Approved Elective Courses		
Total Elective Credits:		18
Total Credits		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.

Program Learning Outcomes

1. Demonstrate an advanced level of proficiency in current / evolving manufacturing technologies, including: additive manufacturing, integrated product and process design, quality management, lean manufacturing, industrial automation and controls, information technology management, and complex systems management.
2. Demonstrate an ability to identify, formulate and solve complex manufacturing problems by selecting and applying appropriate advanced manufacturing tools and techniques.
3. Demonstrate an ability to design and conduct experiments and measurements, to analyze and interpret data, and to apply experimental results to improve systems, components, or processes appropriate to the discipline.
4. Demonstrate an ability to incorporate business, financial and management tools to improve manufacturing processes.

- 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]

Initially, students graduating from the M&IE undergraduate programs requested advanced manufacturing training and options. In addition, general research completed by MSU faculty identified significant

Montana Board of Regents

CURRICULUM PROPOSAL FORM

growth in advanced manufacturing technologies, requiring advanced manufacturing skills development. A Market Pulsecheck was commissioned by MSU and completed by EAB Research. This Pulsecheck suggested that regional and national employers demonstrate higher demand for master’s-level manufacturing engineering professionals than master’s-level professionals overall”. Overall, this study identified a growing need for manufacturing engineers with advanced training.

This program will provide the advanced training engineers from existing engineering programs who currently work – or desire to work - in manufacturing industries require to upgrade current skills and develop new skills required to support the increasing demand in this sector.

In addition, this type of program supports the goals defined in the “Strategy for American Leadership in Advanced Manufacturing”, a report commissioned by the Executive Office of the President of the United States (<https://trumpwhitehouse.archives.gov/wp-content/uploads/2018/10/Advanced-Manufacturing-Strategic-Plan-2018.pdf>). See also State of Montana Labor Day Report 2021:

<https://lmi.mt.gov/docs/Publications/LMI-Pubs/Labor-Market-Publications/LDR21.pdf> and 2021

Montana Manufacturing Report: <https://www.bber.umt.edu/pubs/manufacturing/21Manufacturing.pdf>

Specifically, this program will provide the following:

- An additional advanced degree matriculation option for current engineering graduates interested in building skills in advanced manufacturing.
- A retraining/skill building option for practicing engineers currently employed in manufacturing jobs, thus improving promotion opportunities.
- A retraining/skill building option for practicing engineers interested in changing their current employment to the growing manufacturing sector.

This program will prepare graduates to contribute to the success of companies in the advanced manufacturing industry – both in state and nationally.

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

There is no existing program within the Montana University System that is similar to the proposed program. The most similar programs are the Mechanical Engineering and Industrial Engineering programs.

- 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]*

Not Applicable.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

- 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]*

Not Applicable

- 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]*

The program will first be offered in AY 2025-26. Beyond the catalog entry, the main tasks required to get the program up and running are to prepare and obtain approval for the new courses (EMAN 501, EMAN 515, EMAN 540, and EMAN 560). A faculty member on sabbatical in M&IE will work with colleagues to accomplish this during AY 24-25. The remaining tasks, such as advertising the program, evaluating and improving the program, establishing a process for assigning student advisors, and establishing a process for degree certification will also be handled by same faculty member.

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

Fall Headcount Enrollment					Graduates				
AY25-26	AY26-27	AY27-28	AY28-29	AY29-30	AY25-26	AY26-27	AY27-28	AY28-29	AY29-30
5	7	9	10	12	0	3	6	8	10

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

These projections are based on a questionnaire of enrolled students within MSU and a survey of local and out-of-state recruiters who visit MSU. There is considerable interest in this program and the recent growth of manufacturing within the State of Montana means the program will be extremely timely in its appearance.

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

The initial capacity for the program would only be hindered by capacity in the four required courses. The capacity of these courses would initially start at 40 students. Additionally, there are many electives from which the students can choose. Thus, a single course at capacity would not hinder a student’s ability to progress through the program; however, many graduate courses are not currently at capacity and would possibly expand to accommodate new students as current enrollments average less than 10 students (excluding a few program required courses).

