

LEVEL I MEMORANDUM

DATE: August 26, 2011

TO: Chief Academic Officers, Montana University System

FROM: Sylvia Moore, Deputy Commissioner for Academic, Research, & Student Affairs
John Cech, Deputy Commissioner for Two-Year & Community College Education

RE: Level I Approvals and Announcements

This memorandum is intended to inform you of the Level I changes in academic programs that have been approved in the Office of the Commissioner of Higher Education since the May 2011 meeting of the Board of Regents. It also includes announcements that may be of interest to the Board. Any comments regarding items below must be received by the Office of the Commissioner of Higher Education no later than **August 31, 2011**. If you have any questions, we would be happy to answer them with the help of our colleagues in academic affairs. Comments and questions should be directed to Summer Marston, Assistant to the Deputy Commissioners.

OCHE Approvals

Montana State University-Bozeman:

- Establish an International Engineering Certificate [ITEM #152-2011+R0911](#)
- Establish a Dual Degree Program between Civil Engineering Departments at MSU-Bozeman and the Gazi University in the Republic of Turkey [ITEM #152-2012+R0911](#) | [Request Form](#)
- Establish an Option in Conservation Biology and Ecology under the B.S. in Biological Science [ITEM #152-2014+R0911](#) | [Request Form](#) | [Curriculum Proposals](#)
- Rename the option in Fish and Wildlife Management within the BS in Biological Sciences to Fish and Wildlife Ecology and Management [ITEM #152-2016+R0911](#) | [Request Form](#)
- Establish a Dual Degree program between MSU Microbiology, Immunology and Infectious Diseases and Plant Sciences and Plant Pathology departments and the department of Biotechnology at Ankara University [ITEM #152-2017+R0911](#) | [Request Form](#)

Montana State University –Northern:

- Add program revisions and distance or online delivery to the Master of Science in Education in Learning Development Program [ITEM #152-2801+R0911](#) | [Request Form](#)
- Revise the Counselor Education Program [ITEM #152-2802+R0911](#) | [Request Form](#)

Terminations, Moratoriums, and Consolidations

Montana State University -Great Falls COT:

- Termination of the Office Support Certificate of Applied Science program - Step 2 [ITEM #152-2901+R0911](#) | [Request Form](#) | [Termination Checklist](#) | [Catalog Copy](#)
- Termination of the Office Administration Associate of Applied Science program – Step 2 [ITEM #152-2902+R0911](#) | [Request Form](#) | [Termination Checklist](#) | [Catalog Copy](#)
- Termination of the Creative Arts Enterprise Certificate of Applied Science program [ITEM #152-2903+R0911](#) | [Request Form](#) | [Termination Checklist](#) | [Catalog Copy](#)

Montana State University –Northern:

- Remove the A.A.S. degree in Engineering Technology from moratorium [ITEM #152-2804+R0911](#)
-

ITEM 152-2011+R0911

International Engineering Certificate; Montana

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to establish an International Engineering Certificate

EXPLANATION

The proposal for the International Engineering Certificate has been thoroughly reviewed utilizing MSU's standard process for new academic programs and the Provost has approved its implementation. The purpose of the certificate is to encourage engineering undergraduate students to seek out opportunities that will better prepare them for the global workplace, as well as making them better global citizens. Students must earn a Baccalaureate degree from a program within the College of Engineering and complete a minimum of 15 credits of relevant coursework. An international experience of two weeks or longer is also required for completion of the program.

ATTACHMENTS

No attachments

ITEM 152-2012+R0911

Dual Degree Program in Civil Engineering with Gazi University, Republic of Turkey

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to establish a Dual Degree Program between Civil Engineering Departments at MSU-Bozeman and the Gazi University in the Republic of Turkey

EXPLANATION

The College of Engineering at Montana State University-Bozeman (MSU) is seeking Board of Regents (BOR) approval for a transfer articulation agreement/dual degree program between the Civil Engineering departments at MSU and the Gazi University (GU) in the Republic of Turkey. The agreement would allow Turkish students to transfer freshman and junior year courses into the existing MSU Bachelor of Science in Civil Engineering (BSCE) degree program. In so doing, these students will complete the requirements for both the MSU BSCE degree and the GU BSCE degree and will be awarded diplomas from both institutions.

The program is similar to the transfer articulation agreements/dual degree programs that currently exist between MSU and the Istanbul Technical Institute in Bioengineering and between MSU and Selcuk University in Mechanical Engineering.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: 152-2012+R0911

Meeting Date: September 21-22, 2011

Institution: MSU-Bozeman

CIP Code: 14.0801

Program Title: Dual Degree Program in Civil Engineering with Gazi University, Republic of Turkey

Level I proposals are those that may be approved by the Commissioner of Higher Education or the Commissioner's designee. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board. The institution must file the request with the Office of the Commissioner of Higher Education by means of a memo to the Deputy Commissioner for Academic and Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BOR scheduled meeting.

X A. Level I (place an X for all that apply):

Level I proposals include campus initiatives typically characterized by (a) minimal costs; (b) clear adherence to approved campus mission; and (c) the absence of significant programmatic impact on other institutions within the Montana University System and Community Colleges. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site.

1. Re-titling existing majors, minors, options and certificates
2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)
3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)
4. Departmental mergers and name changes
5. Program revisions (Submit with completed Curriculum Proposals Form)
- X 6. Distance or online delivery of previously authorized degree or certificate programs
7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)
9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist and updated catalog copy)

Montana Board of Regents

LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

 1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

 2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools *with the exception of the Colleges of Technology where changes require Board action* (*Submit with completed Curriculum Proposals Form*)

 3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

C. Temporary Certificate or A.A.S. degree programs

Certificate or Associate of Applied Science Degree Programs may be submitted as Level I proposals, with memo and backup documentation, when they are offered in cooperation with and /or at the request of private or public sector partners and the decision point to offer the program is not consistent with the regular Board of Regents program approval process. Level I approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the normal program approval process as Level II Proposals.

All other Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

D. Campus Certificates

Although certificate programs of 29 credits or fewer may be implemented by the individual campuses without approval by the board of regents, those certificates do need to be reported to the office of the commissioner of higher education and listed on the Montana University System's official degree and program inventory. These Level I proposals will be listed as information items at the next regular meeting of the board.

Specify Request:

The College of Engineering at Montana State University-Bozeman (MSU) is seeking Board of Regents (BOR) approval for a transfer articulation agreement/dual degree program between the Civil Engineering departments at MSU and the Gazi University (GU) in the Republic of Turkey. The agreement would allow Turkish students to transfer freshman and junior year courses into the existing MSU Bachelor of Science in Civil Engineering (BSCE) degree program. In so doing, these students will complete the requirements for both the MSU BSCE degree and the GU BSCE degree and will be awarded diplomas from both institutions.

Montana Board of Regents
LEVEL I REQUEST FORM

The program is similar to the transfer articulation agreements/dual degree programs that currently exist between MSU and the Istanbul Technical Institute in Bioengineering and between MSU and Selcuk University in Mechanical Engineering.

ITEM 152-2014+R0911

Option in Conservation Biology and Ecology

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to establish an Option in Conservation Biology and Ecology under the B.S. in Biological Science

EXPLANATION

The Department of Ecology at Montana State University, Bozeman proposes to create an option in Conservation Biology & Ecology to complement the existing options under the B.S. in Biological Science. This option would complement the existing options offered by the department in Biology Teaching, Organismal Biology, and Fish & Wildlife Management. Following the introduction of this new option, we will then discontinue the option in Ecology and Evolution, which has been little used. Conservation biology is steadily growing in scientific and societal importance, both within Montana and globally, but MSU currently offers no degrees in this area. This degree option will provide students with cutting-edge education in a growing discipline that is highly relevant to MSU's land grant mission. The proposed option has strong support from the faculty of the Ecology department and unanimous support from the heads of all departments teaching upper-division courses in the proposed curriculum. The current proposal requests no new faculty lines.

ATTACHMENTS

Level II Request Form
Curriculum Proposal

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 152-2014+R0911 Meeting Date: September 21-22, 2011

Institution: MSU-Bozeman CIP Code: 26.1307

Program Title: Option in Conservation Biology and Ecology

Level I proposals are those that may be approved by the Commissioner of Higher Education or the Commissioner's designee. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board. The institution must file the request with the Office of the Commissioner of Higher Education by means of a memo to the Deputy Commissioner for Academic and Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BOR scheduled meeting.

A. Level I (place an X for all that apply):

Level I proposals include campus initiatives typically characterized by (a) minimal costs; (b) clear adherence to approved campus mission; and (c) the absence of significant programmatic impact on other institutions within the Montana University System and Community Colleges. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site.

