



**MONTANA
UNIVERSITY SYSTEM**

**BOARD OF REGENTS OF HIGHER EDUCATION
2012-2013 AGENDA HANDBOOK
PROCEDURES AND GUIDELINES FOR AGENDA ITEMS**

OFFICE OF THE COMMISSIONER OF HIGHER EDUCATION

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INTRODUCTION

The Board of Regents (BOR) agenda is prepared by the Board Secretary. It will include items carried over from a previous meeting, new agenda items from campuses and the Office of the Commissioner of Higher Education (OCHE) staff, and any outside requests agreed to by the Commissioner and/or the Board Chairman.

Meetings are generally scheduled to begin on Thursdays with Committee meetings running consecutively.

- The Board will have lunch with faculty representatives during September, November, and March meetings.
- The Board will have lunch with classified staff representatives (MUSSA) during January and May meetings.
- The Board will have a breakfast with local civic and business leaders, generally on Friday mornings.
- The Board will have lunch with Montana Association of Students representatives. If needed, the Board will go into Executive Session at some point during the meeting.

The schedule is flexible and is subject to change at any time by the Commissioner or the Board Chairman.

The Montana Board of Regents meeting schedule can be found at:

<http://mus.edu/board/meetings/meetingschedule.asp>

HOST CAMPUS RESPONSIBILITIES

OCHE works with each campus prior to a meeting to coordinate other room requirements. For questions or concerns, please contact Lynette Brown (lybrown@montana.edu or 444.0374) or Summer Marston (smarston@montana.edu or 444.0311).

Rooms Requirements

- One large room for full BOR meeting (seating for 75 to 100 people) generally for two full days
- Small conference room for executive session (seating for 10 - 15)
- Other rooms for luncheons, dinner, receptions, etc., at the discretion of campus and OCHE

Equipment

- Transfer of audio equipment (after each meeting, it is the responsibility of the host campus to transport OCHEs audio equipment to the next campus that will be hosting)
- Arrange for copy / printing capability for minor print jobs near or in meeting space

Staffing

- Provide personnel to run the sound system during the BOR meeting
- Provide a helper to run one of the cameras for the PBS internet streaming

Refreshments

- Continental breakfast for attendees each morning
- Coffee, water, and light refreshments during meeting
- Lunch for Regents and faculty senate representatives
- Lunch for Regents and student leaders
- Breakfast for local business leaders and legislators with Regents and CEOs (the campus sends invitation letters to local civic and business leaders)
- Evening reception (at the discretion of campus)

SUBMITTING AGENDA ITEMS

All campus agenda items are submitted to OCHE through the two flagship campuses or by the community colleges. One person on each MUS campus serves as the agenda coordinator for that campus. This person oversees the preparation and submission of BOR agenda items.

MSU and UM campus staff will submit items to their campus agenda coordinator, who in turn will submit the items to the flagship university agenda coordinator for revision or approval. After the items are approved by the university president or designee, the university agenda coordinator ensures that all items are numbered and formatted correctly and forwards the final versions electronically by e-mail to Lynette Brown at OCHE (lybrown@montana.edu).

The three community colleges submit their agenda items directly to Lynette Brown at OCHE (lybrown@montana.edu).

Deadlines for Submission

Printable schedules and calendars for submission are posted on the MUS website:

- **Submission Schedule** <http://mus.edu/board/meetings/MeetingDatesLocations.pdf>
- **Submission Calendar** <http://mus.edu/board/meetings/MeetingDatesLocations-CALENDAR.pdf>

Please note that most agenda items are due at OCHE four weeks before each meeting, and must include a complete list of the agenda items and the agenda items themselves. **Level I and Level II Academic Items are due at OCHE five weeks before each meeting** to allow time for creation of the Level I and Level II Memoranda to be reviewed by the chief academic officers (CAOs) prior to distribution to the Regents and the public.

All deadline dates fall on Fridays. If a deadline date falls on a holiday, the deadline date is the preceding working day prior to that holiday. If meeting date changes, the deadline dates may be adjusted accordingly.