- 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]*

Montana Board of Regents
CURRICULUM PROPOSAL FORM

The program is meant to provide a graduate option for students with specific interests in Manufacturing. The program does not require additional resources beyond additional course coverage by M&IE faculty, therefore, we do not require especially high enrollment to view it as successful.

The four new EMAN courses will be offered in 2-Fall and 2-Spring format. Success in the program can be measured by enrollment in those courses. If the enrollment in those courses does not reach a level such that the course is sustainable, then the continuation of the program should be evaluated.

- 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 following actions will be taken to assess program performance:

An MIE Masters Program Assessment Committee, consisting of at least one faculty member from the ME, MET and IMSE program, will be formed. An Outcomes Assessment Plan will be developed and will include:

- Competencies for each Outcome
- Sources of Assessment within the program
- Assessment methods
- Schedule for collection of assessment data
- Assessment coordinator for that data
- Responsibility for evaluation of results

Performance indicators and measures of success will also be developed to support evaluation of the assessment data.

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

Student performance and products within the four required courses will be utilized to assess the Program Outcomes. These results will be presented to and reviewed by the Program Assessment Committee on an annual basis.

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

Findings from the annual review will be discussed by the entire committee. If student performance is found to be inadequate for one or more of the learning outcomes, the committee will work with faculty to devise a plan for improvement.

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

This program does not require 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 M&IE teaching laboratories have recently seen a dramatic investment and improvement (by Mr. Norm Asbjornson). While these labs have greatly altered the experience for our undergraduate students, this program will be the first opportunity for these facilities to support graduate offerings. And while the labs are highly scheduled, there is ample opportunity to find places for additional Manufacturing Masters courses to also use the laboratories.

- 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]*

This program will not require an initial investment to start this program. EFAC and CFAC funds will be requested to acquire important equipment, computer and software required to teach the new courses. Additional request for faculty and equipment support will be submitted when the total student number reaches 24.

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]*

This program requires the teaching of 4 additional courses each year. Currently, there are new faculty members (at least one, potentially two) in the IMSE program with an interest in developing and teaching these courses. However, that will pull them away teaching IMSE courses already being offered, burdening an already taxed faculty. Additionally, a similar burden will be placed on the ME and MET faculty to cover these courses.

The support and administrative system is also stretched to new capacities. The ME undergraduate program has receded from its largest numbers over 1000 students, and now sits around 850. However, the graduate student population has been expanding during that same period. The addition of 12 graduate students in this program would not be a large percentage increase, but if it grows beyond that number, additional resources may be required.

- 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]*

The program does not require any new personnel to start. However, additional NTT support will be requested as the program becomes successful.

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? *[100 words]*

The existing library and information resources are adequate for the proposed program.

- 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]*

Existing student services have the capacity to accommodate the program, and we do not anticipate any impact 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]*

- 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	\$37,944	\$53,121	\$68,298
Expenses	\$29,391	\$30,356	\$41,960
Net Income/Deficit (revenues-expenses)	\$8,553	\$22,066	\$26,171

See the included Fiscal Analysis Form for details on the determination of these numbers.

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

The proposed program will have expenses in the labs (if any are developed) within the newly developed courses. These expenses will be met through the implementation of a Lab Fee with the associated course.

- 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]*

There will be no reallocation.

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 base funding will be requested at the beginning of the program.

- 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.

The program will impose a course fee of \$100.

14. Complete the fiscal analysis form.

Signature/Date

College or School Dean:

DocuSigned by:
Brett Gunnink

6/26/2024 | 9:55 AM MDT

Chief Academic Officer:

DocuSigned by:
Robert Mokwa

6/26/2024 | 9:55 AM MDT

Chief Executive Officer:

DocuSigned by:
Waded Cruzado

6/26/2024 | 9:55 AM MDT

Flagship Provost*:

DocuSigned by:
Robert Mokwa

6/26/2024 | 9:55 AM MDT

Flagship President*:

DocuSigned by:
Waded Cruzado

6/26/2024 | 9:55 AM MDT

*Not applicable to the Community Colleges.