- 1. Re-titling existing majors, minors, options and certificates**
- 2. Adding new minors or certificates where there is a major** (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major** (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes**
- 5. Program revisions** (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium** (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates** (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist and updated catalog copy)

Montana Board of Regents

LEVEL I REQUEST FORM

X B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

X 1. Options within an existing major or degree (Submit with completed Curriculum Proposals Form);

 2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools *with the exception of the Colleges of Technology where changes require Board action* (Submit with completed Curriculum Proposals Form)

 3. Consolidating existing programs and/or degrees (Submit with completed Curriculum Proposals Form)

C. Temporary Certificate or A.A.S. degree programs

Certificate or Associate of Applied Science Degree Programs may be submitted as Level I proposals, with memo and backup documentation, when they are offered in cooperation with and /or at the request of private or public sector partners and the decision point to offer the program is not consistent with the regular Board of Regents program approval process. Level I approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the normal program approval process as Level II Proposals.

All other Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

D. Campus Certificates

Although certificate programs of 29 credits or fewer may be implemented by the individual campuses without approval by the board of regents, those certificates do need to be reported to the office of the commissioner of higher education and listed on the Montana University System's official degree and program inventory. These Level I proposals will be listed as information items at the next regular meeting of the board.

Specify Request:

The Department of Ecology at Montana State University, Bozeman proposes to create an option in Conservation Biology & Ecology to complement the existing options under the B.S. in Biological Science. This option would complement the existing options offered by the department in Biology Teaching, Organismal Biology, and Fish & Wildlife Management. Following the introduction of this new option, we will then discontinue the option in Ecology and Evolution, which has been little used. Conservation biology is steadily growing in scientific and societal importance, both within Montana and globally, but MSU currently offers no degrees in this area. This degree option will provide students with cutting-edge education in a growing

Montana Board of Regents

LEVEL I REQUEST FORM

discipline that is highly relevant to MSU's land grant mission. The proposed option has strong support from the faculty of the Ecology department and unanimous support from the heads of all departments teaching upper-division courses in the proposed curriculum. The current proposal requests no new faculty lines.

Montana Board of Regents

CURRICULUM PROPOSALS

1. Overview

The Department of Ecology at Montana State University, Bozeman proposes to create an option in Conservation Biology & Ecology to complement the existing options under the B.S. in Biological Science. This option would complement the existing options offered by the department in Biology Teaching, Organismal Biology, and Fish & Wildlife Management. Following the introduction of this new option, we will then discontinue the option in Ecology and Evolution, which has been little used. Conservation biology is steadily growing in scientific and societal importance, both within Montana and globally, but MSU currently offers no degrees in this area. This degree option will provide students with cutting-edge education in a growing discipline that is highly relevant to MSU's land grant mission. The proposed option has strong support from the faculty of the Ecology department and unanimous support from the heads of all departments teaching upper-division courses in the proposed curriculum. The current proposal requests no new faculty lines.

A glance at the headlines on any day will confirm that issues of conservation are increasingly important to society. To fundamentally understand the issues, students require a solid curriculum in fundamental ecology and conservation biology. Modern conservation biology incorporates approaches that focus on endangered species (e.g., understanding wolf-elk dynamics in Montana) but also emphasizes the structure and function of ecological communities (e.g., understanding relationships between biodiversity and ecological stability) and complete ecosystems (e.g., understanding the processes that control fluxes of energy or carbon through a biome).

Understanding the ecological aspects of a conservation problem is only part of the equation. Conservation problems are almost invariably embedded in a bewildering array of social and economic trade-offs that will be addressed in ways that are affected by politics, law and history. To implement solutions, students will benefit from exposure to thinking about natural resources and conservation in the fields of history, philosophy, political science, economics and law.

Finally, modern ecology is a highly quantitative science that depends on complex statistical methods to make valid scientific inferences. In comparison to disciplines such as chemistry, physics and molecular biology, research in ecology often faces real-world constraints that produce 'ugly data'. A cutting-edge program in conservation biology must face the reality that students require more than the typical statistical education for undergraduate science majors.

2. Provide a one paragraph description of the proposed program. Be specific about what degree, major, minor or option is sought.

The proposed Conservation Biology & Ecology program will be a new option under the existing BS in Biological Sciences. This option will replace Ecology & Evolution, and will complement the remaining degree options within the Ecology Department (Organismal Biology, Fish & Wildlife Management). This program of study will (1) train students broadly and comprehensively in ecology and conservation biology, (2) provide extensive coursework in the scientific method and statistical analysis, and (3) be highly interdisciplinary, reflecting the broad scope of conservation biology. The Conservation Biology & Ecology option allows undergraduates to pursue a degree that cuts across scientific disciplines and grounds them in the political, social, economic and legal context of conservation as a science.

Montana Board of Regents
CURRICULUM PROPOSALS

3. Need

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

Conservation Biology is rapidly growing in scientific and societal importance in Montana, the nation and the world. MSU currently offers no degrees at any level in conservation biology. Conservation biology is scientifically grounded primarily in the field of ecology, and creating an undergraduate degree option in Conservation Biology and Ecology will position MSU graduates to participate in the process of developing science-based policies for conservation in Montana and elsewhere.

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

This degree option will prepare students for entry-level positions in conservation biology and ecology, and for admission to graduate programs of study. Because the requirements for the new option are more rigorous than any of the existing options for the B.S. in Biological Sciences (particularly in quantitative methods), and because the curriculum is more interdisciplinary than any of the existing undergraduate science degrees at MSU, students graduating under this options will have a broad range of opportunities.

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

Because the degree has highly rigorous requirements for classes in statistics and quantitative methods, we anticipate that it will always have smaller enrollment than the option in Fish and Wildlife Management. However, the undergraduate class in Conservation Biology at MSU has filled to its enrollment cap in every recent year, indicating strong interest in the discipline among MSU undergraduates. We also anticipate that the degree will be a tool to recruit talented students. Thus, we anticipate that demand will slowly rise to approximately 50-100 students.

4. Institutional and System Fit

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

The curriculum has been designed to complement the existing option in Fish and Wildlife Management, so that students intending to pursue many traditional careers with wildlife agencies will continue to enroll in that option. The proposed option will focus on conservation issues other than traditional fish and wildlife, and broader issues in community ecology and ecosystem function.

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

Simultaneous with creating this option in Conservation Biology and Ecology, we propose to discontinue the existing option in Evolution and Ecology. The design of that option was confusing and it was little used. Moreover, when the Ecology and Evolution option was created, it was anticipated that evolutionary biology would have stronger representation at MSU than has proven to be the case.

Montana Board of Regents

CURRICULUM PROPOSALS

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

As just described, we propose that the option in Conservation Biology and Ecology would replace the existing option in Ecology and Evolution, so differentiation from this program is not an issue.

By design, the curricula for the Conservation Biology option and the Fish and Wildlife Management option have clear and meaningful differences. Only three upper division biology classes (genetics, ecology, and evolution) are required for both options. These three classes are required for every option we currently offer.

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

MSU is currently engaged in a campus-wide initiative to develop programs in sustainability. A highly interdisciplinary undergraduate degree in conservation biology is a valuable contribution to this initiative.

E. Describe the relationship between the proposed program and any similar programs within the Montana University System. In cases of substantial duplication, explain the need for the proposed program at an additional institution. Describe any efforts that were made to collaborate with these similar programs; and if no efforts were made, explain why. If articulation or transfer agreements have been developed for the substantially duplicated programs, please include the agreement(s) as part of the documentation.

The proposed option does not duplicate any existing program within the MUS. The closest parallels are the Fish and Wildlife Management option of the B.S. in Biological Science at MSU (just considered in part 4C, above) and an undergraduate degree similar to the Fish and Wildlife Option offered as Wildlife Biology from the College of Forestry and Conservation at UM.

5. Program Details

A. Provide a detailed description of the proposed curriculum. Where possible, present the information in the form intended to appear in the catalog or other publications. NOTE: In the case of two-year degree programs and certificates of applied science, the curriculum should include enough detail to determine if the characteristics set out in Regents' Policy 301.12 have been met.

The Conservation Biology & Ecology option in the BS in Biological Sciences is designed to (1) train students broadly and comprehensively in ecology and conservation biology, (2) provide extensive coursework in the scientific method and statistical analysis, and (3) be highly interdisciplinary, reflecting the broad scope of conservation biology. The Conservation Biology & Ecology option allows undergraduates to pursue a degree that cuts across scientific disciplines and grounds them in the political, social, economic and legal context of conservation as a science.

