

MEMORANDUM

DATE: September 19 – 21, 2007

TO: Montana Board of Regents

FROM: Roger Barber, Deputy Commissioner for Academic & Student Affairs

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 2007 meeting of the Board of Regents. It also includes announcements that may be of interest to the Board. If you have any questions, I would be happy to answer them with the help of my colleagues in academic affairs.

Montana State University-Bozeman:

- Montana State University-Bozeman filed a Notice of Intent to terminate its Bachelor of Science degree in Agricultural Operations Technology in May 2007. All of the steps in the termination process have been completed, and the degree is, therefore, eliminated. *ITEM 135-2012+R0507*

Montana State University-Great Falls College of Technology:

- Montana State University-Great Falls College of Technology filed a Notice of Intent to terminate the three (3) options associated with its Associate of Applied Science degree in Office Technology in May 2007. I.E., Executive/Administrative Assistant, Attorney's Administrative Assistant, and Medical Administrative Assistant. All of the steps in the termination process have been completed, and the options are, therefore, eliminated. *ITEM 135-2852+R0507*
- Montana State University-Great Falls College of Technology filed a Notice of Intent to terminate three (3) Certificates of Applied Science in May 2007. The Certificates are General Office Assistant, Legal Receptionist, and Medical Receptionist. All of the steps in the termination process have been completed, and the three certificates are, therefore, eliminated. *ITEM 135-2853+R0507*

The University of Montana-Helena College of Technology:

- The University of Montana-Helena College of Technology initiated the process to terminate its Certificate in Diesel Technology by filing a Notice of Intent.
ITEM 136-1902+R0907
- The University of Montana-Helena College of Technology requested permission to change the name of its Certificate in Metals Technology to Machine Tool Technology. That Certificate will also be change to a Certificate of Applied Science at this meeting, if the Board of Regents approves ITEM 136-1901-R0707.
ITEM 136-1903+R0907
- The University of Montana-Helena College of Technology asked to change the name of it Associate of Applied Science degree in Metals Technology, with an option in CNC/ Programming, to an Associate of Applied Science degree in Machine Tool Technology. *ITEM 136-1904+R0907*

Announcements:

Campus-Authorized Certificates:

The following certificate programs of 30 credits or less were created, under Board of Regents' Policy 303.1, since the May 2007 meeting of the Board:

- Microsoft Office Specialist, Montana State University-Great Falls College of Technology
- Cisco Certified Networking Associate, Montana State University-Great Falls College of Technology
- Cisco Certified Networking Professional, Montana State University-Great Falls College of Technology
- Computerized Machine Tool Technology, The University of Montana-Western
- Early Childhood, The University of Montana-Western
- Information Technology & Network Administration, The University of Montana-Western

Accreditation Decisions:

The Northwest Commission on Colleges and Universities notified the Office of the Commissioner of Higher Education about the following decisions in recent months:

- approval of the substantive change request from The University of Montana-Missoula to establish a Higher Education Center in Hamilton, Montana. That decision occurred in June 2007.
- reaffirmation of the accreditation of Flathead Valley Community College, following the regular five-year, interim visit in Spring 2007.

- reaffirmation of the accreditation of Miles Community College, following a focused, interim visit in Spring 2007. The Commission has set a return visit, in Fall 2008, on some of its recommendations.
- reaffirmation of the accreditation of The University of Montana-Helena College of Technology, following a focused interim visit in Spring 2007.
- reaffirmation of the accreditation of The University of Montana-Western following a focused interim visit in Spring 2007.
- reaffirmation of the accreditation of Montana State University-Great Falls College of Technology, following a focused interim visit in Spring 2007.

Out-of-State Institutions:

Moody Bible Institute in Chicago, Illinois, notified the Office of the Commissioner of Higher Education about its plans to offer coursework in Billings, Montana. Moody Bible Institute is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Florida Gulf Coast University in Fort Myers, Florida, notified the Office of the Commissioner of Higher Education about its plans to offer a Master's degree in Educational Technology in an online format in Montana. Florida Gulf Coast University is accredited by the Southern Association of Colleges and Schools.

Regions University of Montgomery, Alabama, notified the Office of the Commissioner of Higher Education that it intends to offer courses and degree programs in Montana via distance learning. Regions University is accredited by the Southern Association of Colleges and Schools.