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Montana Board of Regents
CURRICULUM PROPOSAL FORM

Appendix A – Proposed New Curriculum

Admission

Applicants must present evidence of graduation with a bachelor's degree in engineering or engineering technology with ability to maintain a "B" average. Graduates in other fields may be accepted, but generally these students have to make up background material in certain subject areas. All students must complete a Program of Study of at least 30 credits. Refer to this page for detailed admission and application requirements for degrees in the Department of Mechanical Engineering: <http://www.montana.edu/mie/grad/>.

Master of Engineering in Manufacturing Engineering (M.Eng. Mfg) - Non-Thesis

M. Eng. students are likely to either be practicing engineers or continuing students who wish to upgrade their skills in manufacturing applications. All students must complete a set of required Manufacturing Core courses. The remaining 18 can be selected from the list of approved electives. Students may choose a plan consisting of coursework only or integrate a project or internship into a program tailored to meet their needs.

Manufacturing Core Courses

The following courses are required of each MEng-Mfg student:

EMAN 501	Theory of Manufacturing Engineering	3
EMAN 515	Product and Process Design for Manufacturing	3
EMAN 540	Manufacturing Systems Design and Simulation	3
EMAN 560	Advanced Manufacturing Applications	3
	Total Core Credits:	12

Selected Approved Elective Courses

	Total Elective Credits:	18
Total Credits		30

General Requirements

Students must complete a Program of Study of at least 30 credits. The Program of Study is to be filled out during a student's first semester of graduate school in consultation with their advisor.

- 30 credits total
- At least 21 of the total credits required for degree must be at 5xx level
- 3xx level courses are not allowed
- 4xx level courses may be used (maximum allowed is 9 credits)
- Courses with grades below C cannot be used to satisfy graduation requirements

Montana Board of Regents
CURRICULUM PROPOSAL FORM

- Three credits (min.) registration required during term of graduation (1 credit with in-absentia graduation request on file)
- A maximum of three credits of individual problems courses (592/575/598) are allowed

Course Requirements

Link to M.Eng. home page for [More Information](#).

Approved Elective Courses:

Manufacturing Engineering: (only one of these options allowed)
EMAN 575: Research or Project / Paper
EMAN 592: Independent Study
EMAN 598: Internship

Mechanical Engineering Technology:
ETME 410: CNC & CAM Tech.
ETME 415: Design for Manufacturing and Tooling
ETME 462: Industrial Processing Automation and Controls

Industrial Engineering:
EIND 425: Technology Entrepreneurship
EIND 434: Project Management for Engineers
EIND 442: Facility and Material Handling Systems Design
EIND 458: Production and Engineering Management
EIND 477: Quality Management Systems
EIND 500: Engineering Organizational Change and Innovation
EIND 509: Systems Simulation
EIND 511: Advanced Human Factors
EIND 513: Human Factors in Complex Systems
EIND 525: Multi-Attribute Analysis
EIND 554: DOE for Engineers
EIND 557: Regression and Multivariable Analysis
EIND 558: Management Forecast & Decision Analysis
EIND 574: Management Engineering Systems

Mechanical Engineering:
EMEC 444: Mechanical Behavior of Materials
EMEC 462: System Dynamics and Control
EMEC 467: Microelectromechanical Systems

Electrical Engineering:
EELE 407: Introduction to Microfabrication

Montana Board of Regents
CURRICULUM PROPOSAL FORM**EELE 408: Photovoltaic Systems**

EELE 409: Material Science

EELE 422: Introduction to Modern Control

EELE 505: MEMS Sensors and Actuators**Materials Engineering:**

EMAT 550: Failure of Materials

EMAT 552: Advanced Ceramics

EMAT 553: Advanced Composite Materials

EMAT 560: Polymeric Materials

EMAT 462: Manufacturing of Composites

EMAT 463: Composite Materials

EMAT 464: Biomedical Materials Engineering

General Engineering:

EGEN 505: Advanced Engineering Analysis

Engineering Mechanics:

EM 560: Finite Element Analysis in Engineering

Chemical Engineering:

ECHM 451: Chemical Engineering Process Dynamics and Control

ECHM 510: Reaction Engineering/Modeling

Computer Science:

CSCI 441: Computer Vision: Robot Vision

CSCI 446: Artificial Intelligence

CSCI 447: Machine Learning: Soft Computing

CSCI 455: Embedded Systems: Robotics

CSCI 546: Advanced Artificial Intelligence

CSCI 547: Machine Learning

CAMPUS:	Bozeman
AWARD LEVEL:	Grad
PROGRAM NAME:	M.Eng. Manufacturing Engineering
PROGRAM CODE:	

ENROLLMENT PROJECTIONS		FY2025	FY2026	FY2027	FY2028
Headcount					
annual unduplicated headcount of students with declared major or minor within the program		5	7	9	10
Credit Hours					
annual avg. credits hours earned per student in program related curriculum		30	30	30	30
Student FTE					
Undergrad: (Headcount x CH)/30 Graduate: (Headcount x CH)/24		6.25	8.75	11.25	12.5
Completions					
Annual number of program completers			3	6	8

REVENUE		FY2025	FY2026	FY2027	FY2028
Tuition Revenue (net of waivers)		\$37,444	\$52,421	\$67,398	\$74,887
Institutional Support					
Other Outside Funds (grants, gifts, etc.)					
Course Fees		\$500	\$700	\$900	\$1,000
Total Revenue		\$37,944	\$53,121	\$68,298	\$75,887
Total Revenue per Student FTE		\$6,071	\$6,071	\$6,071	\$6,071

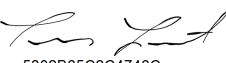
EXPENDITURES		FY2025	FY2026	FY2027	FY2028
Tenure Track Faculty	FTE	0.2	0.2	0.2	0.2
	Salary + Benefits	\$25,228	\$25,228	\$25,228	\$25,228
Non-tenure Track Faculty <small>*Includes Adjunct Instructors</small>	FTE	0.0	0.0	0.1	0.1
	Salary + Benefits	\$0	\$0	\$9,407	\$9,407
Graduate Teaching Assistants	FTE	0.0	0.0	0.0	0.0
	Salary + Benefits	\$0	\$0	\$0	\$0
Staff	FTE	0.1	0.1	0.1	0.1
	Salary + Benefits	\$3,663	\$5,128	\$6,593	\$7,325
Total Faculty & Staff	FTE	0.3	0.3	0.4	0.4
	Salary + Benefits	\$28,891	\$30,356	\$41,227	\$41,960

Operations (supplies, travel, rent, etc)		\$1,000	\$1,000	\$1,000	\$1,000
Start Up costs - Recruiting		\$2,000	\$2,000	\$1,000	\$500
Course Costs		\$500	\$700	\$900	\$1,000
Total Expenses		\$29,391	\$31,056	\$42,127	\$42,960

Student FTE to Faculty (TT + NTT) Ratio		31.3	43.8	37.5	41.7
Net Income/Deficit (Revenue - Expenses)		\$8,553	\$22,066	\$26,171	\$32,927

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 recom

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DocuSigned by:

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Campus Chief Financial Officer Signature

Chief Financial Officer Comments

NOTE: Completion of the fiscal form does not guarantee funding for described expenses. The request for additional funding should

be included in standard campus processes for investments in new programs if internal funding, within unit, cannot
12 month program. Anticipate 2 courses with a \$50 course fee. 2 additional required classes, anticipate 1 additional elective need at full capacity. New TT hires
additional courses, then anticipate NTT teaching the additional
The rest of the courses offered as part of this program are electives that can support the addition

FY2029

12

30

15

10

\$89,865
\$1,200
\$91,065
\$6,071

0.2
\$25,228
0.1
\$9,407
0.0
\$0
0.2
\$8,790
0.5
\$43,425

\$1,000
\$1,200
\$44,625

50.0
\$46,440

recommendations to the Chief Academic Officer as necessary.

—

—

not be reallocated.
can take on the 2
additional elective.
ional 15 students.