Montana Board of Regents

CURRICULUM PROPOSALS

FRESHMAN YEAR

Fall	Hrs	Spring	Hrs
BIOL 103CS Environmental Science & Society	3	BIOB 160 Principles of Living Systems	4
BIOB 170IN Principles of Biological Diversity	4	M 161Q Calculus	4
CHMY 141 Chemistry I	4	PHSX 205 College Physics	4
US 101US University Seminar	3	WRIT 101W College Writing I	3
<i>or COM 110US Intro. Public Communication</i>	14		15
<i>(Consider taking one elective class, particularly if AP credits in Chemistry or Biology)</i>		<i>(Consider taking one elective class, particularly if AP credits in Physics, English, Biology or Calculus)</i>	
<i>(Take M 121 Algebra if you require it for M 161: see Math department guidelines)</i>			

SOPHOMORE YEAR

Fall	Hrs	Spring	Hrs
STAT 216Q Introduction to Stats	3	ECON 101IS Economic Way of Thinking	3
CHMY 143 Chemistry 2	4	CHMY 211 Elements Organic Chem	4
WRIT 201W College Writing II	3	STAT 217 Intermediate Statistics	3
LRES 110 Land Res. & Env. Sci.	3	BIOB 375 General Genetics	3
PHL 236 Logic	3	GPHY 111CS Intro. Phys. Geography	4
	16		17

JUNIOR YEAR

Fall	Hrs	Spring	Hrs
BCHM 380 Biochemistry	4	BIOE 370 General Ecology	3
<i>or LRES 201IN Soil Resource (a prerequisite for many upper division LRES electives)</i>		BIOE ###IN Ecol. Effect Climate Change	2
		BIOB 420 Evolution	3
STAT 401 Statistics for Researchers	3	BIOO 433 Plant Physiology	(tallied in fall)
BBIOB 480 Conservation Genetics	3	<i>or BIOO 412 Anim. Phys. in fall</i>	3
BIOO 412 Animal Physiology	3	Social Sciences Block (see below)	3
<i>or BIOO 433 Plant Physiology in spring</i>	13		11

(Additional 2-3 elective classes this year: see suggested electives below)

SENIOR YEAR

Fall	Hrs	Spring	Hrs
BIOE 440 Conservation Biology	3		
BIOO 475 Mammalogy	3	BIOE ###R Research in Cons Biol	3
<i>or BIOO 470 Ornithology in spring</i>		BIOE 455 Plant Ecology	(tallied in fall)
<i>or BIOO 415 Ichthyology in spring</i>		<i>or BIOO 470 Ornithology</i>	
<i>or BIOE 455 Plant Ecology in spring</i>		<i>or BIOO 415 Ichthyology</i>	
Social Sciences Block (see below)	3	<i>or BIOO 475 Mammalogy in fall</i>	
	9	Social Sciences Block (see below)	3
			6
			6

(Additional 4-5 elective classes this year: see suggested electives below)

Montana Board of Regents
CURRICULUM PROPOSALS

SOCIAL SCIENCES ELECTIVE BLOCK:
(Minimum of 9 credits to complete)

Take at least two:

ECNS 132 ECON & THE ENVIRONMENT	3
LRES 430 NATURAL RESOURCE LAW	3
PHL 322 PHILOSOPHY & ENVIRONMENTAL ETHICS	3
(extra prerequisite: previous course in philosophy or consent of instructor)	
PSCI 362 NATURAL RESOURCE POLICY	3
(extra prerequisite: PSCI 200, 210 or 260)	

Take at least one:

SOCI 355 POPULATION AND SOCIETY	3
(extra prerequisite: SOCI 101 or equivalent course or consent of instructor_	
HSTA 470 AMERICAN ENVIRONMENTAL HISTORY	3
(extra prerequisite: HSTA 101 or HSTA 102)	
HSTR 484 WORLD ENVIRONMENTAL HISTORY	3
(extra prerequisite: HSTR 160,145,140 or 130)	
ECNS 332 ECONOMICS OF NATURAL RESOURCES	3
(extra prerequisite: ECNS 204 or ECNS 251)	

Planning the social sciences elective block:

It is possible to complete the social science block with 9 credits. Depending on the specific electives that you select from the supporting areas of Economics, Political Science, History & Philosophy or Law, you will have to consider 'extra' prerequisite classes that are not otherwise required. (Prerequisites that you are otherwise required to take are not listed.) The schedule identifies slots in which you could take any extra prerequisites. Talk to your advisor if you want help developing a plan to take social science courses with extra prerequisites.

Meeting general university graduation requirements and tailoring your degree:

It is not required to take the courses in this sequence, but this plan identifies one efficient sequence that meets the course requirements.

Core: The classes in this option satisfy university core requirements except that you must take one class each for the Diversity, Arts and Humanities requirements (courses with suffixes of D, A and H). Note that the prerequisites for PHL 322 and HSTR 484 (in the Social Sciences Elective Block) can be used to meet the H and D core requirements.

Credits: The sequence above totals 101 credit hours (including 9 credits for the social sciences elective block), but 120 credits is the minimum required for graduation, so you must select 6 or more electives (mainly in your Junior or Senior years) to meet the 120 credit requirement (and complete the core requirements). 42 upper-division credits (classes numbered 300 or above) are also required for graduation; the sequence above yields a minimum of 39 upper division credits (including 6 within the social science block).

Tailoring: You have some flexibility in the classes that you select to fill your Junior and Senior years. It

Montana Board of Regents

CURRICULUM PROPOSALS

is intended that you use these credits to develop strength in an area of emphasis that matches your interests and goals. We recommend that you consult the list of suggested electives (see below) and speak to your advisor.

SUGGESTED ELECTIVES:

Ecology & Evolution:

BIOE 405 BEHAVIORAL & EVOLUTIONARY ECOLOGY
BIOE 408 ROCKY MOUNTAIN VEGETATION
BIOM 415 MICROBIAL DIVERSITY, ECOLOGY & EVOLUTION (instructor consent required)
BIOE 427 AQUATIC FIELD ECOLOGY
BIOE 428 FRESHWATER ECOLOGY
BIOO 435 PLANT SYSTEMATICS
BIOE 439 STREAM ECOLOGY
BIOB 484 POPULATION GENETICS

Environmental Science:

ERTH 212RN YELLOWSTONE SCIENTIFIC LAB
LRES 244CS INTRODUCTION TO WATER RESOURCES
ERTH 303 WEATHER AND CLIMATE
LRES 344 WATER QUALITY
LRES 351 NUTRIENT CYCLING (prerequisite: LRES 201)
LRES 355 SOIL & ENVIRONMENTAL CHEMISTRY (prerequisites: LRES 201 and CHMY 211)
LRES 357 GPS FUNDAMENTALS & APPLICATIONS IN MAPPING (prerequisite: GPHY 284)

Fish & Wildlife Management:

F&WL 301 PRINCIPLES OF FISH & WILDLIFE MANAGEMENT
F&WL 401 FISH & WILDLIFE TOPICS

Statistics:

STAT 410 METHODS FOR DATA ANALYSIS I
STAT 412 METHODS FOR DATA ANALYSIS II

Social Sciences:

ECNS 317 ECONOMIC DEVELOPMENT (prerequisite: ECNS 204 or ECNS 251)
PSCI 408 ENVIRONMENTAL POLITICS (summer only, prerequisite: PSCI 210 & junior standing)

Any courses that you did not select from choice blocks in the primary curriculum can also be used as electives.

Faculty Advisors:

Laura Burkle Assistant Professor, Ph.D. (Ecology and evolutionary biology), Dartmouth College, 2008.
Community ecology; plant-animal interactions; pollination ecology; climate & land-use change; invasive species; conservation.

Montana Board of Regents

CURRICULUM PROPOSALS

Scott Creel Professor, Ph.D. (Behavior, ecology and evolution), Purdue University, 1991. *Conservation biology; population ecology; social evolution; behavioral ecology & endocrinology; biology of carnivores.*

Wyatt Cross Assistant Professor, Ph.D. (Ecology) University of Georgia, 2004. *Land-use effects on aquatic food webs and ecosystems; interaction and feedbacks among nutrients, food webs, and ecosystems; cross-ecosystem material subsidies; ecological stoichiometry.*

Steven Kalinowski Associate Professor, Ph.D. (Biology) Arizona State University, 1999. *Conservation genetics; evolutionary biology; wildlife and fisheries management.*

Billie L. Kerans Associate Professor, Ph.D. (Zoology) Ohio State University, 1989. *Behavior, ecology and evolution of freshwater macro-invertebrates; assessing the impact of human disturbances on freshwater ecosystems*

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

If approved, we will enroll freshmen in this option as soon as possible. Current students in the first two years of study will be able to switch to this option with a reasonable effort. For current upper-division students who would like to take advantage of this option, certifying officers in the Department will evaluate course substitutions on a case-by-case basis for two years. We estimate that students in the option will grow from a few dozen to 50-100 over several years.