Indiana Wesleyan University in Marion, Indiana, informed the Office of the Commissioner of Higher Education that it plans to offer a variety of on-line degree programs in Montana from the associate to masters' level. Indiana Wesleyan University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

MONTANA BOARD OF REGENTS

LEVEL I REQUEST FORM

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|-----------------------|---|-------------------------|-----------------------|
| Item No.: | 136-1902+R0907 | Date of Meeting: | September 19-21, 2007 |
| Institution: | The UM-Helena College of Technology | | |
| Program Title: | Termination of Certificate in Diesel Technology | | |

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.

A. Level I action requested (check 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.

- 1. Re-titling existing majors, minors, options and certificates; (e.g. from B.S. in Mechanized Agriculture to B.S. in Agricultural Operations Technology);
- 2. Eliminating existing majors, minors, options and certificates via a Program Termination Checklist;
- 3. Adding new minors or certificates where there is a major;
- 4. Adding new minors or certificates where there is an option in a major;
- 5. Departmental mergers and name changes;
- 6. Program revisions; and
- 7. Distance delivery of previously authorized degree programs.

B. Level I with Level II documentation: 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.

- 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.

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 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.

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| Item No.: 136-1902+R0907 | Institution: The UM-Helena College of Technology |
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Specify Request:

The University of Montana - Helena College of Technology seeks approval from the Montana Board of Regents of Higher Education to terminate its Certificate in Diesel Technology.

See attached termination checklist.

MONTANA BOARD OF REGENTS

LEVEL I REQUEST FORM

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|-----------------------|-------------------------------------|-------------------------|-----------------------|
| Item No.: | 136-1903+R0907 | Date of Meeting: | September 19-21, 2007 |
| Institution: | The UM-Helena College of Technology | | |
| Program Title: | Machine Tool Technology Certificate | | |

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.

A. Level I action requested (check 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.

- 1. Re-titling existing majors, minors, options and certificates; (e.g. from B.S. in Mechanized Agriculture to B.S. in Agricultural Operations Technology);
- 2. Eliminating existing majors, minors, options and certificates via a Program Termination Checklist;
- 3. Adding new minors or certificates where there is a major;
- 4. Adding new minors or certificates where there is an option in a major;
- 5. Departmental mergers and name changes;
- 6. Program revisions; and
- 7. Distance delivery of previously authorized degree programs.

B. Level I with Level II documentation: 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.

- 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.

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 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.

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| Item No.: 136-1903+R0907 | Institution: The UM-Helena College of Technology |
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Specify Request:

UM-Helena requests that the Certificate of Applied Science in Metals Technology be changed to Certificate of Applied Science in Machine Tool Technology.

The title Certificate in Applied Science in Metals Technology does not accurately reflect the current content and curriculum of this certificate and may be confused with other programs at UM-Helena. The Certificate of Applied Science in Machine Tool Technology will better reflect titles being used in the current job market, as well as differentiate it from other degrees offered at UM-Helena in the metals field.

M O N T A N A B O A R D O F R E G E N T S

LEVEL I REQUEST FORM

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|-----------------------|-------------------------------------|-------------------------|-----------------------|
| ITEM NO.: | 136-1904+R0907 | DATE OF MEETING: | September 19-21, 2007 |
| INSTITUTION: | The UM-Helena College of Technology | | |
| PROGRAM TITLE: | A.A.S. in Machine Tool Technology | | |

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.

A. LEVEL I ACTION REQUESTED (CHECK 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.

- 1. Re-titling existing majors, minors, options and certificates; (e.g. from B.S. in Mechanized Agriculture to B.S. in Agricultural Operations Technology);
- 2. Eliminating existing majors, minors, options and certificates via a Program Termination Checklist;
- 3. Adding new minors or certificates where there is a major;
- 4. Adding new minors or certificates where there is an option in a major;
- 5. Departmental mergers and name changes;
- 6. Program revisions; and
- 7. Distance delivery of previously authorized degree PROGRAMS.

B. LEVEL I WITH LEVEL II DOCUMENTATION: 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.

- 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.

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 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.

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| Item No.: 136-1904+R0907 | Institution: The UM-Helena College of Technology |
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Specify Request:

UM-Helena requests that the title of Associate of Applied Science Metals Technology/CNC Programming Option be changed to Associate of Applied Science Machine Tool Technology. This change in title will better reflect the content and curriculum of the degree and reduce confusion between the AAS in Machine Tool Technology and the AAS in Metals Technology.