Note: *These deadlines are established for the submission of agenda items to OCHE only. MSU and UM are responsible for making sure their respective campuses are aware of any campus deadlines that fall before OCHE deadlines.*

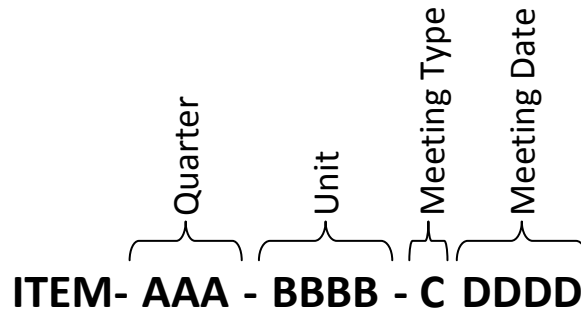
OCHE will post the finalized agenda and meeting materials to the BOR web site two weeks before the meeting:

<http://mus.edu/board/meetings/meetings.asp>

At this time, OCHE will notice the media.

Numbering For Agenda Items

If you have questions on numbering BOR Items, please call Lynette Brown at (406) 444-0374, or e-mail lybrown@montana.edu.



- The first three digits of an item number represent the statutory quarter in which the current meeting is held. These numbers change in January, April, July, and October of each year.

Use the following numbers for the years indicated:

Month	2009	2010	2011	2012	2013	2014	2015
January	142	146	150	154	159	163	167
March	142	146	150	154	159	163	168
May	143	147	151	156	160	164	169
July	144	148	152	157	161	165	170
September	144	148	152	157	161	165	171
November	145	149	153	158	162	166	172

Example: Item **147-1000-R0510** represents an item for the 147th quarterly BOR meeting.

- The second set of numbers identifies the unit submitting the item, be it a campus, OCHE, or MUS as a whole. The assigned numbers are as follows:

Campus	Number
Montana University System	000
Office of the Commissioner of Higher Education	100
Community Colleges (General)	150
Dawson Community College	200
Flathead Valley Community College	300
Miles Community College	400
UM	
The University of Montana-Missoula	1000
Montana Tech of The University of Montana	1500
Montana Bureau of Mines & Geology	1500A

UM-Western	1600
UM-Helena College of Technology	1900
MSU	
Montana State University-Bozeman	2000
MSU-Agricultural Experiment Station	2300
MSU-Cooperative Extension Service	2400
MSU-Billings	2700
MSU-Northern	2800
MSU-Great Falls College of Technology	2900

Staff items will always end in 00. All other items are numbered sequentially, beginning with 01.

Example: ITEM 147-**1000**-R0510 is a staff item from The University of Montana-Missoula; ITEM 147-**1001**-R0510 is an additional UM item.

- The letter just prior to the final set of numbers represents the meeting type. This is usually an "R" to reflect agenda items submitted for **regular** BOR meetings. However, the following letters also may be used as applicable:

C Conference Call Meeting
S Special Meeting
W Workshop

Example: ITEM 147-1000-**R**0510 is an item for a regular meeting. ITEM 147-1000-**C**0510 would be an item for a conference call meeting.

Note: Level I items will have a plus sign (+) preceding this letter instead of the dash (-) which is used for all other items.

- The last four numbers represent the month and year of a meeting.

Example: ITEM 147-1000-**R0510** is an item for the May 2010; ITEM 147-1000-**R1010** is an item for an October 2010.

If an item is pulled from the agenda and carried over to a later meeting, please give the item a new number with the new meeting date (unless the item is a Level I or Level II, as they will retain their original number to show where they are in the process). Place an asterisk after the item number with the following text placed in the footer:

*ITEM XXX-XXX-RXXXX is carried over from the [MM/DD/YYYY] Board of Regents meeting where it was listed as ITEM [previous item number].

However, Level I and Level II memorandums will keep their original item numbers to indicate where they are in the approval process.

Formatting Agenda Items

Agenda items should be prepared using one of the templates available online at <http://mus.edu/board/meetings/Forms/FormsInfo.asp>. Please save the items using the item number, utilizing hyphens rather than periods (i.e., 147-1000-R0510 would be the filename for the last example above). On items created in Microsoft Word, be sure to list all your supporting materials at the bottom of the Item under "ATTACHMENTS." Please make sure that any attachments include the item number in their filename as well.