6. Resources

A. Will additional faculty resources be required to implement this program? If yes, please describe the need and indicate the plan for meeting this need.

No new faculty lines are needed to implement this program. We will seek external support to provide equipment and teaching assistants for research classes, if MSU cannot provide such support. At present, no regularly-scheduled class offered by the Ecology Department (and many other science departments) satisfies the undergraduate research requirement, and we would like to address this issue if possible.

B. Are other, additional resources required to ensure the success of the proposed program? If yes, please describe the need and indicate the plan for meeting this need.

No.

7. Assessment

How will the success of the program be measured?

We will assess this program using the same procedures in place for the existing options within the B.S. in Biological Sciences. In addition, we will closely track the numbers of students in the program and any potential shifts between options within the major.

Montana Board of Regents

CURRICULUM PROPOSALS

8. Process Leading to Submission

Describe the process of developing and approving the proposed program. Indicate, where appropriate, involvement by faculty, students, community members, potential employers, accrediting agencies, etc.

The proposed program was initially conceived by faculty in the Ecology Department who recognized strong demand for classes in Conservation Biology among MSU undergraduates. An initial proposal was developed for discussion by the entire faculty of the Ecology Department, which formally voted to approve the program. The proposed curriculum was shared with the heads of all departments that would play supporting roles in the curriculum, and received unanimous support. The curriculum was developed in part by considering the programs of universities in other states with successful and prominent programs in conservation biology and ecology. Five faculty members (identified above) participated in the development of the proposed curriculum, and would like to serve as advisors to undergraduates in the program if it is approved. The proposal was subsequently reviewed and approved by MSU's Undergraduate Studies Committee, Faculty Senate, and Deans' Council.

ITEM 152-2016+R0911

Fish and Wildlife Ecology and Management Option within the BS in Biological Sciences

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to change the name of the option in Fish and Wildlife Management within the BS in Biological Sciences to Fish and Wildlife Ecology and Management

EXPLANATION

The Department of Ecology at Montana State University-Bozeman requests approval to change the name of the Fish and Wildlife Management option within the BS in Biological Sciences to Fish and Wildlife Ecology and Management. The name change will better reflect the broader nature of the curriculum in fundamental ecology, which is requisite knowledge in order to adequately manage fish and wildlife populations.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 152-2016+R0911

Meeting Date: September 21 – 22, 2011

Institution: MSU-Bozeman

CIP Code: 03.0601

Program Title: Fish and Wildlife Ecology and Management

Level I proposals are those that may be approved by the Commissioner of Higher Education or the Commissioner's designee. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board. The institution must file the request with the Office of the Commissioner of Higher Education by means of a memo to the Deputy Commissioner for Academic and Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BOR scheduled meeting.

X A. Level I (place an X for all that apply):

Level I proposals include campus initiatives typically characterized by (a) minimal costs; (b) clear adherence to approved campus mission; and (c) the absence of significant programmatic impact on other institutions within the Montana University System and Community Colleges. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site.

- 1. Re-titling existing majors, minors, options and certificates**
- 2. Adding new minors or certificates where there is a major** (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major** (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes**
- 5. Program revisions** (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium** (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates** (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates** (Submit with completed Program Termination Checklist and updated catalog copy)

Montana Board of Regents

LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

 1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

 2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools *with the exception of the Colleges of Technology where changes require Board action* (*Submit with completed Curriculum Proposals Form*)

 3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

C. Temporary Certificate or A.A.S. degree programs

Certificate or Associate of Applied Science Degree Programs may be submitted as Level I proposals, with memo and backup documentation, when they are offered in cooperation with and /or at the request of private or public sector partners and the decision point to offer the program is not consistent with the regular Board of Regents program approval process. Level I approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the normal program approval process as Level II Proposals.

All other Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

D. Campus Certificates

Although certificate programs of 29 credits or fewer may be implemented by the individual campuses without approval by the board of regents, those certificates do need to be reported to the office of the commissioner of higher education and listed on the Montana University System's official degree and program inventory. These Level I proposals will be listed as information items at the next regular meeting of the board.

Specify Request:

The Department of Ecology at Montana State University-Bozeman requests approval to change the name of the Fish and Wildlife Management option within the BS in Biological Sciences to Fish and Wildlife Ecology and Management. The name change will better reflect the broader nature of the curriculum in fundamental ecology, which is requisite knowledge in order to adequately manage fish and wildlife populations.

ITEM 152-2017+R0911

Dual Degree Program in Biotechnology with Ankara University, Republic of Turkey

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to establish a Dual Degree program between MSU Microbiology, Immunology and Infectious Diseases and Plant Sciences and Plant Pathology departments and the department of Biotechnology at Ankara University.

EXPLANATION

The College of Agriculture and the College of Letters and Science at Montana State University-Bozeman (MSU) are seeking Board of Regents approval for a transfer articulation agreement/dual degree program between the Microbiology, the Immunology and Infectious Diseases and the Plant Sciences and Plant Pathology departments at MSU and the department of biotechnology at Ankara University (GU) in the Republic of Turkey. The agreement would allow Turkish students to transfer freshman and junior year courses into the existing MSU Bachelor of Science in Biotechnology degree program. In so doing, these students will complete the requirements for both the MSU biotechnology degree and the AU biotechnology degree and will be awarded diplomas from both institutions.

The program is similar to the transfer articulation agreements/dual degree programs that currently exist between MSU and the Istanbul Technical University in Bioengineering and between MSU and Selcuk University in Mechanical Engineering.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: 152-2017+R0911

Meeting Date: September 21-22, 2011

Institution: MSU-Bozeman

CIP Code: 26.1201

Program Title: Dual Degree Program in Biotechnology with Ankara University, Republic of Turkey

Level I proposals are those that may be approved by the Commissioner of Higher Education or the Commissioner's designee. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board. The institution must file the request with the Office of the Commissioner of Higher Education by means of a memo to the Deputy Commissioner for Academic and Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BOR scheduled meeting.

X A. Level I (place an X for all that apply):

Level I proposals include campus initiatives typically characterized by (a) minimal costs; (b) clear adherence to approved campus mission; and (c) the absence of significant programmatic impact on other institutions within the Montana University System and Community Colleges. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site.

1. Re-titling existing majors, minors, options and certificates
2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)
3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)
4. Departmental mergers and name changes
5. Program revisions (Submit with completed Curriculum Proposals Form)
6. Distance or online delivery of previously authorized degree or certificate programs
7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)
9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist and updated catalog copy)

Montana Board of Regents

LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

 1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

 2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools *with the exception of the Colleges of Technology where changes require Board action* (*Submit with completed Curriculum Proposals Form*)

 3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

C. Temporary Certificate or A.A.S. degree programs

Certificate or Associate of Applied Science Degree Programs may be submitted as Level I proposals, with memo and backup documentation, when they are offered in cooperation with and /or at the request of private or public sector partners and the decision point to offer the program is not consistent with the regular Board of Regents program approval process. Level I approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the normal program approval process as Level II Proposals.

All other Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

D. Campus Certificates

Although certificate programs of 29 credits or fewer may be implemented by the individual campuses without approval by the board of regents, those certificates do need to be reported to the office of the commissioner of higher education and listed on the Montana University System's official degree and program inventory. These Level I proposals will be listed as information items at the next regular meeting of the board.

Specify Request:

The College of Agriculture and the College of Letters and Science at Montana State University-Bozeman (MSU) are seeking Board of Regents approval for a transfer articulation agreement/dual degree program between the Microbiology, the Immunology and Infectious Diseases and the Plant Sciences and Plant Pathology departments at MSU and the department of biotechnology at Ankara University (GU) in the Republic of Turkey. The agreement would allow Turkish students to transfer freshman and junior year courses into the existing MSU Bachelor of Science in Biotechnology degree program. In so doing, these students will complete the requirements for both the MSU biotechnology degree and the AU biotechnology degree and will be awarded

Montana Board of Regents
LEVEL I REQUEST FORM

diplomas from both institutions.

The program is similar to the transfer articulation agreements/dual degree programs that currently exist between MSU and the Istanbul Technical University in Bioengineering and between MSU and Selcuk University in Mechanical Engineering.

ITEM 152-2801+R0911

Master of Science in Education in Learning Development

THAT

Montana State University – Northern requests permission to add program revisions and distance or online delivery to the Master of Science in Education in Learning Development Program.

