

**MSU-GREAT FALLS COLLEGE OF  
TECHNOLOGY**

**2007-2008 PROGRAM YEAR**

THE MONTANA UNIVERSITY  
SYSTEM CAMPUS REPORTS

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**LIST OF THE PROGRAMS REVIEWED**

**Associate of Science Degree**

**Emergency Medical Services Paramedic: Associate of Applied Science**

**Fire and Rescue Technology: Associate of Applied Science**

**Interior Design: Associate of Applied Science**

**Medical Billing Specialist: Certificate of Applied Science**

Program Name(s):

**Associate of Science Degree**  
**Emergency Medical Services Paramedic: Associate of Applied Science**  
**Fire and Rescue Technology: Associate of Applied Science**  
**Interior Design: Associate of Applied Science**  
**Medical Billing Specialist: Certificate of Applied Science**

Programs fall into the category described in Section E. of Policy 303.3:  
See Directions Page for additional information to complete this section.  
Use blue fields to add text.

Yes      Add information here

N/A – Section E was removed from BOR Policy 303.3 in November 2007

No      Add information here

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**Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:**

The Program Review Committee at MSU-Great Falls College of Technology recommended retaining the following programs as they are: Associate of Science Degree; Emergency Medical Services Paramedic: Associate of Applied Science; Interior Design: Associate of Applied Science; and Medical Billing Specialist: Certificate of Applied Sciences.

The Program Review Committee at MSU-Great Falls College of Technology recommended retaining the following program, but monitoring its progress and conducting another review in three years: Fire and Rescue Technology: Associate of Applied Science.

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**Rationale or justification for the decision based on the program review process established at the campus.**

**Associate of Science Degree**

The Program Review Committee at MSU-Great Falls COT recognizes the need for an Associate of Science degree for transfer and general knowledge in the field. The Committee also feels that recent changes in curriculum and advising practices will simplify the process of earning this degree and increase graduation rates.

**Emergency Medical Services Paramedic: Associate of Applied Science**

The Program Review Committee at MSU-Great Falls COT regards the Emergency Medical Services program as an important program serving a critical community need. The Committee recommends that the program director make curriculum changes to encourage paramedic students to choose graduation, but the Committee also recognizes the need to support educational opportunities for students seeking licensure at more basic levels.

**Fire and Rescue Technology: Associate of Applied Science**

The Program Review Committee at MSU-Great Falls COT regards the AAS in Fire Rescue as an important degree to encourage professionalism in fire rescue personnel and recommends continuation of the program. Because the program has undergone significant changes in the past year, the Committee would like to review the program again in three years so it can more accurately track progress of the program.

**Interior Design: Associate of Applied Science**

**The Program Review Committee at MSU-Great Falls College of Technology recommends continuation of this growing program and believes the accreditation by the National Kitchen and Bath Association will help this program's continued growth.**

**Medical Billing Specialist: Certification of Applied Science**

**The Program Review Committee Members at MSU-Great Falls College of Technology regard the Medical Billing program as a viable program serving an industry need. The committee recommends for approval of the proposal for a Medical Billing and Coding Associate of Applied Science degree (BOR approved for 2008-09).**

**Please see addenda for more detailed summaries of each of the program reviews.**

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## **Associate of Science**

# **A d d e n d u m**

The Associate of Science Degree is a student-centered program that meets the needs of the community by providing the appropriate education to work in science and technology fields and to transfer to a 4-year institution. Graduates of the program are prepared to select and use appropriate technologies for various tasks that might be encountered in their careers, use critical thinking to evaluate information, solve problems, or make decisions, and understand the application of the natural sciences in the world today.

Completion of the AS degree at MSU-GF is considered transferable to other MUS institutions, especially the CORE courses. The requirements of the program have been adjusted over the past few years to better allow students to complete the program. Previously there were several concentrations students could specialize in, but the process was confusing and few students understood the process.

The data used to calculate the rolling averages of intake students is based upon un-duplicated head count data provided by the registrar's office. The data used to determine placement is based upon data provided by the transfer advisor's office.