BRT

Montana University System
REQUEST TO PLAN FORM

ITEM 194-2014-R0521**Meeting Date: May 2021****Item Name: Request authorization to establish a Master of Engineering- Manufacturing Engineering Option**

Program/Center/Institute Title: **Masters of Engineering - Manufacturing Engineering Option** Planned 6-digit CIP code: **14.3601**

Campus, School/Department: **MSU-Bozeman: Mechanical and Industrial Engineering Department** Expected Final Submission Date: **1/2022**

Contact Name/Info: **David Miller, davidmiller@montana.edu**

This form is meant to increase communication, collaboration, and problem-solving opportunities throughout the MUS in the program/center/institute development process. The completed form should not be more than 2-3 pages. For more information regarding the program/center/institute approval process, please visit <http://mus.edu/che/arsa/academicproposals.asp>.

1) Provide a description of the program/center/institute.

A Master of Engineering option in Manufacturing Engineering is under consideration to prepare students from multiple disciplines to enter the workforce in an advanced manufacturing position. Additionally, it can provide training to professionals with a desire to build their skills in advanced manufacturing to advance in their professional careers. The program will focus on building advanced skills in the science of manufacturing processes across a wide spectrum of topics. Most notably, topics include automation, quality, efficiency, and management systems, thus enabling integration of complicated manufacturing systems. The recommendation is that the MUS pursue the addition of the Masters of Engineering in Manufacturing Engineering option into the M&IE Department at MSU.

2) Describe the need for the program/center/institute. Specifically, how the program/center/institute meets current student, state, and workforce demands. (Please cite sources).

Impact, Need, and Potential Employers

Companies from across Montana, and the surrounding region, who recruit from MSU have been informally queried as to the need and potential impact of such a program. While certainly not exhaustive, the resulting answers indicate that MSU graduates with additional knowledge in manufacturing specific technologies would be strong candidates as for future employment. It was recognized by those employers with heavy manufacturing volume that MSU graduates are deficient in direct experience and knowledge related to the manufacturing environment. However, employers have still found those students to be successful and trainable for their needs. Employers recognize that additional training prior to employment, such as that in a Masters of Engineering in Manufacturing Engineering, would produce a more productive employee at the time of hire. More importantly, they would be willing to offer a higher starting salary to those students entering employment with the additional degree and training. Companies also recognize the potential in supporting current employees to return to MSU for additional education in the form of a Masters of Engineering.

Montana University System
REQUEST TO PLAN FORM

The Montana Manufacturing Extension Center (MMEC) is an MSU organization within the Norm Asbjornson College of Engineering whose mission is to grow Montana's economy by helping manufacturers succeed. The MMEC is a statewide manufacturing outreach and assistance center staffed by full-time professionals with extensive experience in manufacturing and business in a variety of industries. A strong relationship between the Manufacturing Masters and MMEC can ensure the program meets state workforce demands in the manufacturing sector.

A specific example of potential employees is Los Alamos National Laboratory (LANL). LANL has targeted MSU for recruitment and has hired 48 MT graduates in the past 5 years (2016-2020). Additionally, LANL and MSU have begun formal conversations to solidify a long-term research collaboration and partnership, enabled by a significant support from Montana's congressional delegation. It is envisioned that the relationship will be tied to both LANL milestones and deliverables for national science and technology programs, and pipeline development for future workforce needs. LANL anticipates the need for manufacturing engineers to be in the hundreds over the next ten years.

3) Describe any significant new resources (financial, staff, facility, new curricula) needed to launch and sustain the program/center/institute.

The new resource for this curricular option is the development of additional courses and assignment of faculty to teach said courses. The program is heavily leveraged by existing courses within ME, MET, and IMSE; therefore, those courses are already supported by the institution. However, these existing courses are often at capacity, and the addition of a new program may require additional sections to be supported by the college. Additional facilities would be required to house manufacturing hardware and systems that would add-to and complement the current undergraduate laboratories. The LANL partnership has identified multiple manufacturing systems to be implemented at MSU and housing them in the Undergraduate laboratories would not be appropriate. Additional courses could be taught by adjunct appointments from LANL staff, and staff members of the Montana Manufacturing Extension Center (MMEC). MMEC has shown support for this program and can be formally provided later. The Mechanical Engineering program and the Mechanical Engineering Technology program have both recently lost faculty members for which a direct replacement hire has not been accomplished. These openings could provide an opportunity to hire faculty with expertise to support this program.

4) Describe any efforts or opportunities you have identified for collaboration either within the institution or between MUS institutions (i.e. articulation, course-sharing, research collaboration).