EXPLANATION

The program has made significant adjustments over the past couple of years, including exit requirements that are quite specific (electronic portfolio and action research project). In addition, course numbers require adjustment based upon system changes (600 level to 500 level). Lastly, the names of a few courses require change to reflect program updates.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: 152-2801+R0911

Meeting Date: September 21-22, 2011

Institution: Montana State University-Northern

CIP Code: 13.0607

Program Title: Master of Science in Education in Learning Development

Level I proposals are those that may be approved by the Commissioner of Higher Education or the Commissioner's designee. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board. The institution must file the request with the Office of the Commissioner of Higher Education by means of a memo to the Deputy Commissioner for Academic and Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BOR scheduled meeting.

X A. Level I (place an X for all that apply):

Level I proposals include campus initiatives typically characterized by (a) minimal costs; (b) clear adherence to approved campus mission; and (c) the absence of significant programmatic impact on other institutions within the Montana University System and Community Colleges. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site.

- 1. Re-titling existing majors, minors, options and certificates
- 2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes
- 5. Program revisions (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs
- 7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist and updated catalog copy)

Montana Board of Regents

LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

 1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

 2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools *with the exception of the Colleges of Technology where changes require Board action* (*Submit with completed Curriculum Proposals Form*)

 3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

C. Temporary Certificate or A.A.S. degree programs

Certificate or Associate of Applied Science Degree Programs may be submitted as Level I proposals, with memo and backup documentation, when they are offered in cooperation with and /or at the request of private or public sector partners and the decision point to offer the program is not consistent with the regular Board of Regents program approval process. Level I approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the normal program approval process as Level II Proposals.

All other Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

D. Campus Certificates

Although certificate programs of 29 credits or fewer may be implemented by the individual campuses without approval by the board of regents, those certificates do need to be reported to the office of the commissioner of higher education and listed on the Montana University System's official degree and program inventory. These Level I proposals will be listed as information items at the next regular meeting of the board.

Specify Request: Master of Science in Education, Learning Development

1. Program Revisions: There are two significant changes in the program revision submitted for the M.S in Education, Learning Development (also noted are changes at the course level):
 - a. The learning development program leads to a master's degree; thus, all course numbers are changing from the 6XX level to the 5XX level.

Montana Board of Regents

LEVEL I REQUEST FORM

- b. In addition:
 - i. All Course titles were reviewed and several updates are submitted which better illustrate the courses' descriptions. The program revision form is attached for review.
 - ii. Each course description in the program was reviewed. The program's course descriptions are submitted with updated language to reflect the professional standards of the Montana's Office of Public Instruction Professional Educator Preparation Program Standards (PEPPS) and National Board for Professional Teaching Standards (NBPTS).
- c. The program delivery has been modified from a weekend cohort delivery model to an on-line (using D2L platform) delivery model with a weekend residency requirement for program orientation and regular semester residency meetings in selected locations.

ITEM 152-2802+R0911

Counselor Education Program Revision and Course Revision Proposal

THAT

Montana State University – Northern is requesting a revision to the Counselor Education Program.

EXPLANATION

Montana State University – Northern requests a re-numbering change from 600 level course work to 500 level. Some course names and catalog descriptions are revised to increase clarity. The program is standardizing the required courses in the degree to include the “specific counseling courses” as “required.”

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 152-2802+R0911

Meeting Date: September 21-22, 2011

Institution: Montana State University Northern

CIP Code: 131101

Program Title: M.Ed.: Counselor Education K-12 (Counselor Education)

Level I proposals are those that may be approved by the Commissioner of Higher Education or the Commissioner's designee. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board. The institution must file the request with the Office of the Commissioner of Higher Education by means of a memo to the Deputy Commissioner for Academic and Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BOR scheduled meeting.

X A. Level I (place an X for all that apply):

Level I proposals include campus initiatives typically characterized by (a) minimal costs; (b) clear adherence to approved campus mission; and (c) the absence of significant programmatic impact on other institutions within the Montana University System and Community Colleges. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site.

X 1. Re-titling existing majors, minors, options and certificates

 2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)

 3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)

 4. Departmental mergers and name changes

X 5. Program revisions (Submit with completed Curriculum Proposals Form)

 6. Distance or online delivery of previously authorized degree or certificate programs

 7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)

 9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist and updated catalog copy)

Montana Board of Regents

LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

 1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

 2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools *with the exception of the Colleges of Technology where changes require Board action* (*Submit with completed Curriculum Proposals Form*)

 3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

C. Temporary Certificate or A.A.S. degree programs

Certificate or Associate of Applied Science Degree Programs may be submitted as Level I proposals, with memo and backup documentation, when they are offered in cooperation with and /or at the request of private or public sector partners and the decision point to offer the program is not consistent with the regular Board of Regents program approval process. Level I approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the normal program approval process as Level II Proposals.

All other Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

D. Campus Certificates

Although certificate programs of 29 credits or fewer may be implemented by the individual campuses without approval by the board of regents, those certificates do need to be reported to the office of the commissioner of higher education and listed on the Montana University System's official degree and program inventory. These Level I proposals will be listed as information items at the next regular meeting of the board.

Specify Request: M.Ed. Counselor Education

1. Retitling an existing major: The Master of Education, Counselor Education K-12 is requesting a name change to the Master of Education, Counselor Education. This master's level graduate program contains two options: one for K-12 School Counselors and the other for Community/agency counselors. The title of the program (major) is misleading with the "K-12" descriptor. Therefore, the removal of the K-12 from the title of the degree program more fully describes the degree.

Montana Board of Regents

LEVEL I REQUEST FORM

2. Program revisions: There are two significant changes in the program revision submitted for the M.Ed.: Counselor Education K-12 (also noted are changes at the course level):
 - a. The counselor education program leads to a master's degree; thus, all course numbers are changing from the 6XX level to the 5XX level.
 - b. The counselor education program is requesting to standardize the number of credits required in the program from 50 or 60 to a standard 60 semester credits. In addition:
 - i. All course titles were reviewed and several updates are submitted which better illustrate the courses' descriptions.
 - ii. Each course description in the program was reviewed. The program's course descriptions are submitted with updated language to reflect the professional standards of the Council for the Accreditation of Counseling Related Programs (CACREP) and the Montana's Office of Public Instruction Professional Educator Preparation Program Standards (PEPPS).
 - iii. All counselor education course objectives were reviewed and updated to reflect the professional standards of the Council for the Accreditation of Counseling Related Programs (CACREP) and the Montana's Office of Public Instruction Professional Educator Preparation Program Standards (PEPPS).
 1. A new counselor education (CNSL) course was added to replace the old EDUC (Education) course in Research Methods to provide a more focused approach to research in counselor education in meeting program objectives.

ITEM 152-2901+R0911

Office Support Certificate of Applied Science Termination – Step 2

THAT

MSU-Great Falls COT is terminating the Office Support Certificate of Applied Science program.

EXPLANATION

The Board was notified via the May 2011 Level I memorandum of the Intent to Terminate the Office Support Certificate of Applied Science program with item 151-2904+R0511. MSU-Great Falls COT has received no feedback from constituents expressing concern about the loss of this program. Therefore, with OCHE approval, this program will be terminated.

ATTACHMENTS

Level I Request Form
Termination Checklist
Catalog Copy

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: 152-2901+R0911

Meeting Date: September 21-22, 2011

Institution: MSU-Great Falls COT

CIP Code: 52.0406

Program Title: Office Support Certificate of Applied Science

Level I proposals are those that may be approved by the Commissioner of Higher Education or the Commissioner's designee. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board. The institution must file the request with the Office of the Commissioner of Higher Education by means of a memo to the Deputy Commissioner for Academic and Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BOR scheduled meeting.

X A. Level I (place an X for all that apply):

Level I proposals include campus initiatives typically characterized by (a) minimal costs; (b) clear adherence to approved campus mission; and (c) the absence of significant programmatic impact on other institutions within the Montana University System and Community Colleges. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site.

1. Re-titling existing majors, minors, options and certificates
2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)
3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)
4. Departmental mergers and name changes
5. Program revisions (Submit with completed Curriculum Proposals Form)
6. Distance or online delivery of previously authorized degree or certificate programs
7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)
- X 9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist)

Montana Board of Regents

LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

 1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

 2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools *with the exception of the Colleges of Technology where changes require Board action* (*Submit with completed Curriculum Proposals Form*)

 3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

C. Temporary Certificate or A.A.S. degree programs

Certificate or Associate of Applied Science Degree Programs may be submitted as Level I proposals, with memo and backup documentation, when they are offered in cooperation with and /or at the request of private or public sector partners and the decision point to offer the program is not consistent with the regular Board of Regents program approval process. Level I approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the normal program approval process as Level II Proposals.