Overall, the percentage of graduates has increased slightly over the course of the three years given in the rolling average data above. The 2005 data indicates 4.9% of the students in the program graduated, while the number increased to 5.4% in 2006 and 5.7% in 2007. Hopefully, changes in advising will allow more students to understand the degree and complete it.

YEARLY MODEL	Date	Date	Date
Previous three years	2007	2006	2005
Intake students enrolled during the year – rolling average	467.33	602.67	643.33
Number of graduates in that year – rolling average	26.67	32.33	31.67
Other successful exits in that year – rolling average	14.5	15.33	18.67
Placement (from above graduates) – rolling average	15.5	14	10.67

2002-2003: 25 of 28 graduates (89%) continued their education.

2003-2004: 24 of 29 graduates (83%) continued their education.

2004-2005: 28 of 38 graduates (74%) continued their education.

2005-2006: 23 of 30 graduates (77%) continued their education.

Program Review Committee Comments/Recommendations:

The committee recognizes the need for an Associate of Science degree for transfer and general knowledge in the field. The committee also feels that recent changes in curriculum and advising practices will simplify the process of earning this degree and increase graduation rates.

- The committee recommends hiring a full-time instructor for math and for science and also recommends hiring more part-time instructors in both the science and math areas so that classes can be scheduled each semester. This will allow flexibility in scheduling for students.

- Resources:

- o The committee recommends for increased lab and storage space for this program. Issues with lab quality and space and storage for lab materials will hopefully be solved when the program moves into spaces in the new addition.

- **Financial:**
  - o **The committee recommends hiring a new full-time science and math instructor. We also recommend hiring enough part-time faculty to allow flexibility in scheduling courses each semester. This may help graduation rates.**
  - o **The committee recommends better funding for faculty professional development so that faculty can stay up-to-date in the latest technologies and teaching methods for this degree.**
  - o **The committee recommends a review of current lab fees in order to ascertain that they are still sufficient to purchase appropriate materials and supplies.**

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## **Emergency Medical Services Paramedic: Associate of Applied Science**

### **A d d e n d u m**

The 19-year-old MSU-GF EMS department is committed to becoming a leader in EMS training and education. The EMS program, offering courses for 10 years in this format, is the only one in Montana offering education and training in the three level of EMS - EMT-Basic, EMT-Intermediate 99, and EMT-Paramedic. It is further committed to providing scholastic opportunities designed to produce competent pre-hospital care providers at the relevant target level of practice with respect to an intended demographic. In addition to local health care facilities, local ambulance services and rural volunteer fire departments, communities of interest served by the program include sites throughout Montana such as Helena, Bozeman, Lewistown, and Cut Bank.

Students in the program who successfully complete an intended level of practice exhibit and exemplify the ethics and standards of the National Registry of Emergency Medical Technicians (NREMT). Individuals seeking paramedic level certification will assimilate advanced skills with a complement of general academics, biological sciences, professional education, cognitive, affective and psychomotor skills expected by a demanding society.

According to the program director, this program serves a large number total number of students. Historically, however, few of these students graduated because the profession requires only licensure, not a degree. Therefore, it is important to look at total students enrolled in the various certifications available in the program to truly gauge the success of the program. The program also supports critical emergency medical care in Great Falls and the surrounding communities by offering educational and continuing education opportunities to practicing emergency medical personnel who may be seeking to upgrade their skills without seeking a degree. Pass rates for the various certification levels are excellent for the paramedics and average for the EMT basics.

In the area of resources, a sizeable grant allowed equipment for the program to be upgraded to state-of-the-art. The EMS program also makes excellent use of the REACH program and WebCT to deliver distance learning to outlying communities. A significant program need is for additional secure storage space and expanded classroom space for a growing program. There is also a need for continuing discussion and partnerships for clinical sites and internships.

The program director said that application for accreditation with CoAEMSP was made September 2007. By fall 2008 all requirements should be completed with a site visit following.