There are no identified collaborations within the institution. Opportunities exist for collaborations with Montana Tech – Mechanical Engineering for course-sharing and research collaboration, and MSU-Northern precision agriculture.

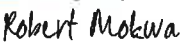

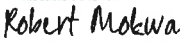

5) Describe how the program/center/institute fits with the institutional mission, strategic plan, existing institutional program array, and academic priorities as described in the most recent Academic Priorities and Planning Statement.

Montana University System REQUEST TO PLAN FORM

The Manufacturing Engineering option strongly aligns with the University priorities identified in the Choosing Promise Strategic Plan. These priorities include Goal 1.2: Expand high-quality graduate education, Goal 2.1: Enhance the significance and impact of scholarship, and Goal 3.2: Grow mutually beneficial partnerships across Montana. Implementation of this program has the ability to improve local, state, and national prominence for both scholarship and educational outcomes.

Manufacturing engineering is a multidisciplinary program that is proposed to confer the degree of Master of Engineering and is designed to produce graduates capable of responding to the needs of both small and large manufacturing operations. These graduates should be able to design and operate manufacturing systems made up of people, materials, machinery and information systems.

Course work in the program will train students in traditional manufacturing engineering topics, such as materials and manufacturing processes, product and assembly engineering, manufacturing systems and operations, and manufacturing competitiveness. Additional courses will include modern technologies such as 3D printing and system-level concepts of integrated product and process design, applications of modern information technology to design and manufacturing, hands-on laboratories using advanced manufacturing equipment and commercial software, and innovation and entrepreneurship.

<u>Signature/Date</u>	
Chief Academic Officer:	DocuSigned by:  9EDD74A82C3A419...
Chief Research Officer*:	
Chief Executive Officer:	DocuSigned by:  7D6A4CE96C3F415...
Flagship Provost**:	DocuSigned by:  9EDD74A82C3A419...
Flagship President**:	DocuSigned by:  7D6A4CE96C3F415...
*Center/Institute Proposal only **Not applicable to the Community Colleges.	

LEVEL I MEMORANDUM

DATE: August 20, 2024

TO: Chief Academic Officers, Montana University System

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

RE: August 2024 Level I Academic Items

Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System in August 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 Wednesday, August 28, 2024. Issues not resolved at that meeting should be submitted in writing to OCHE by noon on Friday, August 30, 2024. You will be notified of approved proposals by Tuesday, September 3, 2024. The Board of Regents will be notified of the approved proposals at the September 2024 meeting of the Board.

1. Campus Approvals

Montana State University Billings:

- Notification of intent to place the Master of Science, Special Education Advanced Studies: ABA Emphasis and the Applied Behavior Analysis Certificate into moratorium
[Item #2701-LI0824](#)

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

SUBMISSION August 2024

ITEM 2701 L1 0824

Notification of intent to place the Master of Science, Special Education Advanced Studies: ABA Emphasis and the Applied Behavior Analysis Certificate into moratorium

Institution: Montana State University Billings

CIP Code: 131001

Program/Center/Institute Title: _____

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

Options: Certificate, MS ABA Emphasis

Proposal Summary [360 words maximum]

What: Montana State University Billings is notifying the Board of Regents of its intent to place the Master of Science, Special Education Advanced Studies ABA Emphasis and the Applied Behavior Analysis Certificate on moratorium.

Why: The Department of Educational Theory and Practice proposes putting these programs on moratorium due to declining enrollment, lack of retention of new students, and difficulty in meeting accreditation requirements. Over the past few years, enrollment in the program has steadily declined. There are currently eight students active in the program; three will finish by the end of Summer 2024; and the final students will graduate in Spring 2026. Additionally, the program's recent national accreditation review resulted in several recommendations that the department will be unable to address with current resources. Several courses in the ABA program will continue to be offered to students.

Resources: NA

ATTACHMENTS

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>.

_____ **A. Level I:**

Campus Approvals

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

 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*

 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: **Applied Behavior Analysis Certificate**

Master of Science Special Education Advanced Studies: ABA Emphasis

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 2026

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: X N:

b.) Please describe any layoffs that will occur including the date expected? **None 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 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