All other Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

D. Campus Certificates

Although certificate programs of 29 credits or fewer may be implemented by the individual campuses without approval by the board of regents, those certificates do need to be reported to the office of the commissioner of higher education and listed on the Montana University System's official degree and program inventory. These Level I proposals will be listed as information items at the next regular meeting of the board.

Specify Request:

The Board was notified via the May 2011 Level I memorandum of the Intent to Terminate the Office Support Certificate of Applied Science program. MSU-Great Falls COT has received no feedback from constituents expressing concern about the loss of this program. Therefore, with OCHE approval, this program will be terminated.

Montana University System
PROGRAM TERMINATION CHECKLIST

Pursuant to recommendations of the Montana University System Chief Academic Officers and approved by the Montana Board of Regents for Higher Education, an institution may request that an academic program be terminated under the Level I change process. In such cases, the institution should publish in the Board of Regents Agenda a Notice of Intent 60 days before the desired date of termination. Thereafter, the institution should pursue and document completion of the Program Termination Checklist and submit it to the Office of the Commissioner of Higher Education so that a Level I program change may be effected.

Phase I:

- 1. Research the programs of study for all students currently enrolled in program and define a reasonable deadline for degree completion for all current students. Plan course offerings accordingly.**

Comments:

All Office Support CAS students were notified of the moratorium in May 2008 and have since completed the program.

- 2. Notify affected program faculty of impending layoff and timing based on reasonable program completion for existing students (both verbally and in writing).**

Comments:

No faculty layoffs are required for this program termination.

- 3. Meet with students to discuss program completion deadlines, course scheduling and options.**

Comments:

Students in the program were able to complete the program or move into one of the College's other programs.

- 4. Notify all internal curriculum committees and Faculty Senate of impending program closure.**

Comments:

Notification of program termination was provided at the March 21, 2011 Curriculum Committee meeting.

- 5. Notify Faculty Union (where applicable).**

Comments:

The faculty union was formally notified of the moratorium through Curriculum Committee action as cited above.

Montana University System
PROGRAM TERMINATION CHECKLIST

6. Notify public advisory committee for program (where applicable).

Comments:

The program advisory committee was notified of the changes via email.

7. Submit Notice of Intent for publication in Board of Regents Agenda at least 60 days prior to requested date for termination. The purpose here is to ensure adequate public notice.

Comments:

Notice of intent to terminate this program was submitted for the agenda as a Level I item at the May 2011 Board of Regents meeting.

Phase II:

8. Notify high school counselors, feeder colleges, and other constituents.

Comments:

Notification was made to the program's constituents upon formal notification to the Board of Regents of the May 2008 moratorium.

9. Submit new catalog copy indicating planned program closure and ensuring current students they will be able to complete their program within a reasonable deadline.

Comments:

The College's Catalog displayed notice of the Office Administration moratorium in its 2008-2009 edition and the program has not appeared in further publications.

10. File Level I request for Program Termination and documented checklist with Office of Commissioner of Higher Education.

Comments:

The Level I Request Form for Intent to Terminate was presented at the May 2011 Board of Regents meeting.

11. Level I Memo published to the Board of Regents and Montana University System.

Comments:

The Level I Request Form for Intent to Terminate was presented at the May 2011 Board of Regents meeting.

OFFICE SUPPORT

CERTIFICATE OF APPLIED SCIENCE DEGREE

Advisor: Donna Eakman
Deborah Newton

NOTE: This program is tentatively under moratorium and will not be intaking new students in 2008-2009. Please contact the Business and Technology department at 406-771-4391 for more information.

The one-year certificate program in Office Support prepares students for entry level positions in a variety of office settings. The program emphasizes skills in oral and written communications, word processing, ten-key, records management, keyboarding, and document formatting. Students may emphasize areas in general office skills, the legal office, or the medical office by selecting appropriate elective courses. All courses transfer into the AAS degree in Office Administration and Technology.

Outcomes: Graduates are prepared to:

- Communicate effectively in both oral and written communication;
- Use the appropriate software and hardware for applications in the business office;
- Manage the information needed for successful operation of the business;
- Apply interpersonal relations concepts and techniques to personal and professional situations;
- Understand and apply mathematical concepts and models; and
- Solve business problems by applying business principles, communication standards, and office management skills.

Estimated Resident Program Cost:

Tuition and Fees	\$2999
Application Fee.....	30
Books/Supplies.....	1100
TOTAL.....	\$4129

REQUIRED SKILLS

OO 107 Keyboarding Basics or Challenge exam

FALL SEMESTER

Course	No.	Title	Credits
CIT	110	Introduction to Computers	3†
ENGL	124**	Business & Professional Comm	3†
MATH	104**	Business Math	4†
OO	108*	Advanced Keyboarding	3†
OO	179	Records Management	3†
		Elective	3†
		Subtotal	19

SPRING SEMESTER

Course	No.	Title	Credits
COMM	135	Interpersonal Communication	3†
OO	173*	Computer Calculators	1†
OO	220	Resumes	1†
OO	221	Interviewing for Jobs	1†
OO	265*	WordPerfect OR	
OO	266*	Microsoft Word	3†
OO	295*	Admin Office Procedures	3†
		Elective	3†
		Subtotal	12

SUGGESTED ELECTIVES

Select two from the following (consult advisor)

Course	No.	Title	Credits
ACCT	101	Accounting Procedures I	3†
AH	185	Basic Medical Terminology	3†
OO	111*	Fund of Health Insurance	4†
OO	180	Legal Studies	4†
OO	260*	Machine Transcription	3†

TOTAL PROGRAM CREDITS – 34-35~

~ Many students need preliminary math and English courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.



ITEM 152-2902+R0911

Office Administration Associate of Applied Science Termination – Step 2

THAT

MSU-Great Falls COT is terminating the Office Administration Associate of Applied Science program.

EXPLANATION

The Board was notified via the May 2011 Level I memorandum of the Intent to Terminate the Office Administration Associate of Applied Science program with item 151-2903+R0511. MSU-Great Falls COT has received no feedback from constituents expressing concern about the loss of this program. Therefore, with OCHE approval, this program will be terminated.

ATTACHMENTS

Level I Request Form
Termination Checklist
Catalog Copy

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: 152-2902+R0911

Meeting Date: September 21-22, 2011

Institution: MSU-Great Falls College of Technology

CIP Code: 52.0401

Program Title: Office Administration Associate of Applied Science

Level I proposals are those that may be approved by the Commissioner of Higher Education or the Commissioner’s designee. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board. The institution must file the request with the Office of the Commissioner of Higher Education by means of a memo to the Deputy Commissioner for Academic and Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BOR scheduled meeting.

X A. Level I (place an X for all that apply):

Level I proposals include campus initiatives typically characterized by (a) minimal costs; (b) clear adherence to approved campus mission; and (c) the absence of significant programmatic impact on other institutions within the Montana University System and Community Colleges. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site.

- 1. Re-titling existing majors, minors, options and certificates
- 2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes
- 5. Program revisions (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs
- 7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist)

Montana Board of Regents

LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

 1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

 2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools *with the exception of the Colleges of Technology where changes require Board action* (*Submit with completed Curriculum Proposals Form*)

 3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

C. Temporary Certificate or A.A.S. degree programs

Certificate or Associate of Applied Science Degree Programs may be submitted as Level I proposals, with memo and backup documentation, when they are offered in cooperation with and /or at the request of private or public sector partners and the decision point to offer the program is not consistent with the regular Board of Regents program approval process. Level I approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the normal program approval process as Level II Proposals.

All other Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

D. Campus Certificates

Although certificate programs of 29 credits or fewer may be implemented by the individual campuses without approval by the board of regents, those certificates do need to be reported to the office of the commissioner of higher education and listed on the Montana University System's official degree and program inventory. These Level I proposals will be listed as information items at the next regular meeting of the board.

Specify Request:

The Board was notified via the May 2011 Level I memorandum of the Intent to Terminate the Office Administration Associate of Applied Science program. MSU-Great Falls COT has received no feedback from constituents expressing concern about the loss of this program. Therefore, with OCHE approval, this program will be terminated.

Montana University System
PROGRAM TERMINATION CHECKLIST

Pursuant to recommendations of the Montana University System Chief Academic Officers and approved by the Montana Board of Regents for Higher Education, an institution may request that an academic program be terminated under the Level I change process. In such cases, the institution should publish in the Board of Regents Agenda a Notice of Intent 60 days before the desired date of termination. Thereafter, the institution should pursue and document completion of the Program Termination Checklist and submit it to the Office of the Commissioner of Higher Education so that a Level I program change may be effected.