#### **YEARLY ENROLLMENT MODEL**

<b>Year</b>	<b>Basic</b>	<b>Intermediate</b>	<b>Paramedic</b>	<b>A.A.S.</b>	<b>Fire Paramedic</b>	<b>Total</b>
<b>99-00</b>	<b>19</b>	<b>10</b>	<b>7</b>		<b>0</b>	<b>36</b>
<b>00-01</b>	<b>26</b>	<b>21</b>	<b>6</b>		<b>10</b>	<b>63</b>
<b>01-02</b>	<b>26</b>	<b>5</b>	<b>8</b>		<b>12</b>	<b>51</b>
<b>02-03</b>	<b>35</b>	<b>6</b>	<b>8</b>		<b>12</b>	<b>61</b>
<b>03-04</b>	<b>26</b>	<b>4</b>	<b>4</b>		<b>8</b>	<b>42</b>
<b>04-05</b>	<b>26</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>35</b>
<b>05-06</b>	<b>25</b>	<b>12</b>	<b>9</b>	<b>5</b>	<b>0</b>	<b>46</b>
<b>06-07</b>	<b>53 (inc 8 REACH)</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>67</b>
<b>07</b>	<b>15 (Fall)</b>		<b>15</b>			<b>30</b>

**Program Review Committee Comments/Recommendations:**

- **The Committee Members regard the Emergency Medical Services program as an important program serving a critical community need. The Committee recommends that the program director make curriculum changes to encourage paramedic students to choose graduation, but the Committee also recognizes the need to support educational opportunities for students seeking licensure at more basic levels. The recommendation is to track all successful outcomes.**
- **Accreditation:**
  - **The Committee recommends that the program director receive adequate financial resources and assistance in seeking accreditation for the program, including release time if necessary.**
- **Resources:**
  - **The Committee recommends investigating the possibility of expanded classrooms and more storage space so that the program can grow. It is important that the classroom facilities reflect the quality of the program itself.**
- **Financial considerations:**
  - **The program director conveyed to the Committee that the working budget is adequate; however, additional money may be necessary to update the facilities.**
  - **Professional development funding is necessary; instructors should receive assistance for updates to certifications and continuing education hours.**

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## **Fire and Rescue Technology: Associate of Applied Science**

### **A d d e n d u m**

The fire and rescue technology program is a cooperative endeavor between MSU Great Falls COT and MSU Fire Services Training School (FSTS). FSTS is part of MSU Extension and is responsible for the development and delivery of fire and rescue training in Montana. All courses, with the exception of the general education and emergency medical technician, are taken through FSTS. After completion of a FSTS course, credits are applied by MSU Great Falls. Because students do not have to register with MSU Great Falls to take FSTS courses, the number of actively enrolled students is never accurately known. The number of enrolled students listed below really only represents the number of students taking the general education requirements.

FSTS annually delivers training classes that meet the technical course requirements to about 1600 fire fighters in Montana. The program is designed to offer the student maximum flexibility to accomplish their degree. The general education requirements are available on-line. The technical education requirements are offered mostly through MSU Fire Services Training School, and many of the FSTS classes are offered throughout the state on weekends. This makes it very convenient for students currently employed in fire rescue to take classes while holding jobs.

As part of the technical requirement, the student will receive five professional certifications (Emergency Medical Technician, Fire Fighter 1 & 2, Hazardous Materials Technician and Fire Officer 1). These certifications are highly valued in the fire service and for the student seeking a career position or a paid member attempting to advance, they make the difference. There is no other associates degree program in Montana that includes this many professional certifications.

A majority of the technical requirements are nationally and internationally accredited professional certifications. The accrediting agencies are the International Fire Service Accreditation Congress and the National Board on Fire Service Professional Qualifications. The certifications meet the National Fire Protection Association (NFPA) standards, which are the national standards for the fire service. The other required fire service classes are Montana regional deliveries of National Fire Academy curriculum. The NFPA standards and NFA classes are the foundation of the fire service and are recognized by most fire science degree programs.