OCHE Contacts

- For **general questions** on agenda items to Lynette Brown at 444-0374 or lybrown@montana.edu.
- For questions on the preparation of **Administrative and Budget** items, please contact Mick Robinson, Associate Commissioner for Fiscal Affairs, at 444-0319 or mirobinson@montana.edu.
- For questions on the preparation of **Academic and Student Affairs** items, please contact Sylvia Moore, Deputy Commissioner for Academic Affairs, at 444-0312 or smoore@montana.edu.
- For questions on the preparation of **Legal** items, please contact Catherine Swift, Chief Legal Counsel, at 444-0325 or cswift@montana.edu.
- For questions on the preparation of **Two-Year and Workforce Development** items, please contact Mary Sheehy Moe, Deputy Commissioner for Two-Year Education, at 444-0316 or mmoe@montana.edu.
- For questions on the preparation of **Staff and Compensation** items, please contact Kevin McRae, Director of Labor Relations and Personnel, at 444-0327 or kmcrae@montana.edu.

Level I and II Academic and Student Affairs Items

Level I and II items are submitted to the Deputy Commissioner of Academic and Student Affairs by dates outlined on the Level I and Level II Approval Schedule (<http://mus.edu/che/arsa/Forms/Level-IIApprovalSchedule.pdf>). Note that submission of Level I and Level II items is only accepted at certain meetings.

Determining Levels of Involvement

Two factors determine the level to which the Board of Regents becomes directly and formally involved in the process of approving or denying the development, implementation, suspension, and/or elimination of academic and research programs:

1. The degree to which the proposed program fits an institution's approved mission, and
2. The relationship between resources needed, resources available, and the projected benefit.

Some Academic items do not fit into either the Level I or Level II category. Board policy 303.1 states that revision of institutional mission shall be reviewed and approved by the board of regents. Please submit mission revisions as an Action item, not a Level I or Level II.

Mission Statement Revisions

Board policy 303.1 states that revision of institutional mission shall be reviewed and approved by the board of regents. Please submit mission revisions as an Action item, not a Level I or Level II.

Removal of Items from Moratorium

Please submit notice of a campus' intent to reinstate a program from moratorium a numbered Information item done on the Item Template. No Level I Proposal Form is required to remove an item from moratorium.

Level I Proposals (Approved by the Commissioner or Designee)

Level I Proposals are those that may be approved by the Commissioner of Higher Education or the designee. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the board. Level I items include campus initiatives typically characterized by minimal costs, clear adherence to approved campus mission, and the absence of significant programmatic impact on other institutions within the Montana University System and community colleges. Examples include:

1. Re-titling existing majors, minors, options and certificates (e.g. from B.S. in Mechanized Agriculture to B.S. in Agricultural Operation Technology);
2. Eliminating existing majors, minors, options and certificates via Intent to Terminate followed by a Program Termination Checklist (a two-meeting process);
3. Placing programs into moratorium (requires item and Level I Request Form) or removing items from moratorium (does not require the Level I Request Form, only the item)
4. Adding new minors or certificates where there is a major;
5. Adding new minors or certificates where there is an option in a major;
6. Departmental mergers and name changes;
7. Program revisions; and

8. Distance delivery of previously authorized degree programs.

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

Examples of Level I proposals of this type include:

1. Options within an existing major or degree;
2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the five Colleges of Technology where changes require Board action;
3. Consolidating existing programs and/or degrees.

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 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.

Level II Proposals (Approved by the Board of Regents)

Level II proposals require approval by the Board of Regents. These proposals entail more substantive additions to, alterations in, or termination of programs, structures, or administrative or academic entities typically characterized by the (a) addition, reassignment, or elimination of personnel, facilities, or courses of instruction; (b) rearrangement of budgets, cost centers, funding sources; and (c) changes which by implication could impact other campuses within the Montana University System and Community Colleges.

Board policy 303.1 indicates the curricular proposals in this category:

1. Change names of degrees (e.g. from B.A. to B.F.A.)
2. Implement a new minor or certificate where there is no major or no option in a major;
3. Establish new degrees and add majors to existing degrees;
4. Any other changes in governance and organization as described in Board of Regents' Policy 218, such as formation, elimination or consolidation of a college, division, school, department, institute, bureau, center, station, laboratory, or similar unit.