Phase I:

- 1. Research the programs of study for all students currently enrolled in program and define a reasonable deadline for degree completion for all current students. Plan course offerings accordingly.**

Comments:

All Office Administration AAS students were notified of the moratorium in May 2008 and have since completed the program.

- 2. Notify affected program faculty of impending layoff and timing based on reasonable program completion for existing students (both verbally and in writing).**

Comments:

No faculty layoffs are required for this termination.

- 3. Meet with students to discuss program completion deadlines, course scheduling and options.**

Comments:

Students in the program were able to complete the program or move into one of the College's other programs.

- 4. Notify all internal curriculum committees and Faculty Senate of impending program closure.**

Comments:

Notification of program termination was provided at the March 21, 2011 Curriculum Committee meeting.

- 5. Notify Faculty Union (where applicable).**

Comments:

The faculty union was formally notified of the moratorium through Curriculum Committee action as cited above.

Montana University System
PROGRAM TERMINATION CHECKLIST

6. Notify public advisory committee for program (where applicable).

Comments:

The program advisory committee was notified of the changes via email.

7. Submit Notice of Intent for publication in Board of Regents Agenda at least 60 days prior to requested date for termination. The purpose here is to ensure adequate public notice.

Comments:

Notice of intent to place this program in moratorium was submitted for the agenda as a Level I item at the May 2011 Board of Regents meeting.

Phase II:

8. Notify high school counselors, feeder colleges, and other constituents.

Comments:

Notification was sent to the program's constituents including high school counselors and feeder colleges upon formal notification to the Board of Regents of the 2008 moratorium.

9. Submit new catalog copy indicating planned program closure and ensuring current students they will be able to complete their program within a reasonable deadline.

Comments:

The College's Catalog displayed notice of the Office Administration moratorium in its 2008-2009 edition and has not appeared in further publications.

10. File Level I request for Program Termination and documented checklist with Office of Commissioner of Higher Education.

Comments:

The Level I Request Form for Intent to Terminate was presented at the May 2011 Board of Regents meeting..

11. Level I Memo published to the Board of Regents and Montana University System.

Comments:

The Level I Request Form for Intent to Terminate was presented at the May 2011 Board of Regents meeting.

OFFICE ADMINISTRATION AND TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

Advisors: Donna Eakman
Deborah Newton

NOTE: This program is tentatively under moratorium and will not be intaking new students in 2008-2009. Please contact the Business and Technology department at 406-771-4391 for more information.

The Office Administration and Technology program is designed to prepare students with the technical skills and knowledge necessary for careers in a variety of business and office settings. The program emphasizes in-depth training in a wide variety of office skills, including computer technology, oral and written communication skills, transcription, records management, keyboarding and document formatting. Students may choose to specialize in executive, legal, or medical specialty areas.

Outcomes: Graduates are prepared to:

- Communicate effectively in both oral and written communication;
- Use the appropriate software and hardware for applications in the business office;
- Manage the information needed for successful operation of the business;
- Apply interpersonal relations concepts and techniques to personal and professional situations;
- Understand and apply mathematical concepts and models; and
- Solve business problems by applying business principles, communication standards, and office management skills.

Estimated Resident Program Cost:

Tuition and Fees	\$7499
Application Fee	30
Books/Supplies	1750
TOTAL	\$9279

REQUIRED COURSES:

OO	107	Keyboarding Basics or Challenge Exam
----	-----	--------------------------------------

FALL SEMESTER

Course	No.	Title	Credits
CIT	110	Introduction to Computers	3+
ENGL	121**	Composition I	3+
MATH	104**	Business Mathematics	4+
OO	179	Records Management	3+
<i>Executive or Legal Specialty:</i>			
OO	180	Legal Studies	4+
OR			
<i>Medical Specialty:</i>			
AH	185	Basic Medical Terminology	3+
		Subtotal	16

SPRING SEMESTER

Course	No.	Title	Credits
BUS	106	Intro to Business	3+
OO	108*	Advanced Keyboarding	3+
OO	260*	Machine Transcription	3+
OO	266*	Microsoft Word	3+
<i>Executive Specialty:</i>			
CIT	205*	Database Management I	3+
OR			
<i>Legal Specialty:</i>			
CIT	280	Desktop Publishing	3
AH	185	Basic Medical Terminology	3
ACCT	102*	Accounting Procedures II	3
ACCT	190*	Payroll Accounting	3
OR			
<i>Medical Specialty:</i>			
BIO	127	Anatomy & Physiology I for non-clinical majors	4+
		Subtotal	15-16

SUMMER SEMESTER

Course	No.	Title	Credits
<i>Medical Specialty:</i>			
OO	111*	Fund of Health Insurance	4+

FALL SEMESTER

Course	No.	Title	Credits
ACCT	101	Accounting Procedures I	3+
CIT	120	Internet Essentials	2+
CIT	140*	Presentation Fundamentals	1+
COMM	135	Interpersonal Communication	3+
ENGL	124**	Business & Professional Comm	3+
<i>Executive or Legal Specialty:</i>			
BUS	255*	Legal Environment	3+
OR			
<i>Medical Specialty:</i>			
HI	237*	CPT Coding	3+
		Subtotal	15

SPRING SEMESTER

Course	No.	Title	Credits
CIT	220*	Electronic Spreadsheets	3+
OO	173*	Computer Calculators	1+
OO	220	Resumes	1+
OO	221	Interviewing for Jobs	1+
OO	295*	Admin Office Procedures	3+
<i>Executive Specialty:</i>			
OO	265*	WordPerfect	3+
CIT	280*	Desktop Publishing	3+
OR			
<i>Legal Specialty:</i>			
OO	265*	WordPerfect	3+
OO	287*	Legal Transcription	4+
OR			
<i>Medical Specialty:</i>			
AH	201*	Medical Science	3+
OO	255*	Med Transcription I	3+
		Subtotal	15-16

TOTAL CREDITS:

- EXECUTIVE SPECIALTY - 61~
- LEGAL SPECIALTY - 61~
- MEDICAL SPECIALTY - 66~

~ Many students need preliminary math and English courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.

ITEM 152-2903+R0911

Creative Arts Enterprise Certificate of Applied Science Termination – Step 2

THAT

MSU-Great Falls COT is terminating the Creative Arts Enterprise Certificate of Applied Science program.

EXPLANATION

The Board was notified via the May 2011 Level I memorandum of the Intent to Terminate the Creative Arts Enterprise Certificate of Applied Science program with item 151-2902+R0511. MSU-Great Falls COT has received no feedback from constituents expressing concern about the loss of this program. Therefore, with OCHE approval, this program will be terminated.

ATTACHMENTS

Level I Request Form
Termination Checklist
Catalog Copy

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: 152-2903+R0911

Meeting Date: September 21-22, 2011

Institution: MSU-Great Falls College of Technology

CIP Code: 52.0799

Program Title: Creative Arts Enterprise Certificate of Applied Science

Level I proposals are those that may be approved by the Commissioner of Higher Education or the Commissioner's designee. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board. The institution must file the request with the Office of the Commissioner of Higher Education by means of a memo to the Deputy Commissioner for Academic and Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BOR scheduled meeting.

X A. Level I (place an X for all that apply):

Level I proposals include campus initiatives typically characterized by (a) minimal costs; (b) clear adherence to approved campus mission; and (c) the absence of significant programmatic impact on other institutions within the Montana University System and Community Colleges. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site.

1. Re-titling existing majors, minors, options and certificates
2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)
3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)
4. Departmental mergers and name changes
5. Program revisions (Submit with completed Curriculum Proposals Form)
6. Distance or online delivery of previously authorized degree or certificate programs
7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)
- X 9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist)

Montana Board of Regents

LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

 1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

 2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools *with the exception of the Colleges of Technology where changes require Board action* (*Submit with completed Curriculum Proposals Form*)

 3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

C. Temporary Certificate or A.A.S. degree programs

Certificate or Associate of Applied Science Degree Programs may be submitted as Level I proposals, with memo and backup documentation, when they are offered in cooperation with and /or at the request of private or public sector partners and the decision point to offer the program is not consistent with the regular Board of Regents program approval process. Level I approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the normal program approval process as Level II Proposals.

All other Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

D. Campus Certificates

Although certificate programs of 29 credits or fewer may be implemented by the individual campuses without approval by the board of regents, those certificates do need to be reported to the office of the commissioner of higher education and listed on the Montana University System's official degree and program inventory. These Level I proposals will be listed as information items at the next regular meeting of the board.