Previously, the program had a cumbersome and impractical process for completing technical requirements. This has been addressed over the past couple years by restructuring the way technical requirements are completed. Since these changes 4 students have graduated and many more have expressed interest in continuing in the program.

As the population of Montana (and the entire North West region) continues to increase, the demands placed on our local communities can be daunting. Local fire departments are seeing increased call volumes and increased community expectations. As a result, the need for competent fire fighters, both volunteer and career, with supervisory capabilities is at an all time high. The purpose of this program is to develop well trained fire fighters to meets the needs of the fire service, both professional and volunteer.

#### **YEARLY MODEL**

	<b>Date AY 2005</b>	<b>Date AY 2006</b>	<b>Date AY 2007</b>
<b>Previous three years</b>			
<b>Students enrolled during the year</b>	<b>13</b>	<b>7</b>	<b>6</b>
<b>Number of graduates in that year</b>	<b>0</b>	<b>2</b>	<b>2</b>
<b>Other successful exits in that year</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Placement (from above graduates)</b>	<b>NA</b>	<b>1</b>	<b>Unknown</b>

**Other successful exits include transfers to the following MSU Great Falls programs; Medical transcription (1), Aviation (1), EMT-P (4).**

**Program Review Committee Comments/Recommendations:**

**The Committee regards the A.A.S in Fire Rescue as an important degree to encourage professionalism in fire rescue personnel and recommends continuation of the program. Because the program has undergone significant changes in the past year, the committee would like to review the program again in 3 years (2010) so that the committee can more accurately track progress of the program.**

- **The committee feels this program could benefit from increased marketing efforts. The possible student base for the degree is very large, and prospective students should be made more aware of the program.**
- **The committee also recommends researching possible financial aid opportunities for the students.**

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## **Interior Design: Associate of Applied Science**

### **A d d e n d u m**

The Interior Design program at MSU Great Falls graduated its first students in 1992 and was the only interior design program in the state until the sister program was initiated in Bozeman in the fall of 2007. Since the program's inception, the program has improved greatly in quality and enrollment numbers. Students in the program typically complete a variety of real-life and instructor-designed projects; the projects are presented publicly at the Interior Design Showcase, a juried event that is held annually in April. Students also frequently take advantage of the opportunity to travel to professional seminars and events with their instructors, earning money for the travel through Interior Design Club fundraisers.

The Interior Design Program at Montana State-University-Great Falls College of Technology prepares students with a wide variety of skills and competencies for entry into various areas of the design field, ranging from residential to commercial. The Interior Design program is two years in length and contains two classes of first year students and second year students running simultaneously. The program sequence begins fall semester and each semester's classes are prerequisites for the following semester. The relatively high number of credits for an A.A.S. degree (69) combined with time-intensive coursework make this a somewhat difficult program to complete in 4 semesters, so some students choose to complete the program in three years. Many students take classes and complete internships during the summer to lower credit loads during fall and spring semesters.

The Interior Design program in Great Falls received full Accreditation by the National Kitchen and Bath Association in 2006. It is one of only 39 two- and four-year colleges to achieve this status. Benefits of NKBA accreditation for the program's students include the latest information and technology for kitchen and bath design, internships, competitions, scholarships and networking with professional members. Graduates of the program who complete a total of 160 hours of internship are eligible to become Associates of Kitchen and Bath Design immediately after graduation; this appellation can increase job opportunities and starting pay.

Graduates are also eligible to sit for the National Council for Interior Design Qualification examination after they have completed 5,280 hours of work experience in the design field.

The Interior Design program defines intake students as those taking a fall section DE162 Interior Design Graphics, a discrete course for design majors. Although graduation is the goal, there are other successful outcomes within the program. Students may seek skills and/or knowledge in specific areas only. Some students gain experience in the field and transfer to a 4-year program.

<b>COHORT MODEL=admitted to degree program as candidates</b>	<b>Date</b>	<b>Date</b>	<b>Date</b>
<b>Previous three years</b>	<b>04-05</b>	<b>05-06</b>	<b>06-07</b>
<b>DE 162 Intake</b>	<b>14</b>	<b>12</b>	<b>15</b>
<b>Number of graduates</b>	<b>8</b>	<b>3</b>	<b>13</b>
<b>Other successful exits</b>	<b>2</b>	<b>2</b>	
<b>Placement</b>	<b>5</b>	<b>2</b>	<b>9</b>

#### **Year 2004-2005**

- **Enrolled: 36 program enrollees**
- **DE 162 Intake: 14**
- **Graduated: 8**
- **Other successful outcomes: 2 students transferred to more suitable programs**

- **Employed: 6**

**Year 2005-2006**

- **Enrolled: 31**
- **DE 162 Intake: 12**
- **Graduated: 3 (low number of May grads; many students completed in July)**
- **Other Successful outcomes: 2 students transferred to Bozeman, 2 students were employed**
- **Employed: 2**

**Year 2006-2007**

- **Enrolled: 45**
- **DE 162 Intake: 15**
- **Graduated: 13**
- **Employed: 9**

**Program Review Committee Comments/Recommendations:**

**The committee recommends continuation of this growing program and believes the accreditation by the National Kitchen and Bath Association will help this program's continued growth.**

- **The committee recommends consideration of the program director's workload and possible consideration of more part-time teaching assistance.**
- **The committee also concurs with the program director's recommendation that the curriculum should move to a formal 5-semester program by including summer semester courses between first and second years.**
- **Resources**
  - **The committee recommends adding space to the current design lab/studio by utilizing B103 as a computer lab for the interior design curriculum. This will allow more separation for first and second year curriculum and offer more open lab times. Adding the computer lab will also help to incorporate newest technologies.**
- **Financial Considerations**

**The committee recommends for continued lab fees and sufficient budget for consumable supplies, computer software and professional development. They also believe the department should consider the addition of a part-time instructor in addition to the lead instructor.**

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## Medical Billing Specialist: Certificate of Applied Science

### Addendum

This program has only been in existence for three years. The curriculum for the Medical Billing Specialist is closely related to the curricula for Coding and Medical Transcription programs, so many students in the Billing program are enrolled in more than one program. Tracking graduates is difficult, as students do not always declare multiple programs until graduation. Because this is a certificate program with courses that do not transfer into an Associate degree program, there is no financial aid available for the program, and this affects enrollment.

The program is a very accessible program offered completely online, and it is the only Medical Billings program in the state. Many students entering the program are currently working or have experience in the medical billing field and are seeking to upgrade their skills. The addition of experiential learning credit has benefited the program since students can now get credit for work they have done in the field.

The program directors for the Billing and Coding programs are proposing an Associate of Applied Science degree in Medical Billing and Coding, a plan which seems to solve several issues with the certificate programs, including the issue of financial aid.

In the area of resources, there is currently no discrete budget for the Medical Billing program, a problem if the program continues to grow. The current program director is stretched quite thin with work on other programs as well. There is no internship coordinator to manage clinical experiences.

There is currently no accreditation available for this program, but there is discussion in the industry for accreditation; the program director plans to be proactive in seeking accreditation when it becomes available.

Years to be reviewed	2004-05	2005-06	2006-07
Intake students enrolled during the year	16	9	11
Number of graduates (from above enrollees)	7	2	1
Other successful exits (from above enrollees)	4	3	3
Placement (from above enrollees)	1	4	Not available

#### Program Review Committee Comments/Recommendations:

- The Committee Members regard the Medical Billing program as a viable program serving an industry need. The Committee recommends for approval of the proposal for a Medical Billing and Coding Associate of Applied Science degree. [BOR approved for 2008-09]
- Currently, the program director is stretched very thin coordinating this and other programs. The committee recommends hiring additional faculty to assist her, especially with supervision of internships. There is also a need for advising assistance and recruitment for this program, especially since it is totally online.
- Financial considerations:

- **The program needs a viable working budget, and the program director would like input for this budget.**
- **Professional development funding is necessary, especially if the opportunity to accredit this program becomes available.**