Specify Request:

The Board was notified via the May 2011 Level I memorandum of the Intent to Terminate the Creative Arts Enterprise Certificate of Applied Science program. MSU-Great Falls COT has received no feedback from constituents expressing concern about the loss of this program. Therefore, with OCHE approval, this program will be terminated.

Montana University System
PROGRAM TERMINATION CHECKLIST

Pursuant to recommendations of the Montana University System Chief Academic Officers and approved by the Montana Board of Regents for Higher Education, an institution may request that an academic program be terminated under the Level I change process. In such cases, the institution should publish in the Board of Regents Agenda a Notice of Intent 60 days before the desired date of termination. Thereafter, the institution should pursue and document completion of the Program Termination Checklist and submit it to the Office of the Commissioner of Higher Education so that a Level I program change may be effected.

Phase I:

- 1. Research the programs of study for all students currently enrolled in program and define a reasonable deadline for degree completion for all current students. Plan course offerings accordingly.**

Comments:

All Creative Arts Enterprise CAS students were notified of the moratorium in 2008 and have since completed the program.

- 2. Notify affected program faculty of impending layoff and timing based on reasonable program completion for existing students (both verbally and in writing).**

Comments:

No faculty layoffs are required for this termination.

- 3. Meet with students to discuss program completion deadlines, course scheduling and options.**

Comments:

Students in the program were able to complete the program or move into one of the College's other programs.

- 4. Notify all internal curriculum committees and Faculty Senate of impending program closure.**

Comments:

Notification of program termination was provided at the March 21, 2011 Curriculum Committee meeting.

- 5. Notify Faculty Union (where applicable).**

Comments:

The faculty union was formally notified of the moratorium through Curriculum Committee action as cited above.

Montana University System
PROGRAM TERMINATION CHECKLIST

6. Notify public advisory committee for program (where applicable).

Comments:

The program advisory committee was notified of the changes via email.

7. Submit Notice of Intent for publication in Board of Regents Agenda at least 60 days prior to requested date for termination. The purpose here is to ensure adequate public notice.

Comments:

Notice of intent to terminate this program was submitted for the agenda as a Level I item at the May 2011 Board of Regents meeting.

Phase II:

8. Notify high school counselors, feeder colleges, and other constituents.

Comments:

Notification was made to the program's constituents upon submission of the formal notification to the Board of Regents of the 2008 moratorium.

9. Submit new catalog copy indicating planned program closure and ensuring current students they will be able to complete their program within a reasonable deadline.

Comments:

The Creative Arts Enterprise program's moratorium has been noted in the College Catalog since the 2008 notification to the Board. That program has since been removed from the Catalog.

10. File Level I request for Program Termination and documented checklist with Office of Commissioner of Higher Education.

Comments:

The Level I Request Form for Intent to Terminate was presented at the May 2011 Board of Regents meeting.

11. Level I Memo published to the Board of Regents and Montana University System.

Comments:

The Level I Request Form for Intent to Terminate was presented at the May 2011 Board of Regents meeting.

Montana State University - Great Falls College of Technology

CREATIVE ARTS ENTERPRISE

CERTIFICATE OF APPLIED SCIENCE

NOTE: This program is under review. Please contact the Business and Technology department, at 406.771.4391 for more information.

Creative Arts Enterprise, built upon the TRACE pilot project, is a Montana State University - Great Falls certificate program designed to help artisans develop a broader knowledge of business, while enhancing their skills in their craft. This innovative workforce development program is designed to launch Montana's promising artisans in sustainable arts careers without having to leave the state. It targets students wanting a flexible, short-term educational experience that nurtures the discipline of their art while providing them with the entrepreneurial skills and knowledge necessary to succeed in creative enterprise.

In keeping with Montana's pioneer "can do" heritage, Creative Arts Enterprise is based on the idea that sustainable economic solutions for the state will develop through nurturing and developing its creative and entrepreneurial spirit. The program provides opportunities both to the first-time college student and the adult returning to the classroom to develop additional skills or a new career. In short, the program opens the doors for students to become part of the "rise of the creative class." Participation in the program helps students to establish themselves in a sustainable career doing what they love and developing their skills through practice and peer input.

Outcomes: Graduates are prepared to:

- Develop a business plan for the creative arts business that they plan to launch.
- Utilize the budgetary and financial tools necessary for building their creative arts enterprise.
- Develop a marketing plan for their creative arts business.
- Create promotional aids for marketing their work.
- Package, price, and promote their artistic work.
- Use new technology to promote their work and reach new markets.
- Understand the cultural and physical forces that give form to and inspire their craft.
- Communicate in oral and written mode the "story" behind their craft.
- Develop a product line that reflects a heightened degree of professionalism in their craft.
- Build a professional network in their creative field.

Estimated Program Cost:

Tuition and Fees	\$4473
Application Fee	30
Books/Supplies	1500
	\$6003

FOUNDATION CORE (13 CREDITS):

Through the foundation core, students in the Creative Arts Enterprise program develop basic skills necessary for success - the ability to express their ideas and describe their art in writing, handle their business through business-related math skills, communicate effectively in both interpersonal and formal settings, and learn how to use the World Wide Web in their business.

Required courses:

CAE	140	Communication for Marketing	3
CAE	101	Introduction to Artrepreneurship	3
ENGL	124**	Business and Professional Comm OR	
ENGL	228*	Stategies of Business Communication	3
MATH	104**	Business Math	4

APPLIED ART STRAND (8 CREDITS):

The Applied Art strand helps students become more disciplined in their art, developing their ability to create and execute increasingly sophisticated pieces in their chosen craft. Students will work in their own studios, in addition to working with mentors in their field. They will learn about preparing work for show, sale or shipment, all in preparation for moving into national venues. The focus will be on becoming "show ready."

Required courses:

CAE	110	Making It I - Studio Experience	3
CAE	120	Making It II - Studio Experience	3
CAE	201	Capstone Project	2

ENTREPRENEURSHIP STRAND (7 CREDITS):

In this sequence of courses, students learn how to develop and sustain a successful creative enterprise. Product development, pricing, promoting, and reaching customers are covered. In addition students build a business plan for a creative enterprise and learn how to use technology in the "art of sales."

Required courses:

CAE	235	Arts Marketing	3
CAE	250	Creative Entrepreneurship	2
CAE	112	Creative Technology	2

HERITAGE STRAND (3 CREDITS):

This strand will provide students with an appreciation of the culture, history, and the resources of Montana, providing them with a source both for inspiration in their art and a basis for branding their creations in a larger market.

Required courses:

HUM	246	Montana Ways	3
-----	-----	--------------	---

POTENTIAL SCHEDULE

FALL SEMESTER

Course	No.	Title	Credits
CAE	101	Introduction to Artrepreneurship	3
CAE	110	Making It I Studio Experience	3
HUM	246	Montana Ways	3
MATH	104**	Business Math	4
		Subtotal	13

SPRING SEMESTER

Course	No.	Title	Credits
CAE	112	Creative Technology	2
CAE	120	Making It II Studio Experience	3
CAE	235	Arts Marketing	3
CAE	140	Communication for Marketing	3
		Subtotal	11

SUMMER SEMESTER

Course	No.	Title	Credits
CAE	201	Capstone Project	2
CAE	250	Creative Entrepreneurship	2
ENGL	124**	Business and Professional Comm OR	
ENGL	228*	Strategies of Business Comm	3
		Subtotal	7

TOTAL PROGRAM CREDITS - 31~

~ Many students need preliminary math and English courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedule.



ADDENDUM TO 2007-2008 CATALOG

Creative Arts Enterprise Certificate of Applied Science
No classes taught Fall, 2007

ITEM 152-2804+R0911

Remove A.A.S. degree in Engineering Technology from Moratorium

THAT

MSU-Northern requests Board of Regents approval to bring the A.A.S. degree in Engineering Technology out of moratorium.

EXPLANATION

MSU-Northern seeks permission to remove the A.A.S. degree in Engineering Technology program from moratorium status. This move was taken due to slipping enrollments and graduation rates over several years which was identified during the program review process.

Recently, MSU-Northern has been approached by several local employers including Triangle Communications, Hill County Electric, and Burlington Northern-Santa Fe requesting that the degree be reinstated. These businesses have hired a fair number of graduates from the program and are seeking similarly trained employees to continue and to expand their businesses. MSU-Northern has the facilities, equipment, and personnel in place to offer the program.

If approved, we will move forward with a substantial change to the degree as it existed prior to moratorium, relaxing some of the rigorous program requirements which were required for ABET accreditation. Employers have indicated this level of technician is beyond their requirements. Northern is responding to a regional demand for employment with this request and recognizes the fact that only one similar program is offered on the western side of the state at the COT in Missoula.

ATTACHMENTS

No attachments